

NOTIS BOARD MEETING MINUTES

Thursday, March 9, 2017

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

Board members present (online): Elise Kruidenier, Lindsay Bentsen, Olga Cuzmanov, María Farmer, Sofía García-Beyaert, María Luisa Gracia Camón, Shelley Fairweather-Vega

Call to order at 7:04 p.m.

Approval of agenda: Approved with no changes

Approval of minutes from February 9, 2017 meeting: Minutes remained as amended.

President's Remarks

- The ATA Exam will take place on Saturday, May 20, 2017 at Shoreline Community College.
- o It is going to be a computerized exam for which one proctor per five students will be required.
- o Shelley is going to post a call for volunteer proctors on our Facebook page.

Vice President's Remarks

- It has been a busy month, where we have been working on Guidelines for Event Postings. We are standardizing how they look and function on-line.
- A new "NOTIS Event" logo has been created which will appear next to all NOTIS events.
- o Community Interpreter events will have the "NOTIS Event" logo.
- o Naomi or the event owner will be asked to add the "NOTIS Event" logo to their event.
- o There is a two-step process to adding the "NOTIS Event" logo.
 1. In the administrator portion of the website, go to any NOTIS event where you would want to add the logo. Place the cursor to the left of the first letter of the event. Select "edit". Select "image". Select "NOTIS Event" image with the little evergreen tree. Save. Then...
 2. Under "tags" on the left-hand side of the screen, select "official NOTIS event".

New Business

None

Regular Business

A. Finance Report by Lindsay

- Lindsay showed the Profit and Loss Statement of Activity document which was an overview of activity for the past month. We are up over \$2,000, mostly due to many people renewing or signing up for membership in the month of February. After the last two Community Interpreter Workshops, even after Cindy Roat and Naomi got paid, NOTIS made \$400.

B. Membership Report by Elise

- Lots of people joined and renewed.

C. Website Report by Shelley

- After considering various possibilities of how to deal with our recent e-mail scammer, it was decided that a link to info@notisnet.org would appear at the top of the Board Member page and our individual e-mail addresses would be removed. Should any of us receive individual e-mails, Naomi will forward them to us. Shelley will make the change.

D. Social Media Report by Saori

- There was no report, but Saori is posting items.

E. Marketing & Membership Committee Report by Shelley

- Lots of good ideas were generated.

- Mary created a grid to see how viable membership is. It showed purchasing options and each class of membership (student, individual, institutional, corporate). Distinctions were made between “something we offer already” and “something we could offer”. The grid was very well-received.

-Lindsay shared that the difference between institutional and corporate memberships is that institutional membership is for non-profit organizations and corporate membership is for for-profit organizations.

-Sofía suggested that a column for Non-Members be added to the grid. Many of them come to our events and pay a higher rate.

- Once the grid is complete, Olga spoke of an initiative to compile a list of businesses in Idaho that do translations, contact them, and show them the benefits of membership. This initiative could be extended to other states in the future. Elise mentioned the possibility of adding the grid to NOTIS’ brochure, if a new brochure were to be designed. Olga suggested at the very least, printing out the grid to show potential members in Idaho.

F. Advocacy Report by Elise

The board discussed the possibility of organizing something in conjunction with the WASCLA summit. Elise – If we offer something in conjunction with WASCLA, we want to provide quality language training at the same time.

- Sofía –Should we wait until next year to help WASCLA with their Summit?
- Lindsay – Let’s put off participation until next year and ask WASCLA if they want to advertise their event on our website.
- Shelley – Should NOTIS miss out on the visibility we would get from hosting a mingler?
- Elise – For now we’re not really able to put something together for the Summit. We

don't have the time or the resources. Potentially, we could offer to do something smaller closer to that time (October). I will help Sofia and Shelley.

- Sofia – Sofia will let Joana know, and we will contact her as well from the board regarding the interpreters union issue for our own internal understanding.

