

NOTIS BOARD MEETING MINUTES

January 4, 2014

Board Members Present: Alicia Lanzner, David Neathery, Linda Noble, Julie Wilchins, Louise Morehead, Paul Natkin (@ 4:00 pm), Kathryn German, Nancy Leveson, Milena Calderari-Waldron, Fumi Janssen, Saori Sampa, Thei Zervaki

Other Members Present: Naomi Uchida (Office Manager), Toby Kawahigashi, Kenneth Barger

1. Call to Order @ 3:10 pm

- Agenda accepted as amended
- Minutes of NOTIS' previous board meeting approved as amended.
- Minutes of WITS' previous board meeting approved as submitted.

2. President's Remarks

- Kathryn German informed the board that a Certificate of Merger has been received from Washington's Secretary of State. The merger became official as of January 1, 2014. The Certificate and Articles of Merger filed with the state will be posted on the website.
- Board members received a collated document containing NOTIS' guiding documents. This package will be a great resource throughout the year as we go through the task of meshing WITS into NOTIS. It was noted that several Policy documents will need updating to reflect the new structure. Bylaws must be submitted to the ATA for approval while Policy documents can be changed by the board.

3. Overall Structure of NOTIS

- NOTIS is an ATA Chapter and as such is bound by the rules that govern the ATA. ATA Chapters are also governed by a rules listed on the Chapter Handbook posted on the ATA's website.
- Every April, ATA requires NOTIS to send an annual report drafted by the President, the Vice-President and the Treasurer.
- ATA refunds NOTIS part of the membership dues paid by ATA members who are also NOTIS members and who designate that part of their dues should be allocated to NOTIS. .

- ATA requires NOTIS to offer the ATA exam at least once a year. This effort is spearheaded by the NOTIS ATA Liaison Chair. Norma Candia has graciously accepted this position.

5. Office Manager Role and Report

- The Office Manager's contract expires on February 15th. There will be increased duties due to the transition of WITS into NOTIS. Discussion ensued regarding the job duties and remuneration during which Naomi Uchida graciously stepped out.

A Motion was made by Linda Noble to have the Office Manager handle on-site registration for the majority of workshops and events with the commitment of finding a suitable replacement volunteer if needed. The motion was seconded and carried.

A Motion was made by Linda Noble to have the Office Manager print prepared materials and certificates of completion for workshops and events. The motion was seconded and carried.

A Motion was made by Linda Noble to remove the requirement of going to the NOTIS mailbox on a regular basis, with volunteers to perform this duty. The motion was seconded and carried

A Motion was made by Linda Noble to raise the Office Manager's monthly remuneration to \$630/month for the year 2014. The motion was seconded and carried.

A Motion was made by Julie Wilchins to have further negotiations between the Office Manager and NOTIS handled by the Executive Committee. The motion was seconded and carried.

<p>Action Item: Executive Committee will draft a Memorandum of Understanding and handle any further negotiations as it deems appropriate.</p>
--

Tabled until next meeting: discussion regarding the issuance of NOTIS membership cards.

6. Status of WITS membership renewals

- Nancy updated the board on the transition process for transferring WITS members to NOTIS. A number of WITS members have already renewed their membership through NOTIS.

7. NOTIS Board Structure

- Board members are expected to actively participate in the organization. Policy doc #13 states that board members shall not miss more than 3 meetings per

year. NOTIS has generally had 10 meetings per year with summer meetings being less frequent.

- Discussion ensued regarding how often meetings will be held and whether they will be in-person or virtual. The consensus was to aim for as many in person meetings as possible while making virtual attendance always available. There was also the understanding that limited scope short meetings to address a specific pressing issue could be scheduled via phone as needed.
- There was a discussion regarding whether or not NOTIS Board members should pay dues.

A Motion was made by Julie Wilchins to have board members pay membership dues. The motion was seconded and carried.

A Motion was made by Linda Noble to have the Office Manager not pay membership dues. The motion was seconded, but failed.

