**NOTIS BOARD MEETING MINUTES**

March 26, 2015

**Board Members Present:** Fumi Janssen, Diana Noman, Linda Noble, Irine Kariuki, Elise Kruidenier, Saori Sampa, María Luisa Gracia Camón, Nancy Leveson, Kathryn German, Lindsay Taylor, Julie Wilchins, Thei Zervaki (joined late)

**Others Present:**

Office Manager Naomi Uchida, Milena Calderari-Waldron

**Call to order at 7:03 pm**

**Agenda accepted**

**Approval of minutes from February 22, 2015 meeting**

Considered accepted – no objections

**President’s remarks by Kathryn**

-The Executive Committee met, with the following findings:

1. Before purchasing a computer, we will consult the attorney we hired regarding the merger.

2. MedSIG profit-share paid to Naomi in January will be considered pre-payment of her MedSIG profit-share for 2015 workshops.

**Review of Action Items by Kathryn**

**Business**

**Office Manager Report by Naomi**

-February was a busy month – new record for number of emails.

-Renewals are still coming in.

**Treasurer’s Report by Fumi**

-Fumi submitted e-postcard to IRS.

-We haven’t received check from ATA yet.

**Advocacy Committee Report by Milena**

-New NOTIS Advocacy web page keeps people updated on our work.

-We sent letter to WA Democratic House representatives in support of expanding AOC reimbursement to whole state. Now 53 courts participate in AOC reimbursement program. WA has 230 courts. House released budget on 3/23.

-Public hearing on WA budget tomorrow afternoon. We will see if they keep trial courts’ language access funding for $6m as requested by the governor.

-The Senate’s budget will follow. We may want to send a similar letter of support to Democratic senators.

-Both interpreter bills died: the union bill, and the model policy for language access in K-12 schools.

-There are new regulations for the DSHS certification program for interpreters and translators. New phase: design system to track continuing education credits for interpreters and translators.

-Milena requested changes to the WA Department of Enterprise Services contract for interpreter services, and they were all adopted.

**Website Report from Katrin (presented by Kathryn)**

-There have been 990 visits to the site over the past 30 days.

-Calendar is updated frequently.

-Please subscribe to NOTIS blog.

-Katrin found someone to replace her as webmaster, who she is training now.

**Marketing/ Social Media Reports by Saori**

-Flyer advertising our job board and directory will be emailed with links – so recipients can click to access them.

-She’s creating click-throughs as much as possible from FB.

**MedSIG Report from Cindy (presented by Kathryn)**

-Upcoming trainings are scheduled for April 4, May 30, June 27, and October 24.

-Seeking venues in the south end/Tacoma/Olympia, Wenatchee, and Bellingham.

**Program Reports**

**by Irine**

-Last social event at Southcenter Mall went smoothly and was well-attended.

-We’ll have events every other month. Next one will be outdoors. Suggestions are welcome.

Action Item: For next meeting, think about purchasing new banner or other item for display at public events, such as social events and the ATA conference.

**from Thei (presented by Elise)**

-Poetry Translation workshop will be at Good Shepherd Center 6-8 pm on April 28. Seeking ATA credit.

Action Item: apply for DSHS credits.

Motion by Julie Wilchins: I move to approve the budget with the change that the proposed event fees be decreased so the NOTIS/WITS price is $25, the non-member price is $35, and the student price is $20. Seconded and passed.

**by Saori – International Translation Day**

-Will hold meeting in early April. Looking for venue.

-Elise and Court Interpreter Division are assisting. Bellevue College students are also interested in volunteering.

**Court Interpreter Division (WITS) Report by Luisa and Linda**

-March 1 workshop was a tremendous success.

-CID will develop policy clarifying that attendees can’t get credit if they arrive late or leave early, per AOC rules.

-Thomas West presentation will be postponed until 1st quarter 2016.

-Potential changes to continuing education requirements for court interpreters: keep 2 ethics credits, and split other 14 credits between professional/performance-based training related specifically to court interpreting (majority of the 14 credits); and ‘electives’. In committee now.

-Another proposed policy change: creation of ‘inactive status’, e.g., if someone is out of the country or on family leave for a few years, and wants to suspend status. Based on CA model.

**Northwest Linguist Report by Kathryn**

-Next due date is April 7. Please send Kathryn any submissions.

**Housekeeping**

-Policy on Accommodations:

Motion by Nancy Leveson: I move that we accept Policy Document 19 as modified by Julie [to read: “NOTIS event announcements will include a notice that people may make requests for accommodations to the program organizer. NOTIS asks that requests be made at least three weeks in advance if possible, to allow time to research and arrange accommodations.”]

Seconded and passed.

-Policy on Certificates of Attendance for events:

Motion by Linda Noble: I move to modify policy document number 17 to read as Kathryn modified it. Seconded and passed.

-Policy on new members: if they join in November or December, their membership will start at that time and continue through the following year.

Motion by Nancy Leveson: I move that we approve the policy on new membership term. Seconded and passed.

Action Item: Board should review policies 1, 2, and 8 for our next meeting.

Next meetings:

-Wednesday, April 22: in-person meeting at Wallingford location TBD. Gathering at 6 pm, 7 pm meeting.

-Thursday, June 4: online meeting online at 7 pm

Meeting adjourned at 8:45 pm