



## **ANNUAL REPORT 2023**

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## **PRESIDENT’S LETTER**

Dear Friends and Colleagues,

2023 has been another successful year for the Northwest Translators and Interpreters Society, as we marked our 35<sup>th</sup> anniversary. Founded in 1988 as a regional chapter of the American Translators Association, NOTIS has grown and accomplished a great deal in the ensuing years. Membership has increased steadily, reaching almost 900 active members in November 2023. Our financial position remains strong, enabling us to invest in a wide variety of activities to benefit the members.

NOTIS leaders, headed by the all-volunteer Board of Directors with invaluable support from dedicated staff and volunteers, work hard to create opportunities for professional development, as well as intellectual and personal enrichment, meeting member needs for continuing education, information, representation, networking and social connections. The highlight of the year was our annual conference in honor of International Translation Day.

NOTIS programming remains robust. The three programming divisions — Community Interpreting (CID), Legal and Translation, including the Northwest Literary Translators — continue to offer affordable workshops and presentations designed to help members accrue needed CE credits, learn and hone skills, and cope with changing conditions in their fields. The popular new On-Demand Webshop program enables members to earn CEUs more easily and at a lower cost.

Other initiatives include a new Ethics Panel; a reimagined Grants and Membership Development Committee; and online Member Meetups. Because “Member Care” is one of our top priorities, a new subcommittee is being formed to oversee aspects of this important activity area.

NOTIS has been engaging in advocacy on issues impacting interpreter certification, liability and compensation.

NOTIS communicates and connects with members and colleagues in adjacent fields through email, quarterly newsletters, social media, and a website full of great resources and tools for T&I practitioners. We encourage member involvement in NOTIS activities through surveys, calls for submissions to our publications and participation in volunteer projects, and invitations to run for the Board.

The year would not be complete without a few fun, relaxing social events. This year we cautiously returned to more in-person gatherings, including our traditional summer picnic, and the December holiday party, which will be in person for the first time since 2019. I look forward to seeing many of you there, and to carrying on the good work with you in 2024!

Sincerely,

A handwritten signature in cursive script that reads "Laura Friend". The ink is a light grey or blue color.

Laura Friend  
NOTIS President

# Northwest Translators and Interpreters Society

## Statement of Activity

January - December 2022

	TOTAL
Revenue	
Membership Revenue	
\$25 - Student Membership	945.00
\$55 - Individual Membership	28,005.00
\$75 - Institutional Membership	200.00
\$95 - Corporate Membership	1,550.00
ATA Rebate	2,289.75
<b>Total Membership Revenue</b>	<b>32,989.75</b>
Workshops & Events	
Workshop Revenue	86,267.50
<b>Total Workshops &amp; Events</b>	<b>86,267.50</b>
<b>Total Revenue</b>	<b>\$119,257.25</b>
<b>GROSS PROFIT</b>	<b>\$119,257.25</b>
Expenditures	
Administrative Service Expenditures	
Bank & Merchant Fees	4,175.82
PayPal Fees	10.93
<b>Total Bank &amp; Merchant Fees</b>	<b>4,186.75</b>
Licenses & Permits	82.98
Office Supplies	560.95
Postage	268.72
Software	238.16
Antivirus	159.71
DropBox Cloud Storage	131.99
MS Office365 Subscription	77.16
Quickbooks	464.00
Wild Apricot	3,660.00
Zoom	165.26
<b>Total Software</b>	<b>4,896.28</b>
<b>Total Administrative Service Expenditures</b>	<b>9,995.68</b>
Education Program Expenses	
Catering	1,410.67
CEU Applications	1,277.00
Printing - Handouts	181.53
Scholarships	3,664.00
Speaker's Fees	32,300.18
Supplies	1,470.37

# Northwest Translators and Interpreters Society

## Statement of Activity

January - December 2022

	TOTAL
Travel	
Ground Transportation	15.00
Lodging	167.77
Meals	0.00
<b>Total Travel</b>	<b>182.77</b>
Venue Rental - Workshops	2,190.00
<b>Total Education Program Expenses</b>	<b>42,676.52</b>
Independent Contractors	
Bookkeeper	1,181.00
Marketing Specialist	16,232.65
Office manager	34,373.00
<b>Total Independent Contractors</b>	<b>51,786.65</b>
Marketing Expenses	
Website Hosting & Domain	1,131.11
<b>Total Marketing Expenses</b>	<b>1,131.11</b>
Social Events	
Supplies	205.85
Venue Rental	650.00
<b>Total Social Events</b>	<b>855.85</b>
<b>Total Expenditures</b>	<b>\$106,445.81</b>
NET OPERATING REVENUE	<b>\$12,811.44</b>
Other Revenue	
Interest Income	34.94
Vanguard Investment Revenue	-3,576.79
<b>Total Other Revenue</b>	<b>\$ -3,541.85</b>
NET OTHER REVENUE	<b>\$ -3,541.85</b>
NET REVENUE	<b>\$9,269.59</b>

# Northwest Translators and Interpreters Society

## Statement of Financial Position

As of December 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Banks	
BECU Checking	40,549.09
BECU Savings	20,034.02
PayPal	0.00
<b>Total Banks</b>	<b>60,583.11</b>
<b>Total Bank Accounts</b>	<b>\$60,583.11</b>
Accounts Receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Undeposited Funds	-95.00
<b>Total Other Current Assets</b>	<b>\$ -95.00</b>
<b>Total Current Assets</b>	<b>\$60,488.11</b>
Other Assets	
Vanguard Investment	22,091.16
<b>Total Other Assets</b>	<b>\$22,091.16</b>
<b>TOTAL ASSETS</b>	<b>\$82,579.27</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	-15.00
Retained Earnings	73,324.68
Net Revenue	9,269.59
<b>Total Equity</b>	<b>\$82,579.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$82,579.27</b>

## **FINANCIAL SUMMARY**

This financial report covers the previous year; 2023 numbers will be presented in the 2024 annual report.

