

ANNUAL MEETING REPORT 2017

PRESIDENT'S LETTER

In a year of transition on the NOTIS board, we were extremely fortunate to have a group of hardworking directors and a supportive group of former board members to keep the organization as strong as ever. Although seven directors left the board at the end of 2017, NOTIS continues to grow in membership and programs thanks to a dedicated and energized volunteer base. Our board members and volunteers devote countless hours to ensure that NOTIS can provide its members with training, social events, marketing, and the latest in news and events.

NOTIS began the year with 306 members, and grew to 486 members. The Marketing and Membership Committee, a newly formed committee to encompass both the Directory Marketing Committee and Marketing Committee, was very active this year. In addition to brainstorming ways to recruit and retain members, they worked on creating marketing materials for NOTIS, developing a future mentorship program and encouraging members to update their directory profiles.

Another exciting development in 2017 was the creation of the literary translation group. Vice President Shelley Fairweather-Vega, along with member Katie King, began hosting events at the Folio Athenaeum in downtown Seattle approximately once a month. The events always drew a crowd, and ranged from panel discussions, to translation slams, to translation feedback forums. This fills a need that was not fully met in the past, as demonstrated by the success of the events.

NOTIS was very active socially as well, with seven locally organized social events in 2017. From co-working afternoons, to happy hours, to the annual picnic and holiday party, there was no lack of opportunity for NOTIS members to get together, network and enjoy one another's company. In conjunction with the literary translation group, Amazon Crossing helped put on a happy hour for NOTIS members as well. Our social media pages were busy, too: particularly Facebook, where administrators posted over 70 times on topics including upcoming NOTIS events, member news, blog posts, and more.

The very active Community Interpreter Division, led by Cindy Roat, put on a total of 16 continuing education classes this year, in the Puget Sound area, and in Eastern Washington. The Division fulfills a great need in the area: high-quality interpreter training that provides continuing education credits and accessible training to local interpreters. Because the program

is so successful, NOTIS was able to offer two Eastern Washington trainings at a loss in order to meet the needs of interpreters outside of the Seattle area.

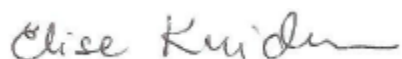
Due to NOTIS's solid financial position, and in an effort to give back to members, NOTIS created a scholarship fund this year for the first time ever. Two scholarships, worth \$750 each, were awarded to two deserving NOTIS members after a review of the scholarship applications. One scholarship allowed a member to attend the ATA Conference in Washington, D.C., and the other provided tuition for a translation or interpretation program. A continuation of the scholarship program is planned for next year.

On the financial front this year, NOTIS hired a bookkeeper, alleviating some of the financial duties from the board and providing additional financial oversight. With dozens of events throughout the year, this helped streamline the process of payment for vendors and helped ensure clear financial reporting.

With five new board members on the slate of candidates for next year, and only one departing board member, I am very excited to see where the next year will take us! We have an exciting group of talented translators and interpreters set to join our board next year thanks to an impressive nominating committee effort, and we expect they will contribute fresh ideas and perspectives to the board over the next couple of years. I would like to thank Sofía García-Beyaert, our departing board member, for her two years on the board, and the time she devoted to helping us with matters of outreach and advocacy.

Without a dedicated group of volunteers and engaged members, NOTIS could not exist. Thank you to everyone who has devoted their time and energy to making NOTIS what it is today.

Sincerely,

A handwritten signature in cursive script that reads "Elise Kuidu".

President
The Northwest Translators and Interpreters Society

NOTIS 2016 ANNUAL FINANCIAL REPORT

January 1, 2016 - December 31, 2016

Opening Balance 1/1/2016	44029.06
Closing Balance 12/31/2016	54986.50

	<u>Total</u>
Revenue	
Membership Revenue	25,770.00
Workshops & Events	46,914.29
Interest Income	9.51
Gross Profit (Total Inflow)	\$ 72,693.80

