

NOTIS BOARD MEETING MINUTES

October 22, 2015

Board Members Present: Kathryn German, Nancy Leveson, Julie Wilchins, Saori Sampa, Lindsay Taylor, Irine Kariuki, Fumi Janssen, Thei Zervaki

Others Present: Office Manager Naomi Uchida, Shelley Fairweather-Vega

Call to order at 7:04 pm

Agenda accepted

Approval of minutes from September 16, 2015 meeting

-Correction of one typo and addition of Naomi Uchida to attendees

Motion by Julie Wilchins: I move to amend the minutes to reflect Naomi was there and to accept them as amended. Seconded and passed.

Review of Action Items by Kathryn

President's remarks by Kathryn

-We have our slate for 2016 board member elections. Election will be by acclamation because no contested positions. Slate will be incumbents Saori Sampa, Thei Zervaki, and Julie Wilchins; and new candidates Brooke Cochran, Shelley Fairweather-Vega, and Sofía García-Beyaert.

Motion by Lindsay Taylor: I move to accept this slate of board members. Seconded and passed.

-Please upload your annual reports to DropBox Annual Reports folder by end of October.

-Planning meeting Thursday, November 12, at 6:30 pm in Burien. Topics: 2016 priorities, programs, role each board member will play.

-We'll hire someone to design a NOTIS banner with new higher-resolution logo file.

Motion by Julie Wilchins: I move to approve spending up to \$375 for the planning dinner. Seconded and passed.

Business

Office Manager Report by Naomi

-NOTIS has 354 members as of end of September.

Finance Report by Fumi

-Many class registrations in September.

-Fumi has prepared the 2014 Annual Finance Report

Advocacy Report from Milena (by Kathryn)

-Contact Milena with any questions about 2015 annual report.

Website Report from Bee (by Kathryn)

-See written report.

Outreach and Marketing Report by Saori

- Great increases in likes, shares, and comments from both members and non-members.
- More interest lately in language- and cultural-themed articles.
- Naomi will research if it's possible to email members only job postings relevant to their language pair(s).

MedSIG Reports (from Cindy) by Kathryn

- Current policy: event volunteers do not receive free registration. However, MedSIG event volunteers work very hard for an extended period of time, so we will consider revising this policy.
- Next year: more geographically dispersed trainings; will possibly train additional trainers; will try language-specific seminars.
- We need policy re if corporate membership entails a certain number of free or discounted training registrations.

Program Reports

International Translation Day Report by Saori

- ITD was very successful. There were about 120 people there. This was the largest attendance ever, possibly partly due to a reduced registration fee. Based on survey responses, attendee satisfaction was very high. Attendees spoke very highly of quality of speakers, catering, and continuing education credits offered. Many said they would like to volunteer with NOTIS.
- It was also a financial success, which may be a first for ITD.
- Saori organized everything impeccably, with the assistance of capable volunteers.

Social Activities and Holiday Party by Irine

- Irine will be out of the country and unavailable to organize events for 5-6 months, starting the first week of November.
- Huyen is organizing the holiday party.
- Discussion of possible Holiday Party ideas:
 - Free food and drink
 - Door prizes or raffle
 - Or usual potluck, white elephant gift exchange
- Musician will be same as last year – Saori has been coordinating. She can play different genres from last year. \$200 last year.
- Consensus to have potluck, with fruit and beverages provided by NOTIS as was done last year.
- Irine will determine if alcohol can be served at the Holiday Party.
- Executive Committee will approve budget for Holiday Party.

Interpreter and Translator Credits by Elise

- Elise and Luisa created a continuing education reference document for translators and interpreters (primarily for accredited court and medical interpreters). It summarizes requirements for continuing education attendance and reporting.
- This document will be posted on the website.

Court Interpreters Division (WITS) Report by Luisa

-10/13 meeting to organize March 2016 workshop. Aim to bring Thomas West for language-specific training in Spanish, Russian, and French.

-Total expenses \$5,540

-West is available weekend of March 19 and 20, 2016.

-Availability of North Seattle Community College as venue was confirmed today.

-Future project: session with judges.

-Luisa will survey members by email to gauge interest in presentations by West; obtain detailed information on material to be presented from West and circulate it to board; and prepare break-even analysis.

-Board will aim to vote on budget at next meeting.

Northwest Linguist Report by Kathryn

-Looking for articles and photos.

-A summary of ITD would be welcome.

Nominating Committee Report

-Postcard and election materials are in progress.

Housekeeping

-All workshop notices should specify that late arrivals will not receive full credit.

Action Item: Kathryn will ask Bee to add that policy to Events web page.

-Corporate membership – discount is for one employee per event.

Motion by Saori Sampa: I move to delete the benefits in general on website, and rewrite them to specify them by category. Seconded and passed.

-Julie can take over speakerphone assistance from Nancy, and Saori can provide backup. Nancy will write up procedures for various ways to connect speakerphone (by land line, cell, computer, etc.), and train Julie/Saori/Kathryn.

Action Item for all: Read NCTA and CATI logo policies. They encourage members to use their logos on the websites and business cards per their guidelines.

-At 11/12 planning meeting, we'll seek volunteers to take over tech roles from Nancy (Dropbox, NOTIS account passwords, etc.)

-Possibility of "Jurassic Parliament" board training from Ann MacFarlane.

Motion by Saori Sampa: I move to accept this plan offered by Ann MacFarlane on one of the days she suggested. Seconded and passed.

Action Item: Kathryn will check current and new board members' availability for proposed Jurassic Parliament training dates. Tentatively January 30.

-Strategic planning: Before 11/12 meeting, Julie will follow up on items from last board meeting's minutes.

Next meetings:

-Thursday, November 12, 6:30 pm: in-person planning meeting for 2016.

-Sunday, December 6 annual meeting 12-1, then holiday party. University of Washington Waterfront Activities Center.

-Officer election will be by phone in December.

-January meeting date will be determined at November 12 meeting.

Meeting adjourned at 9:04 pm