NOTIS continued to enjoy a strong financial position in 2022. We finished the year with \$82,500.00 in assets, which is an increase of about \$9,000.00 compared to the end of 2021. Between our checking and savings accounts, we had 6.5 months' worth of cash on hand, well exceeding our goal of three months' cash reserves.

NOTIS's income increased significantly, from around \$70,000 in 2021 to almost \$120,000 in 2022. Expenditures also increased, from around \$65,000 to \$106,000, reflecting NOTIS's increased spending on workshops, conferences, and other activities as people started gathering again after COVID-19.

Respectfully submitted by Rosemary Nguyen for the Finance Committee

## NOTIS ANNUAL MEMBERSHIP REPORT 2023

October 2022 to November 2023

	Corporate	Individual	Institutional	Student	Total
<b>November 2023</b>	16	780	10	70	876
<b>October 2023</b>	16	773	10	72	871
<b>September 2023</b>	16	771	9	69	865
<b>June 2023</b>	18	747	8	68	841
<b>April 2023</b>	17	739	8	64	828
<b>March 2023</b>	17	713	9	62	801
<b>February 2023</b>	17	687	7	61	772
<b>January 2023</b>	16	665	6	63	750
<b>November 2022</b>	18	582	7	56	663
<b>October 2022</b>	18	586	9	58	671

Respectfully submitted by Naomi Uchida Office Manager  
Last updated November 8, 2023

The number of NOTIS members reached **876** in total as of **November 2023**, that is **213** more members than November 2022.

The breakdown of annual member increase as of November 2023 as to the categories in the above table is as follows:

Corporate: -2  
Individual: +198  
Institutional: +3  
Student: +14

Also in 2023, a slight increase in the membership fees has been in effect as follows:

	Student	Individual	Institutional	Corporate
New	\$25	\$55	\$75	\$95
Old	\$15	\$45	\$50	\$75



## COMMUNITY INTERPRETERS DIVISION REPORT 2023

This year's Community Interpreter Division (CID) was comprised of Howard Chou, Nada Conner, Yoseph Petros, Yvonne Simpson, Yuliya Speroff, Naomi Uchida, and Katerina Warns. The committee meets bi-monthly to plan trainings and discuss concerns specific to community interpreting.

### 2023 Trainings

During 2023, the CID has organized 31 workshops covering 19 different topics – this year had the most trainings in the history of the CID. As of the date of writing, training has been provided to over 1071 participants, with additional participants expected at December webshops. These events have varied in length from 2 to 8 hours with over 104 hours of training provided. Continuing education (CE) credits were obtained for the majority of workshops from some or all of the following organizations: WA DSHS, ATA, WA AOC, CCHI, and IMIA. The CID has continued to provide training via the Zoom platform. In addition to live classroom-sized webshops and larger-group webinars, CID now offers on-demand training, allowing participants to learn from recorded presentations on their own schedule.

### Financials

Please see the chart below for a complete list of CID trainings, and the modalities, instructors, attendees and NOTIS revenue associated with each. As of the time of writing in November, NOTIS's NET income from CID trainings is \$28,599 with income from two webshops still outstanding, plus \$12,856 on-going income from recorded on-demand trainings. This sum is calculated after payments to trainers, video assistants, and the Office Administrator's salary for her comprehensive administration of the workshops.

### Plans for 2024

The CID expects to add additional on-demand trainings to our library of offerings. CID is also researching how to better support interpreters who are looking for initial training as they begin their career and seek certification, thereby expanding beyond our continuing education training format. As always, CID continues to look for trainers and new topics to offer our membership.

Date	Title	Hrs	Instructor(s)	Registrants	Net Income for NOTIS
1/7	Ethics Jeopardy!	2	Cindy Roat	30	\$543
1/14 & 21	Interpreting for Postpartum Care	8	Marisa Rueda	35	\$1639
1/18	Netflix and Learn: Unconventional Resources for Learning Medical Terminology	1	Yuliya Speroff	54	\$523
1/19	Best Practices for Ethical Dilemmas	2	Svetlana Ruth	30	\$471

