

## **NOTIS BOARD MEETING MINUTES**

December 15, 2015

**Board Members Present:** Kathryn German, Julie Wilchins, María Luisa Gracia Camón, Nancy Leveson, Saori Sampa, Elise Kruidenier, Lindsay Bentsen, Linda Noble, Diana Noman, Shelley Fairweather-Vega, Brooke Cochran, Fumi Janssen

**Others Present:** Office Manager Naomi Uchida

### **Call to order at 7:03 pm**

#### **President's Remarks**

- Very positive feedback on holiday party
- Welcome to new board members – let KG know if you want to update photo or statement for website.
- Executive committee and Naomi will address Naomi's new contract for office manager services.

#### **Election of Officers**

- Thei has volunteered to be treasurer – is training with Fumi. Thei, Fumi, and Kathryn will go to bank on 12/26 to switch over account.
- Motion by Diana Noman: I nominate Thei Zervaki as treasurer. Seconded and passed.
- Motion by Julie Wilchins: I nominate Elise as secretary for 2016. Seconded and passed.
- Lindsay can be secretary backup if Elise is unavailable.
- Motion by Luisa Gracia: I nominate Julie Wilchins for vice president. Seconded and passed.
- Motion by Julie Wilchins: I nominate Kathryn German for president. Seconded and passed.

#### **Committee/Division Volunteers**

- Finance Committee is new: will be Julie and Thei. Need one more person, preferably not a board member.
- Advocacy Committee: open. Sofia was very involved in community interpreting in Toronto, and is a possible candidate.
- International Translation Day will not be held unless someone takes the chair position.
- Saori will oversee Social Committee until Irine returns.
- Brooke is chair of webinar committee. Lindsay will help.
- Blog: different divisions will handle different months of year. Diana Noman will serve as an editor too.
- Lindsay Bentsen can help with MedSIG
- Saori offered to recruit students from Bellevue College to assist with on-site MedSIG registration.

#### **Budget for 2016**

- Julie will circulate draft budget within next two weeks, based on survey responses and budget information from board members.

### **Tom West Workshop**

- Linda proposed offering optional add-on lunch on top of registration, and/or possibility of lunch on campus.
  - Motion by Linda Noble: I move that, as long as there's not more than a 10% increase in the projected expenses, the board approves the expenses for the workshop. Seconded and passed.
  - Linda and Luisa will broach with Tom the prospect of his presentations being recorded so available for future viewing.
  - Perhaps ask ATA how they obtain consent from presenters to agree to their content being taped.
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- Milena could possibly offer an ethics workshop again, and serve as a guinea pig for a live webcast.
  - As Brooke plans 2016 webinars, she will aim to hold a practice live webcast so we are prepared before an actual one.

### **Reminders/Announcements**

- Jurassic Parliament: Feb. 6, probably 10 am – 2 pm. Open slots may be used by Interpreters United.
- Strategic planning survey: Julie will circulate 2-3 survey respondents' responses to each board member within next few days, and ask people to call them within next couple weeks.
- Next board meeting: Thursday, 1/14/16 in-person meeting at Elise's. Board will discuss schedule of online and in-person meetings for rest of year. Please review MedSIG planning and social events planning info before meeting.
- Oregon Society of Translators and Interpreters asked NOTIS if interested in having table at Copy Editors Society Conference in Portland weekend of March 22. \$1500/table. ATA will pay for half. Kathryn will get more info before January meeting. Mostly newspaper editors. Expected attendance is 500.

**Meeting adjourned at 8:03 pm**