

## NOTIS BOARD MEETING MINUTES

Monday October 30, 2017

7:00 p.m. – 8:36 p.m.

Chair: Elise Kruidenier

**Board members present:** Elise Kruidenier, Shelley Fairweather-Vega, Maria Farmer, Mary McKee, Lindsay Bentsen, Maria-Luisa Gracia Camón

**Board candidates present:** Melody, Janet, Adrian, Alicia, Laura

**Board members not present:** Olga Cuzmanov, Sofía García-Bayaert

- I. The meeting was called to order at 7:00 p.m.
- II. **Acceptance of Agenda:** Agenda was accepted.
- III. **Approval of Minutes:** from September 18 approved
- IV. **President's Remarks :**
  - a. Thank-you to nominating committee, welcome to visiting board candidates.
  - b. Annual reports for November 8
    - i. We need chairs of committees to provide reports so our members can see what has been done in 2017 so far. Check out reports from last year for inspiration. Please submit by Nov. 8 and send to members before annual meeting.
- V. **Vice President's Remarks:** None
- VI. **New Business:** None
- VII. **Regular Business**
  - a. **Membership Report** – Elise, See report on Dropbox
    - i. Not much change in past month. Upcoming end of year renewals: possibly discuss member retention strategies.
  - b. **Finance Report** – Lindsay, See reports on Dropbox
    - i. Another successful CID workshop. Accounts are more or less the same.
  - c. **Website Report** – Shelley
    - i. Getting good traffic to site from Facebook
  - d. **Social Media Report** – Elise

- Make more posts with pictures!
- e. **Marketing & Membership Committee** – Shelley/Mary/Olga
- Several great events were attended and NOTIS was promoted in September/October.
  - Look into making it obligatory to fill out directory profile when signing up to become a member?
  - Personally reach out to members who have no language listed in their profile
  - Look into auto renewal of credit cards with notice of upcoming renewal instead of following up with lapsed members. This facilitates member retention by requiring people to actively opt out, instead of asking them to actively opt back in.
  - Look into the new options for renewal and possible multi-year memberships?
  - Maria wants to do a court interpreter specific information sharing event, possibly social, possibly networking in January
  - Shelley will send bookmarks to Luisa and anyone else who wants printed materials.
- f. **Advocacy Report** - None
- g. **CID Report** – Elise
- i. Discuss agreement with CID and office support person for next year. Lindsay will compile information and bring it to the executive board and then the whole board for next month.
- h. **Social Activities Report** – Elise / Maria
- Holiday Party: December 3, 1-4 PM. Annual meeting at noon.
  - Elise will send out annual meeting invitation this week
  - Maria will go to Costco and then make suggestions about prizes
  - Maria seeking input from others about games and fun things to do at the party
  - Luisa has volunteered to help set up at holiday party
- i. **Court Interpreter Division Report** – No report
- j. **Translation Division Report** – Shelley/Elise
- Elise is seeking help promoting event on Nov. 11<sup>th</sup> panel of translation agencies.
  - Mary will promote event on Twitter and Facebook
  - Luisa and Lindsay offered to put up posters and such
  - Elise will email people who signed up to be volunteers at the job fair
  - Maria will ask Fraiser if he can help set up and take down
  - Melody, Alicia, and Laura volunteer to help with event
- k. **Webinar Committee** -Lindsay/Elise
- Webinar Dec. 9 about bidirectional computing
  - Lindsay will renew our annual webinar platform subscription as a service to our members, hoping to do more webinars in 2018.

- Lindsay asks for help finding new speakers for webinars.
- We should follow up with CID to support them in using it also in 2018.

**i. Linguist Blog Committee – Elise**

**j. Scholarship Committee – Elise**

- Scholarships have been awarded, one attendee at ATA, and one to an alternate due to inability of original selection to accept the student scholarship

**k. Mentorship Committee – No report**

**VIII. Review of Action Items** (Status only, and addition of new items)

**IX. Housekeeping**

**a. Next two meetings and locations:**

- i. Monday, November 27<sup>th</sup>, 2017 – online, someone other than Mary will take notes. Need to make sure that we have quorum if certain number of board members is not able to attend.
- ii. Annual Meeting on Sunday Dec. 3, 12 noon at UW Waterfront Activity center
- iii. January 13<sup>th</sup> planning meeting in person, 1 PM. Details to be ironed out. Luisa will look into locations for the meeting

**X. Announcements for the Good of the Society**

-

**XI. The meeting was adjourned at 8:36 p.m.**