1/28	A Seat at the Table: Everything you ever wanted to know about tube feeding	4	Sara and Megan Greenlee	40	\$1301
2/15	Interpreting for Spiritual Care	2	Yuliya Speroff	35	\$622
2/18&25	Interpreting for Autism Spectrum Disorder Services	7	Cindy Roat	31	\$1475
2/23	Interpreting for IEPs and beyond: the role of social service interpreters in schools	2	Fanny Cordero	35	\$578
3/4	Dementia for medical interpreters	3	Yuliya Speroff	35	\$781
3/12&19	Interpreting for Postpartum Care	8	Marisa Rueda	45	\$2400
3/14	Ethics Jeopardy!	2	Cindy Roat	30	\$626
3/15	Interpreting for Survivors of Domestic Violence	2	Yuliya Speroff	36	\$577
3/18	Interpreting for Psychosocial Evaluations	2	Robin Ragan	40	\$709
3/25	Understanding Basic Medical Terminology for Interpreters and Translators	4	Joe Tein	44	\$1429
3/30	Best Practices for Ethical Dilemmas	2	Svetlana Ruth	2	\$578
4/1	Diabetes for Medical Interpreters	4	Rose Cano, Yuliya Speroff	34	\$1049
5/6	Pushing your performance	3	Eliana Lobo	42	\$981
5/11	Mindful Wellness	2	Svetlana Ruth	30	\$556
5/20&27	Interpreting for Cancer Genetics	7	Cindy Roat	30	\$1656
6/3	Interpreting for Psychococial evaluations	2	Robin Ragan	37	\$666
6/7	Interpreting for survivors of domestic violence	2	Yuliya Speroff	36	\$696
6/20	Ethics Jeopardy!	2	Cindy Roat	31	\$645
6/24	Impartiality while interpreting within the LGBTQ+ community	2	Christopher Cardona	23	
8/10	Mindful Wellness	2	Svetlana Ruth	31	\$589
8/19	Sorry, Not Sorry! How Interpreters Can Mediate with Confidence and Skill	4	Marisa Rueda	45	\$1232
8/30	Interpreting for survivors of domestic violence	2	Yuliya Speroff	35	\$728
9/10	Diabetes for Medical Interpreters	4	Rose Cano, Yuliya Speroff	35	\$1082

9/16&23	Interpreting for Postpartum Care	8	Marisa Rueda	34	\$1915
9/19	Ethics Jeopardy!	2	Cindy Roat	29	\$594
10/21	Interpreting for forensic evaluations	4	Robin Ragan, Jordan Greenbaum	41	\$1102
11/11	Dementia for medical interpreters	3	Yuliya Speroff	36	\$856
<b>Total as of date of writing:</b>				<b>\$28,599</b>	

#### On-Demand

Date	Title	Hrs	Instructor(s)	Registrants	Net Income for NOTIS
1/1-11/30	On Demand: Interpreting Pediatric Vaccines – Past and Present	4	Sara Greenlee	162	\$8502
1/1-11/30	On Demand: Interpreting for infant and pregnancy loss	3.5	Marisa Rueda	153	\$8219
<b>Total as of date of writing:</b>					<b>\$16,721</b>

**Total income for workshop and on-demand: \$45,320**

Respectfully submitted,  
Yvonne Simpson, Chair of CID

## NOTIS LEGAL DIVISION REPORT 2023

The Legal Division consisted of the following member during 2023:

Yasemin Alptekin

Maria Lucas – Chair

Yoseph Petros

The Division has organized the following continuing education webinars during 2023:

### Workshop Report

#### ***101 Series***

##### **DUI 101**

4/22/2023 9 am – 11 am

Presenter: Raymond Ejarque, Attorney at Law

Online via Zoom

##### Summary:

Pre-registered -\$ 1,420.00

Total income -\$ 1,420.00

Net income: \$ 1,420.00

Presenter Honorarium not requested

NOTIS Portion-\$ 1,420.00

NOTIS Expenses -\$ -

Payment Transaction Fees

(2.9%+\$0.30 transaction fee) -\$ 51.38

CA CIMCE CE request fee -\$ 50.00

Video Assistant (\$45×2.5) -\$ 112.50

Total NOTIS Expenses -\$ 163.88

Profit to NOTIS -\$ 1,256.12

### Workshop Report

#### ***Dependency 101***

9/2/2023 9 am – 11 am

Presenter: Kelly Vomacka, Attorney at Law

Online via Zoom

Summary:

Pre-registered -\$ 1,030.00  
Total income -\$ 1,030.00  
Net income -\$ 1,030.00  
Presenter Honorarium (fixed) -\$ 600.00  
NOTIS Portion -\$ 430.00  
NOTIS Expenses -\$ -  
Payment Transaction Fees  
(2.9%+\$0.30 transaction fee) -\$ 37.07  
CA CIMCE CE request fee -\$ 50.00  
Video Assistant (\$45×2.5) -\$ 101.25  
Total NOTIS Expenses -\$ 188.32  
Profit to NOTIS -\$ 241.68

**Legal Division Events for 2024**

The Division will continue planning events for the year 2024.  
Continuation of the 101 Series webinars.  
We anticipate that training will be provided via web sessions and in person during 2024.

Respectfully submitted by:  
Maria Lucas  
Chair of the Legal Division

## TRANSLATION DIVISION REPORT 2023

The Translation Division consists of Yasemin Alptekin, Katerina Warns, and Laura Friend (Chair).

The division independently organized the following Zoom presentations and workshops in 2023:

### **The Sweet Spot Called Productivity**

A one-hour presentation on productivity for translators, by Tiina Kinnunen  
May13, 2023

### **Subtitling 101: The Art and Science of Good Subtitles**

A 2.5-hour workshop for subtitlers and aspiring subtitlers, by Tiina Kinnunen  
June 10, 2023

In addition, the division organized and helped organize the following in-person events for the NOTIS Annual Conference (ITD) on September 30, 2023. Much of our time in the second half of the year was devoted to helping to create programming for ITD, working with the ITD Committee to make sure that plenty of sessions for translators were provided at the event.

