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. Sofía 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.

Approved at Board Meeting of 01/14/16
**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.

- 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**