NOTIS BOARD MEETING MINUTES  
Tuesday, September 12, 2018  
Online 7:00 PM – 8:40 PM  
Chair: Elise Kruidenier

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

I. The meeting was called to order at 7:01 p.m.

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

III. Approval of Minutes from June 10, 2018: approved with no changes

IV. President’s Remarks: none.

V. Vice President’s Remarks: none.

VI. New business:
   a. Planning for next year and elections
      i. 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
      ii. Need nominating committee (current chair Maria) and someone not on the board
   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 – See reports in dropbox
   b. Finance Report – Lindsay
      i. Think about how much cash NOTIS needs to keep on hand, possible investments of NOTIS funds in events, speakers, to support our community.
      ii. Follow lead of other translator groups in getting good talent to present at future community events.
iii. Invest and use proceeds for sustainable scholarships? Crowdsource ideas from the NOTIS membership to see what new projects we can invest in.

iv. Possibly hire someone to lead up the effort to get a publication restarted, to be a publication coordinator?

v. To do: **At Oct meeting, discuss this**

c. **Webinar Committee Report** — none
   i. Webinars are confirmed and on the online calendar.

d. **Website Report** — See reports in dropbox

e. **Marketing & Membership Committee Report** — none.

f. **Advocacy Report** — none.

g. **CID Report** — none.

h. **Social Activities Report**
   i. Holiday party planning: need a new venue from last year due to price changes.
   ii. Boise event: small event was a success
   iii. Upcoming event in eastern WA

i. **Legal Division Report** — Luisa/Maria.

j. **Translation Division Report** — Elise/Shelley
   i. Conference prep workshop upcoming
   ii. Literary events
   iii. Shelley went to Portland for a workshop with a Spanish trainer from Ottawa, could be a good person to bring in for training events. **Shelley** will contact this person.

k. **Linguist Blog Committee Report** — Alicia
   i. **Alicia** will be taking lots of notes at the ITD event to turn into blog posts
   ii. Members have continued to express concern about lack of a newsletter from NOTIS. We do not necessarily have the person-power to do so, or the desire. Possibility of trying to put something together next year, a
quarterly publication perhaps? Recapping things that have happened this year? **Find new volunteers to assist with this?**

i. **Scholarship Committee Report** — Elise

l. **International Translation Day event** –

   i. To do: Lindsay will send fliers about upcoming webinars to Mary, who will get them printed to give out to members at registration.

   ii. To do: Elise has made a list of who is going to be able to help with what parts of ITD, and we should coordinate times of volunteering

   iii. To do: Janet will pick up lunch food and deliver to ITD

   iv. We will save sponsorship information for our next big event, and not use them this time around.

VIII. **Review of action items** – no current list.

IX. **Next meetings:** Elise will send a doodle poll

   a. October

   b. November

X. The meeting was adjourned at 8:20 PM