### **An Overview of CAT Tools, Featuring Wordfast** – Jamie Lucero

### **A Journey Through Your Translation Working Environment** – Jamie Lucero

### **Staying Healthy at your Desk: Setups & Strategies for Translators & Interpreters** – Eva Stabenow

### **Human Translation in the Age of MT and GPT** – Mary McKee

### **Terminology Research for Interpreters & Translators** – Helen Eby (Canceled due to illness)

### **Panel: T&I Education and Pathways to Certification**

For 2024, three events have already been scheduled:

**Thursday, January 18**, 7:00 pm – 8:30 - How to Be a Translator or Interpreter and Not Go Broke

**Thursday, March 7**, 7-8:30 - Medical Terminology Research (language neutral)

**Saturday, April 6**, 9-4 (in two parts: morning language neutral; afternoon Spanish-English) - General Principles of Editing

The following events are also among our plans for 2024. Some were planned for 2023 but had to be postponed. The aim is to offer programming that covers a broad array of fields and specializations within translation.

**A presentation on the work of the scholarly translator** – Zakiya Hanafi

Webinar or in-person session based on her presentation at the 2023 ALTA Conference.

**Workshop on machine translation (MT).**

Machine translation is here to stay, and we are increasingly forced to deal with it. The number and seriousness of inaccuracies introduced by machine translation is a concern, and not all translators are equipped or have the mindset needed to adequately spot and correct MT errors. A collection of bloopers would be fun to share.

**Workshop on one of more CAT tools, possibly Wordfast.**

**Presentation: ASTM standards update** - Helen Eby

*“ASTM International, formerly known as American Society for Testing and Materials, is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.”*

Some translators must comply with ASTM standards, depending on their subject area.

**Workshop on translator terminology** - Helen Eby

Enhanced comprehension through subject matter reading in second language (SL) and associated practice translation into SL.

**A presentation for translators** – Prof. Dmitry Buzadzhi, a Visiting Professor at the Middlebury Monterey Institute) gave two sessions on interpreting at ATA64 and was very well received. He is thinking about what topics to present for translators.

**Ergonomics for Translators**

A possible follow-up workshop for translators and interpreters who were unable to attend ITD2023.

**A workshop on Word for translators.**

Not all beginning translators are proficient in word processing. Some would stand to benefit from training in using Word with a focus on features that are especially useful in translation.

**A presentation on how to get your book translation published.**

Some translators translate a book without having a publisher lined up. What can they do? This would affect translators in any subject area, not only literature.

**A panel discussion with translators**

A roundtable discussion featuring several professional translators, talking about their work and their professional trajectory. Katia and Yasemin both volunteered to be panelists, and Yasemin might like to be the moderator.

Respectfully submitted by Laura Friend, Chair of the Translation Division

**NORTHWEST LITERARY TRANSLATORS REPORT 2023**

NOTIS's interest group for literary translation, the Northwest Literary Translators, met online or in person every month during 2023 for free or low-cost workshops, discussions, and celebrations focused on that particular business and art. NWLitTrans members sold copies of books they'd translated and spoke on panels at NOTIS's International Translation Day conference, and represented the Pacific Northwest at two important national events: the AWP convention in Seattle in March, and the ALTA conference in Tucson in November, where they were proud to be one of the largest organized groups from a particular geographical area in attendance. This year's popular Translation Slam featured three German translators with competing versions of one short, complex text. The 2024 calendar is taking shape with a Publishers' Panel, a visit by renowned Korean translator Anton Hur, and of course more workshops and another Translation Slam already being planned. NWLitTrans will also continue its new focus on members' published work by promoting books on [Bookshop.org](https://bookshop.org) and by advertising and supporting visiting author events in Seattle.

Starting this year, the Northwest Literary Translators have their own page in the NOTIS website to highlight literary translation events and provide useful links. We hope to begin using this space to share photos and member profiles.



## **SOCIAL EVENTS COMMITTEE REPORT 2023**

In 2023 the Social Committee, consisting of Howard Chou, Katerina Warns, Laura Friend, Yvonne Simpson, has organized two in-person events for our membership. The first was the NOTIS annual picnic on August 13 at Five Mile Lake Park in Auburn, WA. Approximately 30 people attended the event, including some distinguished colleagues from ATA who were visiting the Pacific Northwest. In addition to a potluck meal, there was a bake-off for best dessert and a putting context for prizes.

On December 2 the Social Committee is planning an in-person holiday party to coincide with NOTIS' Annual Membership Meeting. This is the first in-person holiday party and Annual Membership Meeting since 2019, the previous three having been held on-line. The meeting and party will be held at OmCulture in Seattle, WA. After the one-hour meeting, the two-hour party will consist of a potluck, cookie contest, talent show and raffle.

The Committee was also instrumental in organizing and holding hybrid meetings (in-person + Zoom) of the Board of Directors. The Board held its first-ever hybrid meeting in January 2023; this was also the first meeting at which most of the directors came together in person after the Covid pandemic led us to meet only virtually for the better part of two years. The hybrid format is expected to be the norm for Board meetings going forward. Two of the committee members even extended their hospitality to the Board by holding in-person (hybrid) gatherings at their home.