Expenditures

Administrative Service Expenditures	683.64
Graphic Design	200.00
Licenses & Permits	74.00
Marketing Expenses	833.46
Office Manager Profit Share	8,998.27
Office Manager Stipend	9,262.00
PayPal Fees	2,156.70
Postal Box Rental	237.00
Software	5,823.51
Total Administrative Expenses	28,268.58
Board Expenses	252.45
Training	800.00
Total Board Expenses	1,052.45
Education Program Expenses	2,651.30
Catering	3,062.42
CEU Applications	450.00
Guest List Payments	256.26
Speaker's Fees	19,296.54
Travel	3,267.30

Venue Rental	4,512.17
Total Education Program Expenses	\$ 33,495.99
Social Events	741.99
Total Social Events	\$ 741.99
Total Expenditures (Total Outflow)	\$ 63,559.01
Net Revenue	\$ 9,134.79

Prepared by S Steele Enterprises LLC 01/31/2017

ANNUAL MEMBERSHIP REPORT

Membership as of 12/31/2016

Individual 217

Corporate 10

Institutional 1

Student 67

Total 306

Membership Report January 2017

Individual 292

Corporate 9

Institutional 2

Student 53

Total 367

Membership Report February 2017

Individual 328

Corporate 10

Institutional 2

Student 58

Total 409

Membership Report March 2017

Individual 354

Corporate 11

Institutional 2

Student 59

Total 437

Membership Report April 2017

Individual 371

Corporate 11

Institutional 2

Student 62

Total 457

Membership Report May 2017

Individual 381

Corporate 11

Institutional 2

Student 65

Total 470

Membership Report June 2017

Individual 387
Corporate 10
Institutional 2
Student 60
Total 470

Membership Report July 2017

Individual 391
Corporate 10
Institutional 2
Student 63
Total 477

Membership Report August 2017

Individual 391
Corporate 11
Institutional 2
Student 60
Total 475

Membership Report September 2017

Individual 391
Corporate 11
Institutional 2
Student 60
Total 475

Membership Report October 2017

Individual 401
Corporate 11
Institutional 2
Student 61
Total 486

Membership Reports for November and December 2017: TBD

Respectfully submitted by Naomi Uchida

TRANSLATION DIVISION REPORT

This year, the primary focus of the translation division was on literary translation, with the newly formed and popular literary translation group. In addition to the literary group, which is described below, the translation division organized a panel discussion on November 11, 2017, with translation and interpretation agency representatives aimed at providing information on working with agencies. The panel discussion was offered free to NOTIS members, and had 52 registrants, 8 of whom were non-members, and received positive feedback from attendees.

Late in 2016, an interest group for literary translation formed within NOTIS. The group grew rapidly, and in 2017, it met every month (except for August) at Folio, a private library in downtown Seattle. The group will continue to meet at Folio monthly in 2018. Membership in the literary translation interest group is informal, and members include both beginning and established translators of fiction, poetry, and creative nonfiction. The group's events focus on both business tips (for example, pitching translated work to publishers and getting grants) and creative practices (at Feedback Forums, members present their work in progress and seek advice from the group). Events are posted on the NOTIS calendar. NOTIS members usually attend for free; others pay a small fee. All 2017 events are listed below:

- January 19: Feedback Forum (12 registrants)
- February 16: Literary Translation Pitch Perfect (21 registrants)
- March 16: Feedback Forum (8 registrants)
- April 20: Spring Translation Slam (25 registrants)
- May 18: Literary Translation Publishers' Panel (25 registrants)
- June 15: Poetry, Translation and Grants (16 registrants)
- July 20: Feedback Forum (12 registrants)
- September 21: AmazonCrossing Happy Hour and Reading Night (24 registrants)
- October 19: Game Translation as Literary Translation (50 registrants; event cancelled/postponed)
- November 8: Roundtable on Education for Literary Translation (23 registrants)
- December 21: Feedback Forum (planned)

The Northwest Literary Translators stay in touch through an email list and Facebook (<https://www.facebook.com/groups/1321683007941353/>), where posts focus on news and announcements for members with an interest in literary translation. This page is linked to the official NOTIS page and currently has 37 members.

The group has been successful at forging partnerships with local publishers and the larger literary community of Seattle, and as a NOTIS blog post put it, we are helping Seattle build its

reputation as a real center for literary translation. But there's no reason this group can exist only in Seattle. We would be happy to support local literary translation groups in other NOTIS cities.