Tabled: discussion regarding board members pay for workshops and events fees.

Action Item: A policy document regarding Board member dues shall be created, signed, and posted to the web.

Action Item: Board members will send Kathryn German their contact information for internal use and for posting on the website. Board Members should also send a short biographical paragraph and small photo for the website.

Action Item: Board members will let Kathryn German know if they are interested in ordering business cards with the NOTIS logo.

8. Election of Officers

The following individuals were elected to office for the term 2014-2015.

- **President:** Kathryn German
- **Vice-President:** Nancy Leveson
- **Treasurer:** Fumi Janssen
- **Secretary:** Julie Wilchins with Milena Calderari-Waldron as pro-tem
- Outgoing Treasurer Toby submitted the financial report and informed the board that receipts must be kept for 3 years. NOTIS fiscal year follows the calendar year FY2014 Jan 1- Dec 31.

- WITS' bank account will be closed and the funds transferred to NOTIS' account. Since Fumi is the outgoing WITS Treasurer this should be a smooth transition from a finances point of view.

9. Committees

- The package provided at the beginning of the meeting included a table listing a series of committees. Discussion ensued about how to mesh WITS committees into NOTIS.
- In accordance with the Merger Agreement, a new court interpreting division has been created. Linda Noble graciously volunteered to be the chair.
- WITS Advocacy Committee Chair Kenny stepped down after four years of service but will continue to be an active member of this committee as well as the Outreach committee. Milena volunteered to be the chair of the new NOTIS Advocacy Committee.
- WITS Outreach Committee chair Christina Woelz has graciously volunteered to participate in this committee in NOTIS.
- Alicia Lanzner graciously volunteered to chair the Social Events Committee. The consensus was to discontinue the summer annual picnic in order to concentrate efforts on programs and Holiday Party. The board was reminded that Interpreters United's constitution mandates a summer statewide meeting generally held in a park in Snohomish County and it might be possible to do something in conjunction with this event.
- Cindy Roat has graciously volunteered to continue as MedSIG chair and head the healthcare interpreting trainings. A review of her 8 proposed trainings for 2014 was provided. The first two trainings were approved at the NOTIS Board Meeting of 12/12/13.

A Motion was made by Julie Wilchins to approve the proposed MedSIG 2014 training workshops as submitted by Cindy Roat. The motion was seconded and carried.

Action Item: MedSIG will be contacted regarding advertising and registration needs for the February training event.

- Thea Zervaki graciously volunteered to serve as Program Chair for translation or translation technology workshops.
- David Neathery graciously volunteered to be the Program Chair for Court Interpreter Workshops..

Action Item: Set a date for Program Chair Meeting to set annual calendar (January)

- There was a brief discussion of the current difficulties with obtaining articles for the Northwest Linguist and amount of work involved. Discussion included changing the frequency of publication, mode of publication, and how to continue Outreach efforts without the printed issues. It was mentioned that copies of each issue could be printed out for Outreach purposes.

•
A Motion was made by Julie Wilchins to have The Northwest Linguist issued twice a year, with one issue in the spring and one in the fall. The motion was seconded and carried.

A Motion was made by Julie Wilchins for The Northwest Linguist default format to be electronic. The motion was seconded and carried.

Action Item: Kathryn German will send notice to the NOTIS membership and to the Northwest Linguist volunteers regarding The Northwest Linguist changes.

10. Website transition

- Nancy Leveson will coordinate with Katrin Rippel. Input from board members and any former WITS members is greatly appreciated. Emma Garkavi, former WITS President, is interested in updating the interpreter directory.

A Motion was made by Linda Noble to approve funding for immediate website changes approved for up to \$1000. The motion was seconded and carried.

11. Next Two Board Meetings

- Friday February 7th @ 6:00 pm at Milena's home in West Seattle.
- Wednesday March 12th @ 6:00 pm at Louise's home in North Seattle.

Action Item: Kathryn German will notify website manager of upcoming board meetings for posting.

Adjournment @ 6:00 p.m.