

## 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**