Respectfully submitted on behalf of the Social Events Committee,  
Yvonne Simpson

## MARKETING & COMMUNICATIONS COMMITTEE REPORT 2023

In 2023, the Marketing & Communications Committee consisted of Brianna Salinas, an independent contractor in her third year as Marketing & Communications Specialist; Laura Friend, NOTIS President and Brianna's immediate supervisor; Zakiya Hanafi, a founding member of the committee; and Naomi Uchida, NOTIS Office Manager.

### Website

In 2023, we made the following substantial edits to the NOTIS website:

- we created a new page for the [Northwest Literary Translators](#), a subdivision of the NOTIS Translation Division, plus a separate events page dedicated to literary events (organized by NOTIS or put on by other literary organizations in the region)
- created a “knowledge base” for NOTIS's new [Ethics Panel](#)
- updated the [Resource List](#):
  - adding more blogs, newsletters, and podcasts
  - bulking up the “Ethics” section
- periodically edited the Home page
- designed 3 separate pages for our [Annual #ITD Conference](#)
- moved the “For Members” tab further to the left, so it's visible on mobile devices as well
- added the “[Find a Job](#)” page, directing members to the Job Board (under the “For Members” tab) and reminding them to log in in order to access it

### Annual Conference

For this year's International Translation Day event, we worked with the #ITD Planning Committee to brainstorm and create various promotional materials, including:

- 3 [event pages](#) on our website
- Sponsorship:
  - a PDF detailing sponsor levels, benefits, and more
  - a separate sponsor registration page
- NOTIS swag
- personalized nametags for all attendees
- a conference folder containing: a program for the day, with a detailed list of CEUs, speaker bios, sponsor logos, etc.

We also assisted the ITD Planning Committee in recruiting event sponsors.

### Social media

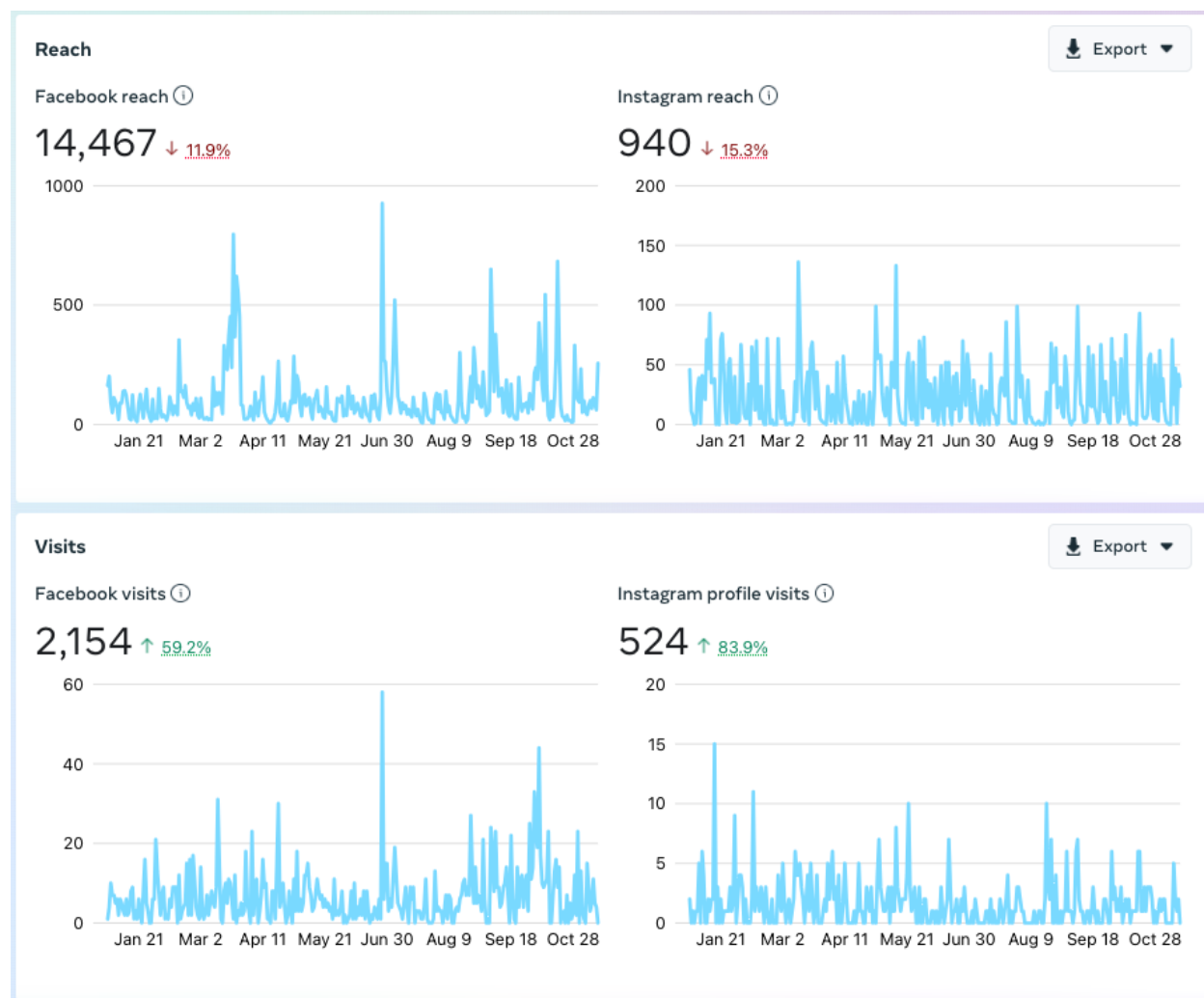
With regard to social media, 2023 has been all about maintaining the steady growth we've achieved in recent years. Our four main platforms (Facebook, LinkedIn, Instagram, and Twitter [or “X”]) continue performing well—especially LinkedIn, where we've seen the most growth and engagement.