Respectfully submitted by Elise Kruidenier and Shelley Fairweather-Vega

COURT INTERPRETER DIVISION REPORT

The Court Interpreter Division had the following members at the start of 2017:

Luisa Gracia
Nancy Leveson
Maria Farmer

The Court Interpreter Division was led by Maria Luisa Gracia Camón.

September 2017 Workshop

The 1-day event was held on September 9th featuring two sessions:

THE DUTY TO SEEK JUSTICE: 2-hour workshop

Larry Mitchell, prosecuting attorney for the City of Redmond, WA since 1993

&

IMPARTIALITY AT ANY COST?: 3-hour ETHICS workshop

Milena Calderari-Waldron, Washington Court and DSHS Medical & Social Services Certified Spanish Interpreter

Saturday, September 9, 2017 from 9:30 AM– 4:30 PM in Brightwater Center, Woodinville, WA

Total foreseen expenses \$2885; Total raised \$5044; **Profit \$1857.**

There was a net profit for this event. This is the first time organizers (Maria Farmer, Luisa Gracia and Nancy Leveson) were not asked to pay the registration fee and volunteers obtained a refund for the amount of registration.

Volunteers: Andrea Levin, Shau-Lee Chow, Natalia, Juana Escobar, Cesar Garcia Garcia and Victor Hurtado.

The event was a success and it had a great reception from the court interpreter community. Registration closed well ahead of time since we reach the maximum number of attendees allowed. Before the event itself, a special request was made to extend the room available. Two people registered the day of the event since two attendees did not show up.

The number of foreseen attendees was well exceeded this time. Handouts and conference support materials were sent by e-mail after the conference at the request speakers and attendees. The feedback during the workshop was very positive and attendees were very satisfied with the training.

Learning from our experience with registration for last year's event, the Court Interpreter Division made sure that all flyers explicitly stated the AOC's policy about arriving late/leaving early and how it can have an impact on obtaining the diploma or certification. CID will continue to include this policy in materials in the future.

2018 Workshop

It will be advisable to start preparing an event for next year as soon as possible.

Court interpreters are very interested in the training NOTIS provides and they were very happy to see a cost reduction for the 2017 event.

The overall outcome of the efforts of Court Interpreter Division has been positive, and the 2017 event was a high quality experience for attendees.

Respectfully submitted by Luisa Gracia

COMMUNITY INTERPRETER DIVISION REPORT

Summary

By the close of 2017, CID will have organized 16 workshops for healthcare interpreters in Washington State, with a total attendance of 826 interpreters. The 2017 workshops varied in length between 2 and 7.5 hours, with a total of 49.5 hours of training provided. Financially, although NOTIS lost money on three workshops (two of the three in Eastern Washington), the program as a whole generated a total net projected profit of over \$6,645 for NOTIS this year, over and above the money paid to trainers and for NOTIS overhead expenses. For each workshop, handouts and a certificate of attendance were provided to participants, both in hard copy and electronically. Continuing education (CE) credits for each workshop were obtained from DSHS, ATA, the AOC and CCHI. PowerPoint presentations from some of the workshops have been posted to the NOTIS website. Follow-up evaluation surveys showed that participants were extremely happy with these offerings. Participants in Eastern Washington and Mt. Vernon were especially grateful that continuing education was offered in their areas.

2017 workshop details

Workshop	Participants Reg/Attend	Net Income for NOTIS
<p>Recent Topics in Medical Genetics</p> <p>Date: January 5, 2017</p> <p>Location: Seattle Children's Hospital, Seattle</p> <p>Trainer: Mercy Laurino, PhD (staff at Seattle Children's Hospital)</p> <p>Length of training: 2 hours</p> <p>Maximum class size: 200</p>	74 / 77	\$463.60
<p>Interpreting for Pediatric Assessment Encounters</p> <p>Date: February 28, 2017</p> <p>Location: UWMC, Seattle</p> <p>Trainers: Dr. Kathleen Lehman, PhD; Dr. John Thorne, PhD, CCC-SLP; Kay Kopp, BS, OTR (all staff at the University of Washington CHDD)</p>	56 / 54	\$415.98

