

## **NOTIS BOARD MEETING MINUTES**

Thursday, April 13, 2017

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

**Board members present: Elise Kruidenier, Olga Cuzmanov (online), María Farmer, Sofía García-Beyaert, Mary McKee (online), Shelley Fairweather-Vega**

**Call to order at 7:15 p.m.**

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

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

### **President's Remarks**

- The document retention policy has been finalized. Maria made a motion: "I move to accept the document retention policy." Sofia seconded. The motion carried with no discussion.

**Vice President's remarks:** none.

### **New Business**

None

### **Regular Business**

#### **A. Finance Report by Lindsay**

- The bookkeeper's reports are online. Lindsay reviews them monthly. She is also finishing the 2016 taxes for NOTIS.

#### **B. Membership Report by Elise**

- Membership is increasing, despite some non-renewals from 2016.

#### **C. Website Report by Shelley**

- The reports currently online will be replaced.

#### **D. Social Media Report by Saori**

- There was no report, but Saori is posting items. LinkedIn group is continuing to grow; membership open to anyone with a connection to the geo area, but not too strict. We will transfer management of Facebook to the office manager to make it easier for everyone to contribute.

#### **E. Advocacy Report by Elise**

- No action yet on specific events in cooperation with WASCLA.

#### **F. Community Interpreters Division (CID) by Cindy Roat**

- No report. CID hopes to add interpreter training webinar recordings to the NOTIS website and may plan some original webinars, too.

#### **G. Social Activities Report by Elise**

- Elise may organize a coworking day in West Seattle.
- Olga is going to set up a gathering in Boise, ID in May.
- The summer picnic is on the calendar, and the site has been reserved.

#### **H. Court Interpreter Division Report by Maria**

- A site has been confirmed and reserved for the Court Interpreter Division's September 9 event. The speakers are also confirmed.

#### **I. Translation Division Report by Elise**

- Elise began talking with Stacey about a free-for-members event in November on marketing or social media.
- The literary translation group is hosting a translation slam this month and a publisher's panel in May. Sofia suggested the group make more of an effort to publicize these events, and to encourage NOTIS members to start their own groups for similar interests (language-based, city-based, etc.). We will also try to create a video of the translation slam to use for publicity.
- Mary has preliminary plans for a job fair, mostly for translators, as an International Translation Day event. She will look for advice and venues.
- Maria proposed a project to bring translators and interpreters to speak at local schools, similar to the ATA's school outreach program. We could target students in foreign-language classes and also heritage speakers of foreign language. She will do some preliminary research on schools, languages and contacts.

#### **J. Webinar Committee Report by Lindsay**

- Elise spoke about the upcoming Vicarious Trauma webinar presented by Isabel Framer, which will take place on Saturday, May 13, 2017. The Board will help to spread the word, and emphasize that the webinar can be watched after the date of the event. Maria will make a flier to post at courts and hospitals.
- The Committee is looking for more members. Maria volunteered to help with non-technical aspects.
- Ideas for upcoming webinars: Terminology management? CAT tool intro or comparison, maybe a Bellevue College instructor? A "term slam" that is language-specific? A series of related events?

#### **K. Linguistic Blog Committee Report by Elise**

- Elise posted about British Columbia's T&I organization.
- Maria is still working on getting interviews for the blog.
- Mary may write about working while traveling.

### **L. Scholarship Committee Report by Elise**

- Elise has drafted a proposal for two scholarships: \$750 tuition scholarship for one member, and \$750 towards registration and travel expenses to the ATA conference for one member who is attending for the first time. Guidelines will be posted by the end of April, and applications due at the end of June.

### **M. Marketing & Membership Committee Report by Shelley**

- Mary created a grid to demonstrate membership benefits, and is working on getting it online.

### **Action Items**

Action items will be coming from Elise.

### **Housekeeping**

- Meetings will be moving to Mondays. The next two are set for May 8, 2017 online and June 12, 2017 in person.
- We will be searching for volunteer proctors for the ATA exam.

**Meeting adjourned at 8:36 p.m.**