I. The meeting was called to order at 7:04 p.m.

II. Acceptance of Agenda: Agenda was accepted with no changes.

III. Approval of Minutes from October 17, 2018: approved with no changes

IV. President’s Remarks: Executive committee agreed it was best to send a paper notice of the upcoming annual meeting, given the items to be voted on. Members should be receiving the postcard in the mail soon.

V. Vice President’s Remarks: NOTIS was represented at the ATA conference, a good gathering, and swag was positively received by attendees.

VI. New business:
   a. Melody attended the Leadership Board training meeting and took a couple of notes, but it was targeted more at new board members, not experienced members.

VII. Regular business
   a. Membership Report – no report
   b. CID Report – no report
   c. Website Report – Shelley
      i. We had more visitors to the website from Wenatchee than ever before, looks like our greater number of events in the area are having positive results
      ii. We are moving forward with accepting credit cards via Wild Apricot’s payment platform
   d. Marketing & Membership Committee - No report
e. **Social Activities Report** – Maria

   i. Holiday party planning: December 8, 11-5 (Camp Long)

      1. Volunteer sign-ups are coming in, but Maria can use more volunteers and cookie baking contestants.

      2. Need to find out who took home the cutlery from the ITD event

      3. Important to have people register because there is a limit of 72 attendees.

      4. Several board members will bring a hot dish to ensure there are some options along those lines.

f. **Finance Report** – Lindsay

   i. Three financial reports are posted for a snapshot. Revenue for 2018 is higher than predicted. We will use year-end actuals compared to our 2018 budget to plan a budget for 2019.

   ii. Research is ongoing to define a good amount for an emergency fund, or a fund to always have on hand for ongoing operating expenses.

   iii. Lindsay plans to step down as treasurer in 2019, but would like to be involved in training or working together with the new treasurer.

g. **Webinar Committee Report** — Lindsay

   i. Webinar on depositions went well and received very positive feedback. Alicia was co-organizer and will be the lead organizer for the December webinar. Having 2 people collaborate to lead each webinar is a good system.

   ii. Elise will help with advertising the December webinar to more translators.

h. **Legal Division Report** — Luisa.

   i. Work is ongoing regarding a court interpreter petition and coordinating with AOC to hold an event or training.

i. **Translation Division Report** — Shelley

   i. Literary translators have events coming up in November and December.
j. **Northwest Linguist Blog Committee Report** — Alicia
   i. Alicia is working on visually appealing ideas for a year-end newsletter. We will distribute something in print at the Annual Meeting and consider mailing copies to all members, and evaluate how that process goes to consider continuing to generate a paper newsletter in the future.

i. **Scholarship Committee Report** — no report.

VIII. **Review of action items** – If you know of website updates that need to be made, please make them.

IX. **Next meetings:**
   a. December 8 (Annual Meeting before holiday party): Ballot is ready, notice has been sent
   
   b. New Board member onboarding, 2018 recap December 12: 6:30 for onboarding, 7:00 for general meeting (if new members can attend)
   
   c. Planning meeting: January 5, in person, location TBD

X. **The meeting was adjourned at 8:49 PM**