

NOTIS BOARD MEETING MINUTES

Wednesday, October 17, 2018

Online 7:15 PM – 8:19 PM

Chair: Shelley Fairweather-Vega

Board members present (online): Adrian Bradley, Alicia McNeely, Janet He, Maria Farmer, Mary McKee, Shelley Fairweather-Vega, Melody Winkle

Board members absent: Lindsay Bentsen, Luisa Gracia Camón, Olga Cuzmanov, Elise Kruidenier,

- I. **The meeting was called to order at 7:15 p.m.**
- II. **Acceptance of Agenda:** Agenda was accepted with no changes.
- III. **Approval of Minutes from September 12, 2018:** approved with no changes
- IV. **President's Remarks:** none.
- V. **Vice President's Remarks:** none.
- VI. **New business:**
 - a. Election planning
 - i. Returning, departing, new Board members
 - ii. Bylaws: Need to ask lawyer to write a ballot about what we
 - iii. Maria has scheduled our annual meeting on December 8, along with the party, for electing the 2019 board. **Current Board of Directors Statements of Intent: Due to Nominating Committee by November 1st** . Annual meeting is December 8th
 1. Need volunteer supervisor of elections to put together materials for elections, bios of candidates, etc, for use at annual meeting in December. **Mary has volunteered to assist**
 - b. Upcoming FREE non-profit training: Oct 13, Greenwood Library, how to run effective nonprofit board meetings. Let board know if you are interested in attending.
- VII. **Regular business**
 - a. **Membership Report**
 - b. **CID Report** – Cindy
 - i. Thanks to NOTIS for supporting the CID program. Many people are coming to trainings now: 24 workshops around the state in 2018, a new

record. 3 in Mt. Vernon, 2 in Tacoma, Yakima, Tri Cities, Wenatchee not able to do one in Vancouver or Spokane, 1 Webinar

- ii. Next week is meeting of CID committee to plan for 2019, with some new trainers in store for the next year, including maybe some for translators and legal interpreters. **To Do: Let Cindy know when we need the final end of year report for CID**
 - iii. Discuss offering joint CID and Translation Committee workshops for the large number of interpreters who are being asked to do translation and who are wishing to move toward translation as a career?
 - iv. Naomi has been immensely helpful to CID's growth and success
- c. **Website Report** – Melody
- i. **Wild Apricot payment platform trial: No monthly fee, transaction fees are the same as PayPal, but after ATA conference we can do the application (InfiniPay), set up an account, etc. Melody will contact bookkeeper to ask whether she has any input on this**
- d. **Marketing & Membership Committee** - No report
- e. **Finance Report** – Lindsay
- i. Think about how much cash NOTIS needs to keep on hand, calculate what our expenses are, figure out what cushion we need
 - ii. Follow lead of what other translator groups use. Lindsay will create an outline of how to proceed.
 - iii. Crowdsource ideas from the NOTIS membership to see what new projects we can invest in.
 - iv. Hire someone to lead up a publication revival?
 - v. **To do: Research what other translation organizations spend their money on. Make a survey for people to take at annual meeting to ask what members want NOTIS to spend its money on, create online survey**
- f. **Webinar Committee Report** — none
- i. Upcoming webinar run through, translation webinar
- g. **Social Activities Report** – Maria

- i. Spanish translator & interpreter gathering coming up on 10/23
 - ii. Camp Long has been reserved for our Annual Meeting and Holiday Party, good amenities, very much cheaper than prior location. Option for Karaoke machine? 12-1 pm for annual meeting, party 1-4 pm
 - 1. Volunteers: 4 volunteers already signed up, Kethrin
 - 2. Karaoke Machine entertainment: Shelley has one to offer!
 - 3. Raffle prizes: Candy Jar estimate, movie tickets, chocolates, year of NOTIS membership
- h. **Legal Division Report** — Luisa/Maria.
- i. **Translation Division Report** — Shelley
 - i. Literary events every month through January
- j. **Linguist Blog Committee Report** —Alicia
 - i. Some blog posts are forthcoming and recently published.
 - ii. A summary of the ITD event is also forthcoming
- i. **Scholarship Committee Report** — Elise
- k. **International Translation Day event** –
 - i. Generally good feedback, good diversity of events and level of difficulty, 1/3 of attendees filled out the survey
 - ii. Generally participants wish to see more language-specific programming

VIII. Review of action items – no current list.

IX. Next meetings:

- a. November 13 (online)
- b. December 8 (Annual Meeting before holiday party)

X. The meeting was adjourned at 8:19 PM