Workshop	Participants Reg/Attend	Net Income for NOTIS
Length of training: 2 hours Maximum class size: 90		
Glands and Seizures Date: March 4, 2017 Location: Tacoma General Hospital Trainer: Yvonne Simpson, MA Length of training: 4 hours Maximum class size: 100	56 / 52	\$621.93
The Language of Nephrology Date: March 11, 2017 Location: Skagit Valley Hospital, Mt. Vernon Trainer: Joe Tein, MA Length of training: 4 hours Maximum class size: 45	50/49	\$184.56
Medical Terminology Date: April 22, 2017 Location: St. Luke's Rehab, Spokane Trainer: Joe Tein, MA Length of training: 7.5 hours Maximum class size: 50	48/45	\$89.85
Pediatric Cardiology Date: April 29, 2017 Location: Seattle Children's Hospital, Seattle Trainers: Kendra Waldburger RN; Catherine Horner ARNP; Armatage RN; Jason Hopper Cruz, RN, BSN, CCTC (all staff at SCH)	169/165	\$1333.25

Workshop	Participants Reg/Attend	Net Income for NOTIS
Length of training: 4 hours Maximum class size: 200		
The Language of Cardiology, and The Language of Nephrology Date: May 13, 2017 Location: Yakima Valley Memorial Hospital, Yakima Trainer: Joe Tein, MA Length of training: 7 hours Maximum class size: 100	52/50	\$321.85
Barriers to Care, Ethics, Infection Control/Industrial Safety Date: June 3, 2017 Location: Skagit Valley Hospital, Mt. Vernon Trainer: Linda Golley, MOM Length of training: 8 hours Maximum class size: 45	45/43	\$561.59
Glossary Building for Interpreters, and On-line Resources for Healthcare Interpreters Date: June 17, 2017 Location: Yakima Valley Memorial Hospital, Yakima Trainer: Sofia Garcia-Beyaert, PhD Length of training: 7 hours Maximum class size: 100	32/33	\$157.05
Compassion Fatigue and Vicarious Trauma Date: June 29, 2017 Location: Evergreen State College, Olympia Trainer: Yvonne Simpson, MA	28/26	-\$4.69

Workshop	Participants Reg/Attend	Net Income for NOTIS
Length of training: 4 hours Maximum class size: 50		
Interpreting for Palliative Care Date: July 22, 2017 Location: Columbia Basic College Trainer: Cindy Roat, MPH Length of training: 7 hours Maximum class size: 50	21/22	-\$201.67
Interpreting for Cancer Genetics Date: September 30, 2017 Location: Yakima Valley Memorial Hospital, Yakima Trainer: Cindy Roat, MPH Length of training: 5 hours Maximum class size: 50	21/19	-\$273.53
Interpreting for Services related to Autism Spectrum Disorder Date: October 21, 2017 Location: Seattle Children's Hospital Trainers: James Mancini, CCC-SLP (Seattle Children's Hospital) Ginger Kwan, Open Doors for Multicultural Families); Cindy Roat, MPH Length of training: 6 hours Maximum class size: 50	50/46	\$746.19
From Medical to Mental Health: Adjusting Interpreting Technique for Mental Health Settings Date: October 28, 2017 Location: Skagit Valley Hospital, Mt. Vernon	45/45	\$629.32

Workshop	Participants Reg/Attend	Net Income for NOTIS
Trainer: Cindy Roat, MPH Length of training: 7 hours Maximum class size: 45		
Infection Control and Linguistic Considerations for Interpreters Date: November 18, 2017 Location: Seattle Cancer Care Alliance Trainer: Linda Golley, MOM and Yvonne Simpson, MA Length of training: 5 hours Maximum class size: 50	Est. 50	Est. \$850
Interpreting for Services related to Autism Spectrum Disorder Date: December 9, 2017 Location: Seattle Children's Hospital Trainer: Felice Orlich, PhD (Seattle Children's Hospital); Ginger Kwan (Open Doors for Multicultural Families); Cindy Roat, MPH Length of training: 6 hours Maximum class size: 50	50	Est \$750

New this year

Expansion of the CID

The CID met by phone in February, March, April, June and November. In March, Linda Golley announced that she would need to step down and encouraged the committee to recruit new members. In April, Yvonne Simpson (Interpreter Services Manager at Harborview Medical Center) joined the CID, while Maria Carr in Mt. Vernon agreed to help organize trainings in Mt. Vernon.