Across our accounts, we share event announcements (ours and others'), industry news, calls for submissions and proposals, conference/grant announcements, member news, and other items of interest to our diverse and growing community of language professionals.

Early this year, the NOTIS Board of Directors approved an **ad budget of \$150** to promote key events. We have spent a modest **\$62 on boosted Facebook and Instagram posts**, increasing our reach exponentially and spurring more engagement on said accounts.

As of November 13, 2023, NOTIS had a total of 2,262 followers on [Facebook](#), an increase of 66 since November 2022, and 1,981 page likes, an increase of 139. As expected, growth has been a bit slower this year after the 2021-2022 surge; we have also, as planned, posted somewhat less frequently. This year, FB reach (# of individual users who see our content) is down ~12%, but our page views have increased by ~59% (see Fig. 1). The decrease in reach is likely due to less frequent posts, whereas the increase in views suggests sustained interest in our organization.

**Fig. 1, reach vs. page/profile visits:**



We also have a [members-only Facebook group](#) with 157 members (up 30). When new members join NOTIS, they receive an **onboarding email** that includes an invitation to join this group and encourages them to share items of interest, questions, and professional updates.

NOTIS's [Instagram](#) page now has a total of 385 followers, an increase of 191 (!) since this time last year. Here, too, reach is down (15%) but profile visits are way up (84%). See above.

Our company page on [LinkedIn](#), created in October of 2021, has seen a huge increase in activity this year! We now have 590 total followers, an increase of 335 in the last 365 days.

In 2024, we will open an **ads account** here, on LinkedIn, as well, since it's a unique site for professionals that tends to attract users who otherwise avoid social media.

NOTIS's [Twitter](#) page, despite recent turmoil on the platform, continues to be a fine networking tool; this is where we most engage not with members but with allied and affiliated organizations (ATA, CCHI, Folio, ALTA, UW Translation, etc.). We have 385 total followers here, an increase of 64 since our 2022 report, and our monthly "tweet" impressions averaged 3,850 this year.

**Other M&C initiatives** in 2023 included:

- a **giveaway** to celebrate our 800-member milestone
- the updating of NOTIS's general-purpose **brochure and the creation of a customized brochure for use by NWLitTrans at this year's AWP conference**
- the development and inauguration of **member meetups** (inspired by ATA), which we will continue to offer—and improve!—in 2024
- a **year-end survey** gauging member satisfaction and requesting their feedback (e.g., what do you like about NOTIS; how can we improve; etc.) for implementation in 2024 & beyond

Special projects for 2024 include **university and youth outreach efforts** in NOTIS's 5-state region, as well as the creation and distribution (online, PDF) of a **member handbook**.

*Respectfully submitted on behalf Marketing & Communications Committee  
by Brianna Salinas*

## PUBLICATIONS COMMITTEE REPORT 2023

NOTIS publishes important industry news, relevant articles, and other T&I resources in both the online blog ([notisnet.org/blog](https://notisnet.org/blog)) and newsletters: [NOTIS News Quarterly](#) and [The Northwest Linguist](#) (annual, December).

**Members of the 2023 Publications Committee** included Brianna Salinas (committee chair), Zakiya Hanafi, Timothy Gregory, and Yasemin Alptekin.

### BLOG

On the [blog](#), we share important society & industry updates, as well as interviews and longer member submissions (e.g., Teodosia Rivera’s 5Ws series). We aim to post roughly once per month, often skipping those months in which we release a newsletter. Blog posts are announced on social media and via email.

Since January, NOTIS has published a total of 10 original blog posts and 2 announcements\*, including:

- The 5Ws: Advice for Emerging Translators and Interpreters (Part 2: What?), *by Teodosia Rivera*
- Warm Welcomes: Incoming NOTIS Board Members
- Changes to DSHS Medical Interpreter Certification, *with Yvonne Simpson*
- Fond Farewells: Outgoing Board Members
- Independent Contractors Gain Powerful New Protections in Seattle, *by Laura Hurley*
- More Changes to WA State Medical Interpreter Certification, *with Yvonne Simpson*
- \*Join the NOTIS Board of Directors
- Beware Scams Targeting Translators and Interpreters!
- ChatGPT, A Translator’s Business Consultant?, *by Tim Gregory*
- Women in Translation by (NOTIS) Women of Translation, *by Brianna Salinas*
- \*Submit to the Annual Newsletter by 11/15 (a call for submissions)
- The 5Ws for Emerging Translators & Interpreters (Part 3: “Where?”), *by Teodosia Rivera*

### QUARTERLY NEWSLETTER

2023 marked year two for our [quarterly newsletter](#)—*Northwest News Quarterly*—which we distribute via email. Our goals with these publications are to:

- inform members of our Society’s activities,
- share photos from in-person events,
- discuss current affairs in the T&I world,
- cultivate connections,
- share member news, and
- publish short, member-submitted poems, recipes, articles, anecdotes, and more!

