**NOTIS BOARD MEETING MINUTES**

September 20, 2016

**Board members present (online):** Kathryn German, Elise Kruidenier, Shelley Fairweather-Vega, Brooke Cochran, Sofía García Beyaert, Julie Wilchins, Luisa Gracia Camón, Thei Zervaki, Saori Sampa

**Call to order at 7:07 p.m.**

**Approval of agenda:** Approved with no changes.

**Approval of minutes from August 18 meeting:** Approved with no changes.

**President’s Remarks**

* Annual Meeting (December 4th, same day as the holiday party). Full annual reports sent out Nov. 4. **Due to Kathryn or Julie for checking by October 15th**. To be sent to full membership. See samples in folders of last annual report.
* Advertising different NOTIS divisions: Translation, Court Interpreters, Community Interpreters, Webinar – and what they do: Blog, Facebook, etc. Many are currently unfamiliar with what these divisions do, and expectations are not aligned when divisions have training offerings.

**Vice President’s Remarks**

* Proposal for easing board members’ responsibilities for the future. Julie came up with some ideas, but it will be passed along to the next year’s board.

**New Business**

**WASCLA Conference**

**MedSIG Letter and Suggestions:**

* Two attendees to be determined in addition to Sofía (place included with sponsorship)

**Annual Elections**

* Status of Nominating Committee and at large member
* Preparation of Election Materials
* Supervision of Election
* NOTIS officers

**MedSIG**

* Name Change Status – Motion for actual change
  + Sofia made a motion: “I move to change the name of the MedSIG to the Community Interpreter Division.” The floor was opened for discussion, and the motion was brought to a vote. The motion passed unanimously.
* Sofia: Report on payment practices, handling checks. Cindy will continue to observe trends, and reevaluate after 6 months.
* Issue with submission of out-of-town expenses without budget approval (sent to Cindy)
  + Action item: Plan a meeting with Cindy to discuss options for using money made by CID, scholarships, etc., this fall.
  + A budget meeting would help with planning purposes, and with the above considerations (Kathryn pointed out that the December planning meeting would be a good time, but many things are packed into that meeting).

**Office Manager Role for 2017**

* + - * Naomi has indicated that she does not feel comfortable adding these to her work requirements:
        + Obtain credits for events (Luisa says she is fine with working on credits.)
        + Seek out venues and catering

**Regular Business**

**Membership Report by Naomi**

Membership still increasing: 397 members (It seems that people sign up whenever you have events.)

**Finance report by Thei**

The financial report was reviewed and approved by the board members.

Shelley made a motion, “I move that we leave $500 in PayPal every month.” The motion passed unanimously.

**Advocacy Report by Sofía**

AOC Court Interpreter reimbursement program. Milena passed along a lot of information—it is not simple, but it is important: it makes sense for NOTIS to support this. This is why Sofia thought the CID and advocacy committee could work together on this. Sofia will follow up on this, along with Luisa.

**Social Media Report by Saori**

- See report.

**Website/Directory Marketing Committee Report by Shelley**

- Visits are up in general. This corresponds to the membership numbers climbing. The new website is popular, and people are visiting the site and staying on the site for a long time: 5 minutes is average.

- LinkedIn advertising: $25 spent so far.

**Community Interpreters Division by Cindy Roat**

- See letter from Cindy: discussed under new business.

**Social Activities Report by Saori**

- 7 people attended Sofia’s event.

- December: Holiday Party on December 4. Application was submitted to WAC. It should be confirmed. 11 a.m. to 5 p.m.

**Court Interpreter Division Report**

- No report.

**Translation Division Report by Elise**

- See report about Whirlwind Weekend.

**Linguistic Blog Committee Report**

- Court Interpreter Division coming up next.

**Webinar Committee Report by Brooke**

- An FAQ page was created, for reference by members.

- Julie created a new email specifically for webinars (webinars@notisnet.org).

- Will speak with Community Interpreter Division about budget and planning for webinars next year.

**Review of Action Items**

Kathryn reviewed the list of action items and updated with members.

**Housekeeping**

1. Dates for upcoming meetings:
   1. The next meeting will take place on **Tuesday, October 18 at 7:00 p.m.** at Julie’s house.
   2. The next meeting will take place on **Thursday, November 17, at 7:00 p.m.**
   3. The annual meeting will take place on **Sunday, December 4, at 12:00 a.m.**
   4. The planning meeting is tentatively planned for **Wednesday, December 14, at 6:00 p.m.**

**Announcements for the Good of the Society**

- Shelley: Potential meet-up at ATA conference.

- Shelley: Private library downtown: Folio. He would like to host a couple of translation events, so Shelley would like any thoughts board members have.

- Sofia: Alternative careers after PhDs at UW. Sofía will forward the information.

**Meeting adjourned at 8:23 p.m.**