Standardization of policies

This year, CID established standard policies around the following topics:

- a single fee structure for CID workshops;

- trainers attending CID workshops for free;
- advertising continuing education opportunities from non-NOTIS organizations;
- staying within NOTIS per-diem guidelines for out-of-town trainings.

Expanded offerings outside of Puget Sound

CID made a concerted effort in 2017 to increase our offerings outside of Seattle in order to serve interpreters in other regions of Washington State. In 2016, we offered 7 workshops in Seattle and only 5 in other areas of the state, while in 2017, we offered 6 workshops in Seattle and 10 in other areas. Please see the breakdown below.

	<u>2016</u>	<u>2017</u>
Mt. Vernon	2	3
Yakima	1	3
Spokane	0	1
Tri-cities	0	1
South Sound (Tacoma/Olympia)	2	2
Seattle	7	6

Training venues

This year, CID expanded our training venues to include Columbia Basin College in the Tri-cities and Evergreen State College in Olympia. We also lost two of our nicest training locations, as Valley Medical Center was in renovations, and Tacoma General Hospital had a change in staffing.

Webinars

CID was unable to reach its goal of holding two webinar trainings this year. NOTIS' webinar expert was willing to help, but the individuals on the CID who were going to lead this effort were unable to find the time to do so.

Plans for 2018

CID is in the process of planning additional workshops for 2018, employing the same model as in the past.

Respectfully submitted by Cindy Roat

WEBINAR COMMITTEE REPORT

Committee Activities

Building on last year's momentum, the Webinar Committee implemented its plan to organize at least two webinars, with an emphasis on increased flexibility and accessibility to members. In addition, we met our continued goal of offering both translator- and interpreter-specific webinars. Next year, we hope to further increase our webinar offerings with Community Interpreter Division (CID) classes as well as webinars that can be accessed on-demand.

To increase flexibility and accessibility, the NOTIS board approved an annual subscription to GoToWebinar (GTW) for 2017. In 2016, our month-to-month subscription was cost-effective, but allowed less flexibility in scheduling. In addition, webinar registrants had limited access to webinar recordings. The annual subscription now gives us the freedom to schedule webinars at any time. We can also give registrants a longer access period. In 2017, registrants have been able to watch and re-watch our webinars for a full 45 days after the live presentation.

This year, as in 2016, we organized two webinars. The first was specifically designed for interpreters, and the second will be for translators. Our May webinar was an insightful and informative class on vicarious trauma, presented by Isabel Framer. Our December webinar will be "Right to Left Computing in a Nutshell." It is specifically designed for right-to-left language translators. Tim Gregory will present the class on December 9th, and registrants will have access for an additional 45 days.

Next year, the committee hopes to further increase webinar offerings in three ways. First, we hope that the CID will be able to organize its own committee-specific webinars using our GTW account. Second, we are exploring the possibility of providing webinars that are permanently available. Registrants would sign up and watch the webinar at their leisure. Third, we hope to increase the number of NOTIS webinars to at least three, while featuring new speakers and new topics.

It should be noted that our founding committee chair, Brooke Cochran, moved away from the Pacific Northwest in February, and resigned her position. Our committee owes a lot to Brooke, and we were sad to see her go.

Summary

- Upgraded from a monthly to an annual GoToWebinar subscription for increased scheduling flexibility and extended webinar access
- Planned and hosted two webinars – 1 translator specific, 1 interpreter specific
- Set goals for next year: CID webinars, on-demand webinars, three or more webinars in 2018
- Brooke Cochran resigned as chair in February, 2017

2017 Webinars

Description	Attendance	Revenue
Vicarious Trauma Isabel Framer	Members: 38 x 20 Nonmembers: 9 x 30	\$1,030.00
Right to Left Computing in a Nutshell Tim Gregory	Members: TBD Nonmembers: TBD	TBD

Expenses

Honorariums	\$500.00
Continuing education credit applications	\$ 50.00
GoToWebinar Annual Subscription + tax	\$936.43
Total	\$1,486.43

Total revenues after expenses

Not yet determined.