These quarterly bulletins supplement—and do not replace—our annual *NW Linguist* newsletter.

### ANNUAL NEWSLETTER (*THE NORTHWEST LINGUIST*)

In December, as in previous years (download our 2022 issue [here](#)), we will publish a longer, annual newsletter in PDF format. This year's issue will include:

- An opening address from Laura Friend, NOTIS President
- *Latin America Is Not a Monolith*, an essay on language variety, adaptation, and interpreting by Romina Espinosa
- “I Want to Go Back to a Time Long Ago”, a poem by A Hua translated from Chinese by Kathy Z. Fan & Xuelan Su
- *The Vigilant Linguist*, the story of a scam by Katerina Warns
- A DHS report from Helen Eby
- NOTIS Committee and Division Updates
- Photos from our 2023 Annual Conference
- and more!

### ONE LAST THING...

*Please note that **members are encouraged to suggest topics and submit their work for publication in our blog and newsletters.*** Through its publications, NOTIS strives to amplify and highlight a diverse array of voices and perspectives and, in so doing, encourage a broader, more inclusive conversation about translation and interpretation in the PNW and beyond.

*Respectfully submitted on behalf of the Publications Committee  
by Brianna Salinas*

## MEMBERSHIP DEVELOPMENT AND CONFERENCE GRANTS COMMITTEE ANNUAL REPORT 2023

**Committee Members: Yasemin Alptekin, Pinar Mertan, Katerina Warns**

NOTIS started a new “giving-back to the members” program in 2023 called “conference grants” for the professional growth of its members. The Conference Grants (CG) replaced the former “scholarship” program that provided “free” participation in the training workshops/webinars NOTIS offered and the IT applicants chose to take to complete their compliance credits.

In addition to fulfill the compliance credit requirements, one of the important professional development activities for translators and interpreters is to join the I & T Conferences nationwide and learn from the experiences and research of others or present their own research or experience in the field while networking with colleagues.

**Conference Grant Program** is exclusively for those conference participants. The Grants are intended to help NOTIS members attend a major translation or interpreting conference of their choice, in person or virtually. Some examples of conferences include ATA, ALTA, CHIA, NAJIT, etc. The Conference grants are \$ 250.00 for the participants, and \$ 500.00 for the presenters to be used for registration, and/or partial coverage for flight fare and accommodation.

**Application period:** August 1-31

Conference Grants may be applied retroactively within the same calendar year with proof of attendance.

To be considered for the grant, the applicant must agree to one of the following “giving back” options:

- Write a brief an article for the blog or NOTIS newsletter summarizing the conference paper or experience (for \$ 250.00)
- Offer a training session or presentation to NOTIS members free of charge, on your experience or the topic you discussed at the conference (for \$ 500.00)

within the same calendar year if applied retroactively, or within a year if the application is for a conference that takes place after August 31st.

**In the first trial year of 2023, the Conference Grants were allocated as follow out of a CG Committee budget of \$ 5000.00:** 10 Conference attendees: \$250.00 each **and** 5 Conference presenters/speakers: \$500.00 each.

**Eligibility and Requirements for applicants:** Must be members of NOTIS minimum of two years.

Candidates were evaluated anonymously by the committee using a predetermined set of objective criteria.

Priority was given for upcoming conferences in 2023, but *the grants could also be applied retroactively* (i.e. the grant could be used for a conference the applicant already attended in 2023, should the applicant qualified as a grantee).

Conference grant recipients will *not be eligible* to receive another NOTIS conference grant for a period of 2 years.

Current NOTIS Board Members are *not eligible* for the grants.

#### **The Process:**

- Once the applicant received a notification from NOTIS the grantee paid the registration fee up front.
- Or, if the grant applied to a previous conference, confirmation of attendance was required.
- Then a copy of the conference registration and other relevant costs incurred for the conference are sent to NOTIS
- Upon receipt of the proof of attendance and/or presentation, NOTIS sends the grant amount to the recipient.

#### **After Attending the Conference**

Each recipient is required to comply with one of the following “giving back” options:

**For attendees:** write a **blog post** for NOTIS discussing their experience at the conference.

**Length:** 250-500 words

**Deadline:** within 3 months after completion of conference or receiving the grant.

**For presenters:** Give a training/presentation to all NOTIS members on the topic you presented at the conference.

**Deadline:** Within one calendar year after the conference date.



For the first round of CG in 2023, there was a total of eight applicants as shown below:

- 1) (\$250.00) (National Indigenous Interpreters Conference 2023 in Los Angeles in April, 2023)
- 2) (\$500.00) MLA
- 3) (\$250.00) ATA
- 4) *(no grant)*
- 5) *(no grant)*
- 6) (\$250.00) ATA
- 7) (\$250.00) ATA
- 8) (\$500.00) ALTA

No. 4 applied for the NOTIS ITD conference. It was NOT considered one of the 'major' conferences. Therefore, did not qualify. No. 5 didn't qualify. Not a NOTIS member for 2 years and also wrote "do not remember" the conference name.

