**NOTIS BOARD MEETING MINUTES**

October 18, 2016

**Board members present:** Julie Wilchins, Elise Kruidenier, Diana Noman, Shelley Fairweather-Vega (on phone), Brooke Cochran (on phone), Saori Sampa, Lindsay Bentsen (on phone)

**Call to order at 7:06 p.m.**

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

**Approval of minutes from September 20 meeting:** Approved with no changes.

**Vice President’s Remarks**

**New Business**

* WASCLA: Finalizing attendees
* Annual Elections: no member at large, so internal members helped out. We have three candidates for board membership, and a few other people interested. Action item: Julie to invite potential members to November meeting.
* Supervision of election: Thei is compiling election materials for election, and we will need to send out election materials at least 25 days before annual meeting.
* NOTIS officers: We will continue to discuss, and this topic will likely be tabled until December.
* **Community Interpreter Division**
	+ **Agreements for In-town and out-of-town** events Saori made a motion: “I move to allow NOTIS to subsidize out of town CID events up to $500 per event.”
		- The motion was taken to committee. Elise will send out a proposal to have board members look through before we approve.
* **Bookkeeping**: Submission of qualifications of candidates? “I move to authorize NOTIS to request résumés and other information from potential part-time bookkeepers and accountants.” The motion passed unanimously.
	+ Action item: Elise and Julie will look into bookkeepers.
* **Status of annual reports:** Please submit committee reports soon.
	+ Discussion of committees
	+ Action item: Julie will locate guidance documents for events.

**Regular Business**

**Membership Report by Naomi**

Action item: Julie will ask Naomi to include previous month’s total to see changes in member numbers.

**Finance report by Thei**

No report for this meeting.

**Advocacy Report by Sofía**

No report.

**Social Media Report by Saori**

- See report.

**Website/Directory Marketing Committee Report by Shelley**

- See report.

**Community Interpreters Division by Cindy Roat**

- Revenue sharing discussed under new business.

**Social Activities Report by Saori**

- Saori is planning something low-key for November.

- December: Holiday Party confirmed at WAC on December 4. 11 a.m. to 5 p.m. The city is saying that the alcohol permit application is late, and so we may not end up applying for it. We would have to alert members that they cannot bring alcohol. Last year, not many people brought alcohol.

- We discussed some games, and about the food.

**Court Interpreter Division Report**

- No report.

**Translation Division Report by Elise**

- No report.

**Linguistic Blog Committee Report**

- Court Interpreter Division coming up next.

**Webinar Committee Report by Brooke**

- 2nd webinar took place last month. People were happy with it. There were issues getting DSHS credits because the link was not available until a few days before the workshop. Next year, it would work better to subscribe yearly to GoToWebinar, and we have the budget to do so from the webinar proceeds.

- Conversation has started with Community Interpreter Division about doing webinars next year.

**LinkedIn:** Should we continue to have a page if there are very few posts? We will move that discussion to the next meeting.

**Review of Action Items**

The list of action items will be reviewed and updated outside of the meeting.

**Housekeeping**

1. Dates for upcoming meetings:
	1. The next meeting will take place on **Thursday, November 10, at 7:00 p.m.**
	2. The annual meeting will take place on **Sunday, December 4, at 12:00 a.m.**
	3. The planning meeting is tentatively planned for **Wednesday, December 14, at 6:00 p.m.**

**Announcements for the Good of the Society**

- None.

**Meeting adjourned at 8:57 p.m.**