Webinar Committee's Core Objectives

- Provide affordable webinars that advance and enrich the professions of translation and interpretation
- Provide classes that can be accessed by all NOTIS members, no matter their geographic location
- Strive for variety, including unique classes that have not been available in-person
- Tailor webinars to member preferences and interests

Webinar Committee Members as of November, 2017

Lindsay Bentsen, Elise Kruidenier, Maria Farmer

Respectfully submitted by Lindsay Bentsen

SOCIAL EVENT REPORT

NOTIS was active on the social front in 2017: in addition to several smaller happy hour and networking events, NOTIS put on its traditional summer picnic and will host its annual holiday party on December 3, 2017. Here is an overview of the social events organized by NOTIS in 2017:

On February 17, board member Mary McKee organized a members-only co-working event at Kaffeeklatsch in North Seattle, with many members bringing along their computers to finish up some work and chat with others.

On May 11, NOTIS hosted another meet-up for members, this time in West Seattle at a co-working space, where members could get together and exchange ideas and business cards.

Shelley Fairweather-Vega put on a very successful early summer happy hour in June, at Schultzy's Bar and Grill, with new and old members in attendance and good beer on the menu.

The annual NOTIS Summer Picnic was put on with the help of several volunteers: in particular Maria Farmer, who provided lots of fun activities and organized the event, which had a great turnout in spite of a few raindrops earlier in the day.

Amazon Crossing, the literary translation division of Amazon, worked with NOTIS to host a happy hour and reading night on September 21. Members of the literary translation division came with NOTIS members to mingle, network, and hear some fantastic short readings by our members.

Finally, the annual Holiday Party will be held on Sunday, December 3, from 1:00 to 4:00 p.m. Following the Annual Meeting, this event is a great time for members to get together, eat, play games, and enjoy each other's company.

On the NOTIS board, we believe that one of the most important functions of NOTIS is to provide a forum in which our members can meet, exchange experiences, and form connections in the language community. In 2018, we plan to continue to offer these events, and hope to see an expansion in out-of-town events, which are subsidized by NOTIS if organized by a NOTIS member with three other NOTIS members in attendance. It is also possible for any NOTIS member to suggest/organize a social event, and we will continue to remind members of this option.

Respectfully submitted by Elise Kruidenier

MARKETING AND MEMBERSHIP COMMITTEE REPORT

(Previously Directory Marketing Committee)

In 2017 the Board decided to change the name of this Committee to encompass both efforts to market our members' services via the directory and efforts to retain current members and recruit new members. With this new focus on retaining current members, the Committee sought to make clearer the benefits of NOTIS membership. We added new member benefits (a scholarship contest and an upcoming mentorship program) and redesigned the membership section of the website for clarity. We also printed new informational bookmarks to be given out at networking and recruiting events, and designed a new "NOTIS Event" logo to tag NOTIS-organized events that appear on our online events calendar.

The NOTIS Board considers all our professional development and training events to be marketing events, as well. As we advertise these events, we hope they remind members of the larger community that translators and interpreters are professionals; and we realize that non-members might be encouraged to become members when they see what exciting programs NOTIS is putting on for their colleagues.

Aside from trainings, NOTIS held several member-oriented social events (coffee, happy hour, summer picnic) in the first half of the year, with good attendance from members. In the second half of the year, due to Board member conflicts, fewer events were held. The Committee would like to encourage NOTIS members who are not on the Board to suggest and host social events in 2018, both in Seattle and throughout our five-state area, and the Board is available to help organize.

In September NOTIS held its first ever members-only job fair featuring 9 exhibitors and attendance of approximately 60 job-seeking NOTIS individual and student members (about 13% of the total individual and student members as of Sept. 2017). The feedback from this event was largely positive from both exhibitors and job seekers, and the Committee hopes to hold another job fair in 2018.

