**NOTIS BOARD MEETING MINUTES**

Saturday, June 10, 2018

10:00 a.m. – 12:00 a.m.

Café Victrola, Seattle, WA

Chair: Elise Kruidenier

**Board members present (in person)** **Elise Kruidenier**, **Shelley Fairweather-Vega, Lindsay Bentsen, Alicia McNeely, Melody Winkle, Mary McKee; (online) Laura Friend, Olga Cuzmanov, Maria Farmer**

**Board members not present: Luisa Gracia Camón, Janet He, Adrian Bradley**

1. **The meeting was called to order at 10:30 a.m.**
2. **Acceptance of Agenda:** Agenda was accepted with no changes.
3. **Approval of Minutes from** May 7, 2018: approved as previously amended online.
4. **President’s Remarks:** none.
5. **Vice President’s Remarks:** The ATA exam sitting on June 9 was successful, with 12 people attending. To accommodate demand for the certification exam, it would be smart to find a bigger room next year and/or schedule multiple test sessions.
6. **New business:** none.
7. **Regular business**
   1. **Membership Report** – 521 members in May, up 10 that month.
   2. **Finance Report** – Last month shows a $5000 deficit, but this is because multiple speakers were paid during May for events for which revenue was recorded in previous months. On balance, NOTIS is in healthy financial shape. The Office Manager is taking on more duties and consequently billing for more hours worked; the Board will check in with her to be sure this arrangement is working for her, and take into account the greater number of hours when the office manager contract is next up for renewal.
   3. **Webinar Committee Report** — See report online.
      1. The May 23 webinar was very successful, with 106 people registering and over $1500 in profit (more than covering GoToWebinar costs for the year). The instructors did well, the office manager assisted, and we hope this model can be used again for future events.
      2. NOTIS has purchased a USB microphone and splitter to use for webinars.
      3. Training on how to run a webinar will be held June 19.
   4. **Website Report** – Minor changes this month, and a purge of old, inactive contacts. This archiving of inactive contacts should be done regularly to avoid going over the 2,000-contact limit in our Wild Apricot plan.
   5. **Marketing Report** –none.
   6. **Advocacy Report** – Alicia’s report of the last WASCLA monthly phone call is online.
   7. **CID Report** – none.
   8. **Social Activities Report** — The Summer Picnic is scheduled for August. Alicia will create an event for the calendar and work with planners from previous years to plan events and collect materials. She will solicit help from other Board members online.
   9. **Legal Division Report** — Activities this month will be covered in ITD discussion.
   10. **Translation Division Report** — Next Literary Translation event will be a reading night at The Bounty on June 23.
   11. **Blog Committee Report** —
       1. Alicia has had some early responses from corporate members willing to be interviewed for the blog.
       2. Shelley will introduce Alicia to a new volunteer who might be willing to work on the blog.
   12. **Scholarship Committee Report** — Elise thanked Maria and Laura for all their work reading and evaluating scholarship applications. The committee has sent offers to 4 winners so far: 1 for a conference scholarship, and 3 for tuition scholarships. Winners will be announced publicly once they accept and each will write a blog post on their experiences.
   13. **International Translation Day event** – The Board discussed the schedule, programming, and instructors for this event. By general consensus:
       1. Esther Navarro-Hall will be invited to present two training sessions as recommended by the Legal Division. One session, on interpreting technology, will be limited to 40 participants, who will pay an extra fee to attend (to contribute to covering Esther’s honorarium and travel costs). The Legal Division indicated that her costs are non-negotiable and that her expertise is worth the price. She will, however, be reimbursed at GSA rates for lodging and per diem as is usual for NOTIS speakers.
       2. The 40-person interpreting technology session will be offered in the first time slot on Saturday, and we will offer a translation technology session concurrently. Other sessions will be moved to later in the day.
       3. Speakers are needed for Translation Technology. Mary can present, but the Board will need to explore the permissibility and logistics of hiring a board member to speak at an event.
       4. A reception probably off-site will follow the Language Fair on Friday.
       5. The Board discussed what sort of continuing education credits to request for which sessions. In general, only ATA credit will be requested for the translator-oriented sessions. For interpreters, credit will be requested from appropriate agencies.
       6. Next logistical steps will be to set up registration online and draft an overall budget, and finalize the room reservations.
8. **Review of action items** – no current list.
9. **Next meetings:**
   1. **July 24, 2018, 7p.m. (online)**
   2. **August, date tbd: ITD planning meeting**
   3. **September, date tbd: board meeting**
10. **The meeting was adjourned at 12:01 p.m.**