

## NOTIS BOARD MEETING MINUTES

Monday, May 7, 2018

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

**Board members present (online) Elise Kruidenier, Shelley Fairweather-Vega, Lindsay Bentsen, Laura Friend, Olga Cuzmanov, Maria Farmer, Luisa Gracia Camón, Alicia McNeely, Adrian Bradley, Janet He, Melody Winkle**

**Board members not present: Mary McKee**

- I. **The meeting was called to order at 7:02 p.m.**
- II. **Acceptance of Agenda:** Agenda was accepted with no changes
- III. **Approval of Minutes from April 18:** approved with no changes
- IV. **President's and Vice President's Remarks:** none.

Maria requested clarification regarding the interpretation of the by-laws. Elise explained that we have to hold a membership meeting in person to vote on the by-laws. We will do so at the December 2018 meeting. Our by-laws need to specifically state that we can take a vote by remote ballot. We must comply with the requirements of Washington State law as well as those of NOTIS – comply with both in order to allow e-voting.

### V. **New Business**

- a. **Membership report** – None.
- b. **Website report** – Melody reported on NOTIS's social media policy. The Board discussed procedures and frequency of posting for other organizations. Shelley requested a policy to address frequency of response to posts and the obligation to post the activities of other groups, and suggested once or twice a month as a guideline.
- c. **Finance Report** – Lindsay reported that our taxes have gone from being very simple in the past, because earnings have always fallen below a certain threshold (\$50,000), whereas now we are earning more, putting us into a category requiring more complicated reporting. She reported that the Executive Committee has voted to hire a CPA to prepare our taxes this year, and that this is likely to continue. Last month NOTIS earned \$6,871 thanks to the CID workshops.
- d. **CID report** – None.

- e. **Legal Division report** – None.

## VI. Regular Business

- a. **Membership Report** – None.
- b. **Marketing Report** – None.
- c. **Advocacy Report** – None.
- d. **CID Report** – None.
- e. **Social Activities Report** — The social event in Spokane is coming up, on 5/26 at 5 PM at “Twigs” martini bar in North Spokane. NOTIS member Andrew Belisle will help to informally host the event.
- f. **Legal Division Report** — Luisa has spoken to the AOC about the ITD event and Job Fair, and they are interested in attending. Once we have an official date and time, we can invite them.
- g. **Translation Division Report** — Shelley reported that the division has two sold-out events: Literary Translation and the Law, and the ATA Examination. Folio, the division’s favorite meeting spot, will be closed for a couple of months as it moves to a new location at Pike Place Market.
- h. **Webinar Committee Report** —
  - i. The committee reported that the first CID webinar has 86 registrants already.
  - ii. The committee has decided to purchase a microphone for webinar speakers to use. It would be a great investment by improving quality of sound and recording. The cost would be fairly low.
  - iii. More volunteers are needed to help run webinars. Lindsay has updated the webinar checklist; Board members should review it. Adrian and Alicia volunteered to help.
  - iv. The board discussed raising the base honorarium, and agreed that this was appropriate. The webinar committee will discuss how to determine these honorariums in the future.
  - v. Esther Navarro Hall appears willing to give a webinar for NOTIS. This is exciting because she is an impressive speaker who will give two talks at this year’s ATA conference.
- i. **Linguist Blog Committee Report** — None.

j. **Scholarship Committee Report** — Elise gave an update. 24 people have applied for 2 different scholarships, up from 8 last year. Elise asked for help reviewing applications. Cindy, Maria and Laura volunteered.

k. **International Translation Day event**

- i. **Venue.** It was decided to stick with the familiar room at North Seattle College. Last year we had 150 people, so there is no obvious need to pay for a larger room. (Shelley, Elise, Maria, Laura).
- ii. **Catering.** It was decided to bring in beverages and box lunches; 1-2 choices to keep it simple. Alicia will head up the “catering” effort, and Janet will help. Mellies was mentioned as having a great choice of sandwiches. Someone mentioned an uninspiring selection in the past from Jimmy Johns.
- iii. **Job Fair.** Elise asked for a few people to commit to working the job fair. Mary and Shelley might be able to.
- iv. **Speakers.** We can follow up with agencies/people from last year. Louisa said we should try to get Universal Language Service (Bellevue) again.
- v. **Fees.** Be flexible. Approach speakers based on what they request. Remind them we are a non-profit organization.
- vi. **Save the Date.** Luisa recommended sending out “save the date” notices, and Elise will prepare a message for this purpose.

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

No other action items.

IX. **Housekeeping**

a. Review dates and locations of next two meetings:

- i. Next meeting is Sunday, June 10 at 10:00 AM at Victrola Coffee in Seattle. Most Board members are able to come; Luisa has a conflict.
- ii. Dates for a summer online meeting. Elise has sent out a survey and set the summer online meeting for Tuesday, July 24, at 7:00 PM.

X. **Announcements**

Shelley reminded members of the ATA certification exam on June 9 and asked volunteers whether they were still planning on being there. Laura said yes.

Elise announced the receipt by NOTIS of our ATA rebate.

**XI. The meeting was adjourned at 8:19 p.m.**