

**NOTIS Board Meeting Minutes**  
February 10, 2021, 6:00 p.m. PST online meeting  
**Chair:** Shelley Fairweather-Vega

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

**I. Call to Order** at 6:05 by Laura Friend. Shelley joined the meeting at 6:11. After having some tech difficulty the meeting started at 6:19 pm.

**II. Approval of agenda:** Unanimously approved without any changes.

**III. Approval of Minutes:** The Minutes of the January 12 were confirmed and approved unanimously.

**IV. President's Remarks:** Shelly pointed out that some of the Board officers, including Yasemin, will be talking at "**The Lives and Labors of Professional Translators and Interpreters Panel**" at the UW on Friday, February 19, 2021 between 12:30-2 pm (PT). Everyone is invited. It is a no cost event.

**V. New Business**

**a. 2021 Budget Proposal:** The Treasurer Melody Winkle presented and reviewed the details of the proposed 2021 budget. Melody went through some major categories. Proposed changes from last year include eliminating the gotowebinar subscription (to use Zoom instead); a possible increase in Wild Apricot subscription price due to a growing contact database; a raise for the Office Manager (approved earlier); a decline in projected revenues due to fewer in-person events. A conservative estimate results in a total 2021 budget shortfall of \$ 7805.06.

Shelley pointed out that the budget is not too rigid. The Board can move things around as deemed necessary. The Board may have a mid-year review and look at the expenses and revenues and act accordingly.

Melody pointed out that NOTIS now has a Vanguard money market account and a decision should be made soon about how much to invest and when.

Also discussed were the use of the NOTIS Survey Monkey account, scholarships (set at \$5000), and using the Outreach budget line item to begin paying the marketing specialist.

Laura made a motion to approve the Budget. Pinar seconded it. The Board approved the budget without any changes to be later reviewed as necessary.

**b. Media/Marketing Specialist Proposal:** The working group on the Media Specialist (Zakiya and Yasemin) presented their findings for consideration by the Board and requested a vote to approve the hiring of a professional expert consultant to work on the details of the prospective Media Outreach Intern. After discussion, the

Board voted to hire Tove Hoyer to prepare a proposal for the prospective position, and to pay her \$50.00/hour for approximately 6-8 hours of work.

## **VI. Regular Business**

- a. Membership Report:** Olga reported that NOTIS gained a few members, lost a corporate member, and gained a student and 8 individual memberships, a total of 9 members since the last report.
- b. Finance Reports:** Melody pointed out that NOTIS has \$76K in the bank. The revenue and works-shop is half and half 10K all together. Melody will investigate the ‘Uncategorized Money’ category.
- c. Scholarship Committee Report:** NOTIS will provide scholarships for online events for \$5000. The first round will be announced in April and the second one in September, with a cap per scholarship at \$125.00.
- d. Translation Division Report:** The division met to brainstorm ideas for upcoming events, including Meet the Translator meetings, a presentation on machine translation by Dan Liebling and Jost Zestsche, presentations by translation tool providers, and presentations on the vocabulary of specific fields.
- e. Legal Division Report:** Maria and Pinar will be co-chairing the division. The division is planning some training activities for the court interpreters and identifying issues that are important to court interpreters. The LD is concerned about some courts asking interpreters to be present in person in court, and about having court interpreters eligible for a COVID vaccine. LD is investigating the status of these issues in other NOTIS states as well as Washington.
- f. CID Report:** Zakiya reported that CID’s first training will be on Feb. 13 on leukemia. Zakiya brought up the topic of ‘compassion fatigue’, as one of the topics of discussion and consideration.

## **VII. Housekeeping:**

- a. Website updates on new Board:** Profiles of the officers, blog posts, and events should be revised.
- b. The next Board meetings** are scheduled for **March 10 and April 14**, online at 6:00 PST.

The meeting was adjourned at 7:35 pm.

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