G. Community Interpreters Division (CID) by Cindy Roat

- No report.

H. Social Activities Report by Elise

- The NOTIS Summer Picnic is set for Sunday, August 13, 2017 at Seahurst Park's Coral Shelter once again.
- Olga is going to set up a gathering in Boise, ID in May, but might push it to later in the summer.

I. Court Interpreter Division Report by Luisa

- Luisa, María, and Nancy Leveson (Linda Noble is interested in working with us, as well) had a GoToMeeting to talk about the Court Interpreter Division event that will take place on September 9 or 10, 2017. Milena will speak about Ethics, and Larry Mitchell, a City attorney, will be teaching at no cost to NOTIS. It is a reporting year for court interpreters, so there should be good interest in this event.
- Luisa is getting biographies from the speakers and checking on credits. María has been pricing out venues and lunches.
- Organizers of the event should not pay the registration fee. Elise is in agreement.

J. Translation Division Report by Elise

- Thinking about whether or not a fall workshop is going to take place.
- A date needs to be set for the workshop with Stacey (marketing/social media). This would be offered for free to members as an incentive to join NOTIS.

K. Webinar Committee Report by Lindsay

- The Vicarious Trauma webinar presented by Isabel Framer will take place on Saturday, May 13, 2017. Lindsay will tell Ms. Framer that NOTIS is interested in the free webinar, The Dynamics of Domestic Violence, which Ms. Framer has offered to us, even though that webinar would likely not be for any credits.

L. Linguistic Blog Committee Report by Elise

- One of Shelley's contacts had a blog post.
- Maybe we can enable comments selectively? Elise will look into it.

M. Mentorship Committee Report by Olga

- Olga spoke about the report she posted in Dropbox regarding the basic foundation for our new Mentorship Program, which is modeled after ATA's program.
- Lindsay asked whether there would be an action plan to describe a framework of what both mentor and mentee would be expected to do, or whether it would be more relaxed, with the mentor coming up with his/her own ideas of how to mentor his/her mentee.
- Elise mentioned it could be left up to the mentor while also having some suggestions

in case the mentor didn't know which direction to take. It would also be important to make it clear that in the application process, a mentee should mention whether he/she seeks a mentor in the translation or interpretation field.

- Shelley mentioned it might be hard to find members willing to be mentors. It is important that any person interested be allowed to follow his/her own path to get their imaginations going.
- Sofia offered that if we were to create a Mentor Section on our website, placing some sort of special distinction on their profile as being a mentor and highlighting his/her contributions to the program, could help incentivize members to participate. Then, in a Mentee Section, we could read mentees' reasons for why one should join the program. Should we devote some money to make sure we have good SEO?
- Elise suggested we take a month to see whether or not Wild Apricot offers an in-house person to look at this issue before hiring an outside person.

N. Scholarship Committee Report by Elise

- Elise got feedback that it would be good to have a couple of large scholarships rather than several smaller ones, out of the \$1,500 total. Most people said they would want two recipients to receive either tuition or registration and lodging for a far-away conference.
- A new set of guidelines and form for scholars to fill out will be created.

Action Items

- Scholarship, WASCLA, sending marketing materials to Olga – ongoing
- Holiday Party – book by June
- Document Retention Policy – Elise will talk to Lindsay and come back to the Board.

Housekeeping

- a. Wild Apricot – We can explore it and ask questions any time.
- b. Dropbox – What is the proper way to edit documents? The minutes from the past meeting will be kept in Dropbox in the upcoming meeting's folder. Elise mentions we should all put our initials at the end of the same document if we make any edits so there aren't multiple versions in Dropbox.
- c. The next two meetings are set for April 13, 2017 in person (with online option) and May 11, 2017 on-line.

Announcements for the Good of the Society

- Monday, March 6, 2017, was Luisa's first day as Court Interpreter Program Lead at the Seattle Municipal Court!

Meeting adjourned at 8:53 p.m.