NOTIS website (<https://notisnet.org/Grants>) for application requirements, details, and deadlines.

#### **Suggestions and Plans For 2024:**

- 1. The CG application terms and requirements should be announced earlier in the year. Ideally no later than February. Then Application period should be longer: July 1-August 31.**
- 2. NOTIS- ITD or other regional conferences should be included with a smaller amount category: I.e \$ 100.00 (for registration and milage) in return of volunteer work for the conference, during and/or after)**
- 3. The suggested distribution of CG Budget for 2024 is as follows:**

**5 x \$ 400.00: For Major Conference Presenters or panelists**

**10 x \$ 250.00: For Major Conference Attendance**

**5 x \$ 100.00: for Regional Conferences, like NOTIS ITD**

Prepared by Yasemin Alptekin, Membership Development and Conference Grants Committee,  
Chair

Respectfully submitted on November 15, 2023

## **NOMINATING COMMITTEE ANNUAL REPORT 2023**

The Nominating Committee was comprised of 2 volunteer board members and 3 volunteer members-at-large. We compiled a list of potential candidates both by receiving recommendations from members and advertising in our newsletter. The advertisement did not generate any candidates, but we received 12 recommendations. All were contacted, and 4 decided to submit their names for membership on the Board. Two new members were officially elected mid-year at our September board meeting, and the other two were elected at our Annual meeting in December. Of particular note, one of our new board members lives in Spokane, expanding our geographical reach to Eastern Washington. Goals for next year include building out more activities and members in Eastern Washington, and recruiting more board members from African language groups.

Respectfully submitted by Rosemary Nguyen for the Nominating Committee

## ITD COMMITTEE ANNUAL REPORT 2023

The committee was comprised of 6 volunteer board members and 2 paid staff. We chose Seattle's Museum of Flight as our venue and organized an all-day conference on September 30, 2023 in honor of International Translator's Day. The schedule included 11 educational sessions and 3 panels, which provided a variety of credits (WA DSHS, WA AOC, OJD, ATA, CA CIMSE, CCHI and IMIA) for both interpreters and translators; a catered buffet lunch; and plenty of time for networking and visiting sponsor booths. The speakers were a mix of internationally-known speakers flown in for the event and local speakers. We also made a special effort to reach out to students by liaising with local interpretation programs and offering free admission to student volunteers. This resulted in 5 student volunteers and 6 paid student registrations. Registration sold out at 146 people, of which 135 actually attended. We also sold 10 sponsorships and had 10 sponsor tables at the conference. These sponsors were a mix of professional associations, community groups and language companies. Feedback from the sponsors was good and several of them have expressed the desire to participate in the NOTIS conference next year.

Northwest Literary Translators, a NOTIS group, also hosted a table at the event. Visitors throughout the day were able to browse through an impressive array of works translated by northwest translators and colleagues and to speak with some of the translators.

Post-conference surveys were sent out to all participants. Of the 28 responses we received back, most of the comments were positive, for example: "This year's ITD was excellent and has raised the bar for similar future such events." Items flagged for improvement were that two sessions were cancelled at the last minute with no backup speaker; longer breaks were requested between sessions; and some confusion resulted from scheduling changes.

In keeping with NOTIS's financial goal to offer more educational and networking opportunities to our members at low cost, we deliberately set admission on the low end and offered several discounted and free admission options. Income from registrations and sponsors totaled \$11,290 and expenses totaled \$19,589.43 for a loss of \$8,299.43. This was within the window of what we expected.

The committee held a follow-up debrief meeting shortly after the conference to brainstorm ideas about how to improve for next year.

In recognition of the importance of the annual conference to NOTIS, the Board this year voted to make ITD a standing committee. This will enable planning work to be done year-round, thereby easing tasks such as venue rental and speaker engagement.

Respectfully submitted by Rosemary Nguyen for the Finance Committee

## **Ethics Panel 2023**

The Ethics Panel was created in early 2023 to meet a growing need in our community for impartial, professional advice on matters relating to ethics in interpreting, translation and adjacent activities.

Five interpreters and translators, Emma Garkavi, Deirdre Murano, Rosemary Nguyen, Linda Noble, and Milena Calderari-Waldron, worked hard to design and implement the panel. We also owe a debt to both Brianna Salinas and Naomi Uchida for their invaluable technical assistance.

- The Ethics Panel now has a small, but growing, knowledge base located on the NOTIS website. The purpose is to have a searchable database where interpreters, translators, and those who work with them can look for opinions regarding ethical issues.
- The Ethics Panel made a presentation to the Interpreter and Language Access Commission to familiarize them with the new service.
- The Codes of Ethics for several areas of interpreting were added to the “Resources” page of the NOTIS website.
- An announcement regarding the Ethics Panel was crafted and sent to all NOTIS members, encouraging the submission of inquiries.
- A letter regarding the interpreter declaration found on King County forms was drafted by the Ethics Panel, approved by the Board, and sent to the KCSC Presiding Judge.

We believe the Ethics Panel is a valuable contribution to NOTIS members and the Translator & Interpreter community at large.

### Future Plans

- Find ways to reach parties who could benefit from more education regarding translation/interpretation services.
- Elicit more questions to continue building the database.