

## NOTIS BOARD MEETING MINUTES

September 11, 2019

Online

Chair: Shelley Fairweather-Vega

**Board members present (in person and online):** Shelley Fairweather-Vega, Adrian Bradley, Adriana González, Alicia McNeely, Maria Farmer, Mary McKee, Melody Winkle, Olga Cuzmanov, Pinar Mertan, Elise Kruidenier, Lindsay Bentsen, Janet He, Luisa Gracia Camón

**Board members absent:** none

- I. **The meeting was called to order at 7:01 p.m.**
- II. **Approval of agenda:** The agenda was approved with no changes.
- III. **Approval of Minutes (June 18 meeting)**
- IV. **President's Remarks:**
  - a. OSTI and NOTIS have agreed to mutually support each others' conferences: a free attendee and exhibitor table at each of our conferences.
  - b. We have several board members attending the ATA conference and should create some kind of networking event for NOTIS members at the ATA conference
  - c. NOTIS should create a policy about sponsoring/promoting events from outside trainers. Several board members have agreed to discuss about this and come up with some proposals
  - d. Shelley, Melody and Luisa met to learn how NOTIS can be more involved with the Interpreters Commission, and Luisa says it would be great if we had more people from NOTIS involved
- V. **Vice President's Remarks:**
  - a. No remarks
- VI. **New Business**
  - a. **Holiday Party Updates**
    - a. Our party will likely be similar to last year, we already have a venue locked down. Maria and Adriana are smoothly working toward the planning
  - b. **Annual Meeting Plans**
    - a. We need to amend the Bylaws, but it has historically been hard to change them so it hasn't happened. (type of membership, membership year, types of notifications and voting allowed).
    - b. Proposal is supported by many board members, so Shelley will move forward with related items.

- c. Elections in December: if you do not wish to continue on the board, that's okay! We would love to have everyone to continue, but we understand that other commitments arise. Please let Shelley know if you think you will not run again or continue to serve. In the interests of diversity, perhaps we can reach out to some other genders to join the board. Maria has approached a couple of potential board members.

**c. Annual Conference Updates**

- a. This event will be a net expenditure for NOTIS, since we need to use the organization's money to serve our members.
- b. We have 117 attendees registered and 12 exhibitors, of whom 4 are sponsors! This is a great turnout.
- c. We have a need for volunteers for the conference, so please consider volunteering or spreading the word to people who might be interested. Remember that board members who are attending just to volunteer and not get any credits will get a full refund, and those who will work about half their time can get a partial refund.
- d. Alicia is making programs, various people are working on presenter materials. We need to get all the files from them and print any of necessary, and then assemble folders for attendees
- e. Conference Committee can meet to hammer out final details to send to presenters, exhibitors, panelists, and assembly of packets

**VI. Regular Business:**

- a. **Membership Report** — See report in Dropbox (0 min)
- b. **Finance Report** – Melody (1 min)
  - i. Finances are looking good, we took in more than was spent this month
- c. **Webinar Report** – No report (0 min)
- d. **Website Report** – People still visiting the website! (0 min)
- e. **Marketing & Social Media Report** – Alicia (2 min)
  - i. There are great new 30<sup>th</sup> anniversary logos that NOTIS can use, thanks Alicia!
- f. **Advocacy Report** – Adriana (0 min)
  - a. Adriana cannot attend the next WASCLA phone call, any volunteers?
- g. **CID Report** - No report
- h. **Social Events Report** — Maria (2 min)
  - i. There may be interest in local events for people who can't attend the annual conference, hoping for all 13 registrants to attend.

- ii. Maria is seeking someone else to work on the Summer Picnic and Annual Party organizing

i. **Legal Division Report** – Luisa (10 min)

- a. Luisa moves to approve expenditure of \$1,338 to rent Bellevue College Paccar Atrium for Legal Division annual training event, April 4, 2020, motion is seconded by Maria. Approved unanimously.
- b. Luisa would like that date to be set aside solely for the legal division event on that day.
- c. Luisa and Maria would like for NOTIS to give priority to its own events, so that no other NOTIS events are held on the same day to create conflicts, since last year there were some other events at the same time. Suggests that we contact all people who work with NOTIS to make sure that we don't have conflicts like this. We can try using a "save the date" system to make NOTIS calendar events in advance which will let organizers know about upcoming events.

j. **Translation Division Report** – Shelley (0 min)

k. **Northwest Linguist Report**– None (0 min)

l. **Scholarship Committee Report**– Olga (0 min)

- a. Applications will be sent to reviewers October 6 and the call has already been put out. A meeting to discuss applications with Elise and others will be set for end of September.

**VII. Review of Action Items** (0 min)

No review today

**VIII. Housekeeping** (2 min)

Review dates for next two meetings and locations:

- i. Surveys will go out for next meetings

**IX. Announcements for the Good of the Society** (2 min)

**X. Adjournment** 8:54 pm