**NOTIS BOARD MEETING MINUTES**

Thursday January 19, 2017

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

**Board members present (online):** **Elise Kruidenier**, **Brooke Cochran**, **Lindsay Bentsen**, **Mary McKee**, **Olga Cuzmanov**, **Maria Farmer, Sofía García-Bayaert, Maria Luisa Gracia Camón, Shelley Fairweather-Vega**

**Call to order at 7:02 p.m.**

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

**Approval of minutes from December (planning meeting):** Approved with no changes.

**President’s Remarks**

* Contact info – online in Dropbox, please verify.
* General meeting process
  + Official decisions require motions. Must say “I move to” and “second” and then we can discuss
  + Keep under 2 hrs
  + Read documents on drobox prior to meeting

**Vice President’s Remarks**

* None.

**New Business**

* 1. **Discussion of committees (Elise will walk through different committees) and planning**

1. Finance Committee: Lindsey volunteered as chair. It would be nice to have an at-large member too.
2. Nominating Committee: Olga volunteered.
3. Advocacy committee: Sofía will continue as liaison but less formal position than in 2016. Maria Farmer and Lindsay have also volunteered.
4. Court Interpreter Division: Luisa volunteers as chair. Nancy (at-large) said she would help, it is unclear whether Diana will have time. Linda has also been approached but not committed. Maria has also volunteered. Other at-large members would be welcome
5. International Translation Day Committee: Mary has shown some interest but needs more information. Elise will pass along Saori’s information and Mary will report back in February.
6. Community Interpreter Division (at-large division): Will continue as per 2016
7. Translation Division: Elise and Shelley will continue, other members are welcome. Olga has volunteered.
8. Webinar Committee: Brooke will continue as chair, and Lindsay will continue as a member. Tasks that need doing will be proposed to the board as necessary to help with this expanding Committee.
9. ATA Liaison & Certification: Norma will continue, exam probably in April/May, it may be computerized, need proctors when the time comes.
10. Directory Marketing Committee: Shelley will continue as chair, Olga, Mary and Elise will also help. Board needs to continue to discuss how to market NOTIS and its members and possibly feature certain members. In Dec. we discussed creating the Marketing & Membership committee. Action item: this committee will meet and create a plan to present in Feb.
11. NW Linguist Blog: Shelley, Brooke and Lindsay. For 2017 we may need to consider more efficient ways to get blog posts. Luisa suggests asking members if they’d like to post, Olga agrees. What is the purpose of the blog? Lindsay suggests featuring a member once a month, featuring a business, getting list serv. Get to know your court personnel? Maria Farmer offers to interview judges.
    1. Mary suggests that we come up with a mission statement to help guide the blog posts. Brooke reports that last year the mission was to inform translators and interpreters about NOTIS, self-promotion.
    2. Lindsay volunteers to write a list of categories of articles that we would like to have on the blog so we can create an official set of guidelines for the blog.
    3. Elise volunteers to contact members about posting and asking board members to contribute. Brooke says an easy way to contact members would be to have 3 questions for people so it’s easy to email. Including a “random” question for fun.

xi. Social Media Committee: Saori will continue. To post something, email her

1. Student Liaison: Saori will continue
2. Social Events Committee: Maria volunteers to help with the two main events of the year. Each board member can organize an event in their neighborhood or area. Luisa suggests booking the same place for the holiday party each year, applying for liquor license and booking early so that we don’t have to worry about it. Maria volunteers to do this.
   1. Mary: coffee shop work day for freelancers
   2. Sofia (Impact Hub) discount work day?
   3. **Policy: Document Retention :** Lindsey describes draft policy and requests feedback. Shelley has most paper records that are left, Elise has financial papers. Board should store only necessary documents. Luisa suggests keeping contracts and agreements for 7 years in case they affect taxes. Action item: Everyone look through this document and comment on file so we can approve in February.
   4. **Budget for 2017:** Shelley reports that numbers are from most updated sources available for each line item, and assumptions based on 2016. Budget can be updated. Elise volunteers to work on budget for Translation committee. Luisa reports that a 5 hour training is the goal for this year in CID division. Action item: Each committee should make a budget for itself and suggest by Feb. meeting. Scholarships? Elise will add Scholarships to the next agenda
   5. **Advocacy Actions:** Bill 5046. See Advocacy Items email for details. Luisa was appointed to the Interpreters Commission last year so she’s concerned about taking part in this individually, but supports NOTIS getting involved. Other board members express hesitation since they are not court interpreters. Is this worth NOTIS’s time to draft a letter of support? Maria offers to proof a letter. Luisa will return Feb 6 and draft the letter. Elise suggests asking Nancy Leveson or another court interpreter off the board to get perspective on this. Sofia will ask Milena when we need to get a letter finished.

**Regular Business**

**Membership Report by Naomi**

- See report on Dropbox. Membership has gone up since report due to renewals at turn of year.

**Finance report by Lindsay**

- See report. Met with new bookkeeper Sherry & she is putting together quickbooks for us

**Website Report by Shelley**

- See report. If anyone wants to see other information, ask Shelley.

**Social Media Report by Saori**

- See report.

**Directory Marketing Committee Report by Shelley**

- See reports. Linked In ads were not particularly successful.

**Community Interpreters Division (CID) by Cindy Roat**

- No report yet. Agreement has been sent in for 2017.

**Social Activities Report by Elise**

- See report. We’ll start working on first couple events.

**Court Interpreter Division Report by Luisa**

- No report.

**Translation Division Report by Elise**

- See report. Contacted Stacey Brown-Sommers possible event

**Webinar Committee Report by Brooke**

- i. Brooke made a motion: “I move to increase the webinar presenter fee to $250, negotiable up to $300, for this year.” –Maria seconded.

Rationale for increasing: Looking at our income from webinars, it would be nice to offer a bit more and give greater incentive for quality presenters. Elise suggests creating policy agreement stating all webinars are 1 hour and this compensation is for that length.

**The motion carries with a unanimous vote in favor.**

ii. Brooke made a motion: “I move to leave the webinars up on GoToWebinar for a maximum period of 45 days.” –Lindsay seconded

Last year the webinar recordings were only available for 30 days, with new platform, we can keep up for 45 days and be more attractive to members. However, we cannot leave up a long amount of time or speakers may be put off. Olga asks whether we could leave webinars up longer to create on-demand webinars to be paid for. We would need to negotiate with presenter. Can we share recorded webinars with friends? That is an ethical question for each person. No registering after the webinar was recorded. Consider being able to sign up after and view recorded webinar only?

**The motion carries with a unanimous vote in favor.**

First webinar will be April or May. Still seeking a presenter after negative feedback on proposed speaker. Please send suggestions if you have them.

**Linguistic Blog Committee Report by Elise**

- No report. See comments in new business. Lindsey will create mission statement. Elise will find first member to profile for month.

**Housekeeping**

1. Dates for upcoming meetings:
   1. The next meeting is set for **February 9th, 2017** in person at Mary’s house, 6 PM potluck and 7 PM meeting time.
   2. Tentatively **every 2nd Thursday** of the month, alternating in person and online

**Announcements for the Good of the Society**

- Elise did a great job on her first running of a meeting!

- Lindsay is expecting a baby in July!

**Meeting adjourned at 8:48 p.m.**