

NOTIS Board Meeting
MINUTES
January 12, 2021, 7:00 p.m. PST
Online meeting (Zoom)
Chair: Shelley Fairweather-Vega

Board members present (online): Shelley Fairweather-Vega, Melody Winkle, Laura Friend, Yasemin Alptekin, Olga Cuzmanov, María Lucas, Pinar Mertan, Zakiya Hanafi, Tarja Sahlstén

Board members absent: Alma Lopez

NOTIS members present: Naomi Uchida, Yvonne Simpson

- I. **Call to Order: The meeting was called to order at 7:01 p.m.**
- II. **Approval of agenda:** The agenda was approved with no changes.
- III. **Approval of Minutes (November 11 meeting):** The Minutes of the November 11 meeting were approved unanimously and confirmed. Shelley explained to the new members that once minutes are approved she posts them to the “About Us” section of the NOTIS website.
- IV. **President’s Remarks:** Shelley’s mentioned that her last term will be only one year, since she has already served on the Board for five years.
- V. **New Business**
 - a. Election of officers

Shelley informed the Board that three officers – she herself, Melody Winkle and Laura Friend – were interested in continuing their service, while a new secretary would need to be elected.

 - a. Shelley Fairweather-Vega’s nomination was proposed by Olga Cuzmanov and seconded by Yasemin Alptekin. She was elected unanimously for another term as president.
 - b. Laura Friend’s nomination was proposed by Shelley Fairweather-Vega and seconded by Melody Winkle. She was elected unanimously for her first term as vice president.
 - c. Melody Winkle’s nomination was proposed by Shelley Fairweather-Vega and seconded by Pinar Mertan. She was elected unanimously for another term as treasurer.
 - d. Yasemin Alptekin’s nomination was proposed by Laura Friend and seconded by Olga Cuzmanov. She was elected unanimously for her first term as secretary, replacing Laura Friend.
 - b. 2021 Committee and Division assignments
 - a. Shelley briefly described NOTIS’s committees and divisions.
 - b. The officers assigned themselves to the committees and divisions as follows:

1. Scholarship Committee – Olga, Pinar and Zakiya volunteered to serve on the committee. Pinar will chair and Olga will co-chair the committee. (Elise is leaving).
2. CID – Yvonne will continue on CID (she has been serving for about 3 years) and Zakiya will join it. It was suggested that Alma might be interested as well. Yvonne is chairing the committee for the first time. She sees the committee as a vehicle for creating training opportunities for interpreters, primarily medical, but also looks to do more for other types of community interpreters, e.g., in schools.
3. Legal Division – Laura, Maria Lucas, Pinar and Yasemin signed up. A chair will be selected later.
4. Translation Division – Shelley Fairweather-Vega, Laura Friend, Yasemin, Melody, and Tarja volunteered.
5. Finance Division – Melody and Olga. Melody will continue to chair.
6. Nominating Committee – Laura Friend will recruit two at-large members from the membership at large.
7. Advocacy Committee – Zakiya, Yasemin, Maria Lucas and Shelley expressed interest. For now the committee will be kept ad hoc.
8. ATA representative – Laura Friend
9. NW Linguist/Blog Committee – Alicia McNeely is leaving. Someone needs to take her place as Social Media Coordinator for Facebook and LinkedIn (but not Twitter) Shelley Fairweather-Vega will continue for now. Zakiya will help.
10. Student Liaison – will be skipped for now
11. Holiday Party Chair – Pinar will chair at least the holiday party and also the summer party if she is not traveling. Olga and Tarja are available to work on both events.

c. Updates on recent and upcoming events

The Board heard reports and approved plans, respectively, for the following past and future events:

- i. Updated Office Manager contract with a small raise – Laura moved to approve the new contract, and Olga seconded it. The motion passed unanimously and the updated contract was approved.
- ii. It was agreed that the Introduction to Localization held by the Translation Division and led by Veronika was a good training.
- iii. It was agreed that CID's tentative schedule looks fine.
- iv. Vietnamese court interpreters – it was agreed to hold a focus group and explore questions

VI. Regular Business

(This month, only a limited number of regular reports were presented.)

- a. **Membership Report** (Olga) – Total membership increased numbers; we must keep student members in mind as they have declined somewhat.
- b. **Finance Reports (Melody) – Melody summarized three documents:**
 - a. 2010 Statement of Activity

- b. 2020 Statement of Financial Position
 - 1. Melody hopes we can soon resume in-person events and trainings, which should bolster our financial position.
- c. 2021 Budget
 - 1. Melody was asked to explain institutional vs. corporate membership.
 - 2. It was mentioned that dues have been not been raised for a while, but it is felt that it would not be helpful to do so during a pandemic.
 - 3. Melody explained that NOTIS might not have a conference annually. Our most recent conference with its very good speaker fees, as well as the scholarship program, were both designed to purposefully use up cash reserves to be benefit of members.
 - 4. The Finance Committee will come up with a firm budget proposal.
 - 5. It was suggested that marketing should be done to:
 - a. Promote NOTIS to potential members
 - b. Promote NOTIS member services to potential clients

VII. Housekeeping

The Board decided on a regular meeting schedule for 2021: the second Wednesday of each month at 6:00 PM (Pacific Time).

VIII. Announcements for the Good of the Society

IX. Adjournment.

The meeting adjourned at 8:35 pm.