In October, the Committee represented NOTIS at three events intended to promote the organization and our member directory. The Committee tabled at an event for the Seattle and Bellevue area hospitality industry to promote the member directory. We also tabled at the US Board on Books for Young People to promote the literary translation interest group to librarians, authors, and publishers. NOTIS also had a table at the ATA Conference in Washington DC, and held a lunch for members, attended by 13 local translators and interpreters who were attending the conference.

Other ongoing marketing efforts center around the NOTIS website. We continue to update and improve our site, add new languages to the Directory, post relevant events to our calendar, and make changes suggested by members so that the website and Directory are user-friendly and continue to be valuable resources for our members and people searching for professional

linguistic services. We also work with the Board's social media committee to make sure NOTIS has a persistent and visible presence on Facebook, Twitter and LinkedIn.

Goals for 2018

The Committee and the Board are looking at other ways to retain and promote members. One difficulty is that many members have not completed their profiles with their services and language pairs and directions, and therefore the members do not show up when the directory is searched for those language pairs, directions, and services. The Board is considering making it mandatory for all new members to fill out these parts of the directory listing when becoming a NOTIS member. The Board is also considering adding an auto-renewal option for membership in order to decrease member attrition due to the effort required to renew the yearly membership. Another goal for 2018 is to launch the mentorship program that was conceived in early 2017.

Respectfully submitted by Mary McKee and Shelley Fairweather-Vega

MENTORSHIP COMMITTEE REPORT

Starting a new business as a freelancer is a complex task requiring business skills that are not typically taught in academic translation or interpreter programs. In order to support its members with what can become an overwhelming task, NOTIS began the effort of preparing the basis of a Mentorship Program. The intention is to model it after the successful ATA Mentorship Program and offer it as a service to the NOTIS members.

Following are the direction and goals of the Program:

- Focus on the business aspect of translation/interpreting; avoid turning the program into an internship
- Set clear expectations for mentors and mentees (e.g. mentees should demonstrate language skills (through academia, CV, potentially evaluation testing) set achievable goals, stay engaged; mentors should have at least 4 years of experience as freelancer, plan on spending minimum of 3 hrs monthly)
- Provide guidance to mentors and mentees and setup a mechanism to follow-up with participants
- Provide orientation for mentors
- Adopt a more formal approach
- Include an evaluation component (feedback from both mentors and mentees)
- Mentors may become mentees (if/when mentors seek to take their business in a new direction, e.g. from translator to interpreter, direct client market) and mentees may become mentors
- Questionnaires/essays/statements of goals from individuals seeking to become mentors or mentees help with setting up a good match

More concretely, going forward the committee is focused on preparing the following documents to submit for the Board's approval:

- Mentoring Program Rules and Procedures
- Mentor Guidelines and Code of Conduct
- Mentor/Mentee Mentorship Program Agreement

The Mentorship Committee plans on paying great attention to details, because the Program can only be successful when is carefully and solidly designed and built. Strengthening individual translators or interpreters will strengthen the entire industry and NOTIS is committed to making its contribution towards this goal.

Respectfully submitted by Olga Cuzmanov

NORTHWEST LINGUIST BLOG REPORT

NOTIS continues to curate the Northwest Linguist, now in blog format rather than as a periodical on paper. In 2017, we had mixed success at meeting our goal of one new blog post per month. A complete list of 2017 blog posts to date is below.

- January: HAPPY 2017 TO OUR MEMBERS!, by Board member Elise Kruidenier
- February: RECENT STATEMENTS ON IMMIGRATION BAN, by Board member Elise Kruidenier
- February: SEVEN BILLS!, by Board member Sofia Garcia-Beyaert
- March: CONTINUING EDUCATION OUTSIDE THE TRANSLATION FIELD, by member Elizabeth Adams
- April: OUR NEIGHBO(U)RS TO THE NORTH, by Board member Elise Kruidenier
- May: NOTIS EXCITED TO ANNOUNCE TWO SCHOLARSHIPS, by Board member Elise Kruidenier
- June: SEATTLE: THE NEW CENTER OF LITERATURE IN TRANSLATION?, by member Katie King
- July: 4 TIPS FOR TRAVELING WHILE WORKING, by Board member Mary McKee
- August: SITUATIONAL SUBJECT-MATTER AWARENESS IN TRANSLATION, by member Viktor Slepovitch
- November: STUDYING SPANISH TRANSLATION THROUGH A CANADIAN PROGRAM, by member Heidi Schmaltz (planned)
- EDUCATION FOR LITERARY TRANSLATION, by member Jennifer O'Donnell (planned)

