

NOTIS BOARD MEETING MINUTES

March 11, 2020

Online meeting

Chair: Shelley Fairweather-Vega

Board members present (in person and online): Shelley Fairweather-Vega, Adriana González, Elise Kruidenier, Janet He, Laura Friend, Lindsay Bentsen, Maria Farmer, Mary McKee, Pinar Mertan, Melody Winkle, Olga Cuzmanov, Yasemin Alptekin.

Board members absent: Luisa Gracia Camón

The meeting was called to order at 7:02 p.m.

- I. **Approval of agenda:** The agenda was approved with no changes.
- II. **Approval of Minutes:** Need to find the February Minutes
- III. **President's Remarks** (5 min)
 - a. None
- IV. **Vice President's Remarks** (5 min)
 - a. None
- V. **New Business**
 - a. COVID-19: Discuss NOTIS response, strategy (10 min)
 - a. Legal division event: Due to Local Health Officer Order regarding events under 250 people. We cannot meet the requirements of this order for our Legal Event, so we must cancel. We can try to reschedule for later in the year but we should probably issue refunds for ease of accounting.
 - b. What do contracts say about cancellations? We would refund whatever they've already paid in cases of force majeure, and if they can get refunds from the airlines/hotels then we do not need to pay for those
 - c. Luisa will contact Bellevue College to see about cancellations and possible rescheduling.
 - b. 2021 conference planning: Appoint an initial planning committee (10 min)
 - a. Yasemin and Shelley are willing to take a leading role in planning the conference, Lindsay and Mary agree to help with smaller tasks.
 - b. When to hold it, possibility of turning this year's Legal event into a conference this fall or next year? Luisa will have a meeting with legal division and will poll registrants about when they wish to hold the postponed event?
 - c. An annual conference would cost more, so registrants may not wish to pay more
 - d. Do we have enough woman power to arrange this event? Shelley will work on a to-do list of various tasks and their due dates to see what people can do to contribute.

- e. If we decide to have a 2021 conference, we should get a place and date scheduled within the next month or so, preferably a place we have used before so that we can decrease that amount of work
- c. Scholarships: Discuss priorities for 2020 awards (15 min)
 - a. Elise wants to discuss our priorities for the NOTIS scholarships in 2020, types and targeted people, less common languages, financial need, people with more experience but less training, people with interest for current or future involvement in NOTIS and T&I community.
 - b. Now have one specific for Languages of Lesser Diffusion, and perhaps some other ones for specific conferences OR list conference opportunities on the form
 - c. Possibly adjust weight of scoring to favor people who have been members longer
 - d. Scholarship was created in part as an outreach strategy, so we may wish to be wary of putting more restrictions on who can receive scholarships.

VI. Regular Business

- a. **Webinar Report** – Lindsay (5 min)
 - i. Webinar with Yvonne went very well.
- b. **Website Report** – (0 min)
- c. **Marketing & Social Media Report** – (0 min)
- d. **CID Report** – (0 min)
- e. **Social Events Report** — Maria (0 min)
- f. **Legal Division Report** – Maria/Luisa (0 min)
- g. **Translation Division Report** – Shelley (5 min)
 - i. Spanish writing workshop went very well. Last-minute registrants filled the gaps of people who had to cancel. Catering at Highline college was good and we also fit within our budget.
- h. **Northwest Linguist Report**– (0 min)
- i. **Scholarship Committee Report**– covered in New Business (0 min)
- j. **Membership Report** — See reports in Dropbox (0 min)
- k. **Finance Report** – See reports in Dropbox (0 min)

VII. Review of Action Items (0 min)

See list of action items in meeting folder.

VIII. Housekeeping (5 min)

Review dates for next two meetings and locations:

- a. April 8, online meeting
- b. May in-person meeting depending on pandemic

- IX. Announcements for the Good of the Society** (2 min)
- X. Adjournment** **8:30 pm**