Members are encouraged to suggest topics and submit their writing. We hope that all blog posts are informative for our members and contribute to a larger conversation around language careers in the Pacific Northwest. All submissions are proofread by native English speakers before they are posted, and we announce new blog posts on our social media sites.

Plans for 2018

Given the time required to recruit writers for the blog, identify topics, and proofread and post submissions, the Board feels that it would be reasonable to continue the one-post-per-month goal in 2018.

We hope to step up efforts to find more contributors to the blog, perhaps with recurring series (guest posts by nationally-known bloggers, Featured Member interviews, etc.). We can also discuss whether and how to use the commenting feature on our blog - will members use it? Who will monitor discussions, and how? We welcome members' input on these questions.

Respectfully submitted by Shelley Fairweather-Vega

SOCIAL MEDIA REPORT

NOTIS maintained its presence as a group on **LinkedIn** this year, with people applying to join regularly. The group page is located at <https://www.linkedin.com/groups/1120867> and applicants must show that they have ties to the NOTIS region and a professional or academic interest in translation, interpretation and/or related fields. As of November 2017, the group has 200 members, with 28 new members joining in 2017.

Posts on LinkedIn are rare, averaging about two new conversations per month in 2017. NOTIS could improve its presence on the network by encouraging group members to initiate discussions themselves, share job opportunities, and discuss networking strategies on LinkedIn.

The NOTIS community is more engaged on **Facebook**, at <https://www.facebook.com/NOTISnet/>. In 2017, we posted 69 times (as of early November), about topics including upcoming NOTIS events, member news, blog posts, and more. Our posts are routinely liked and shared by our members. We've seen more businesses engaging with our page, including local translation agencies, and the national ATA social media accounts also share and like NOTIS posts, helping to bring our news to a wider audience. NOTIS has a 4.9 star rating, 1,151 followers, and a response time of under an hour to Facebook messages.

Our Facebook presence expanded in September 2017 with the creation of the Northwest Literary Translators Facebook page (<https://www.facebook.com/groups/1321683007941353/>), focusing on news and announcements for our literary translation interest group. This page is linked to the larger NOTIS page and has 37 members.

Plans for 2018

In 2018, NOTIS could consider expanding our presence on **Twitter**. Currently, our Twitter account mirrors our Facebook posts, but we do not actively create content for Twitter, follow other groups or individuals, or recruit followers there.

Respectfully submitted by Shelley Fairweather-Vega

SCHOLARSHIP COMMITTEE REPORT

With strong financial footing due to successful workshops across the board, particularly those put on by the Community Interpreter Division, the board voted to create a scholarship fund for 2017. The fund was established to support translators and interpreters new to the field, allowing them to cover tuition for a T&I program or to attend the ATA Conference in Washington, D.C.

NOTIS allocated a total of \$1,500 to two scholarships, and formed a Scholarship Committee to assess the applications consisting of one current board member and two at-large NOTIS members. The tuition scholarship was awarded to Spanish translator Heidi Schmaltz, who applied the scholarship to her tuition at the University of British Columbia, where she is working to complete the Award of Achievement in Spanish Translation. The second scholarship was awarded to Tagalog interpreter Laine Ferrer-George, who attended the ATA Conference in Washington, D.C. from October 25-28, a wonderful opportunity to network and take advantage of a wide variety of trainings. To contribute to NOTIS's outreach efforts, the two recipients will post articles on their experiences on the NOTIS blog by the end of the year.

It is my hope that NOTIS will continue to offer scholarships over the next several years. We plan to revamp the application process based on knowledge gained from the 2017 process, and increase the fund for 2018.

Respectfully submitted by Elise Kruidenier