**NOTIS BOARD MEETING MINUTES**

Thursday February 9, 2017

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

**Board members present (in-person):** **Elise Kruidenier**, **Shelley Fairweather-Vega, Mary McKee**

**Board members present (online):** **Lindsay Bentsen**, **Olga Cuzmanov**, **Maria Farmer, Sofía García-Bayaert, Luisa Gracia Camón**

**Board members not present: Brooke Cochran**

1. The meeting was called to order at 7:00 p.m.
2. **Acceptance of Agenda:** Agenda was accepted with no changes
3. **Approval of Minutes from** January 19: approved with no changes
4. **President’s Remarks**
5. Advocacy: Sending out statements from other orgs. about political matters

-Elise made blog post about other org statements regarding immigration ban.

1. CID preliminary training schedule: Cindy Roat sent their schedule so we can plan other events
2. **Vice President’s Remarks**
	1. None
3. **New** **Business**
	1. **Scholarships**
		1. Mary moves: “I move to create a scholarship fund for NOTIS, in order to provide $1,500 in scholarships in 2017.” Lindsay seconds and amends movement to create a scholarship committee, Shelley seconds. Action item: Shelley, Lindsay, Elise joined the committee. Sofia wishes to advise but does not want to enter into any conflicts of interest with her business.
			1. Possible scholarships: To attend trainings, travel. Only for students or for professionals who need financial assistance. For NOTIS trainings only. Possibly would be reimbursement of expense with receipt provided. Would they know in advance that they’d gotten scholarship? Attach to specific events: WASCLA, ATA, Bellevue college tuition. Competitive application in advance. Naomi could be in charge of sending funds and clerical duties for scholarship. Could also support practicing interpreters. Or pick one person and give free attendance to NOTIS events for one year.
	2. **WASCLA Conference 2017:** Conference will be held October 13-14 in Wenatchee. Possibility of NOTIS providing training in conjunction with conference, possibly as a translation day event. What if NOTIS offers to handle all continuing education credits in lieu of paying for sponsorship of WASCLA this year? Interpreters are getting credits that “don’t have much value” Why not have a translation event in the same area and organize a meet and greet to bring WASCLA and our attendees together to bring the whole industry together?. Sofia, Lindsay, Mary & Elise will discuss more and report back at March meeting
4. **Regular Business**

(Reports should be read ahead and not at the meeting, only briefly summarized and then open to motions or discussion as applicable)

a. **Membership Report** See report on Dropbox: 367 members

* 1. **Finance Report –** Lindsay Bentsen
		1. Budget for 2017 and 2016 Annual Report from bookkeeper: things are much more detailed and professional with the new bookkeeper.
		2. New treasurer processes
		3. Proposed NOTIS budget comparison
	2. **Website Report –** Shelley Fairweather-Vega
	3. **Social Media Report** – No report
	4. **Marketing & Membership Committee** – Shelley Fairweather Vega
		1. New committee goals and plans, motions
		2. Could label social events as “member only” or “outreach event”
		3. Other benefits of membership: access to knowledge of how people become more connected
		4. Olga will reach out to other translators in Idaho (obtain names/addresses from State Controller website). There are a total of 5 members in Idaho. NOTIS will send outreach materials to Olga: Cards and brochures. Olga proposes mentorship program and will look into it. Luisa offers making a mass-email list of people who are willing to answer questions for newcomers.
		5. Mary moves to create a Mentorship committee. Luisa seconds. Olga, Maria, Luisa have agreed to join the new committee. They will report at the March meeting.
	5. **Advocacy Report** – Follow-up on bills in legislature, letters
		1. Blog post showing what is being dealt with in the legislature: from Sofia
	6. **CID Report** – No report, but we have their calendar
	7. **Social Activities Report –** Elise
		1. Upcoming cafe co-working day: February 17

 i. **Court Interpreter Division Report –** Luisa Gracia Camón : no report

1. **Translation Division Report** – Elise Kruidenier
	* 1. Still working on event date for free-for-members on marketing or something
		2. Literary translation event on Feb 16
2. **Webinar Committee -** Brooke Cochran No report
3. **Linguist Blog Committee** – Elise See blog description document
	* 1. Blog description draft: Randomized member list and chose someone for the blog post featuring a member, will post hopefully next week!
		2. Several blog posts are in the works, possible interviews of interesting people
4. **Document retention policy** Continue item for next meeting

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 **VIII. Review of Action Items** (Status only, and addition of new items)

1. **Housekeeping**
	1. WildApricot: Spend a bit of time looking at the interface and Shelley show-and-tell, if time. Moved to next meeting due to technical difficulties, Shelley & Elise are available for help if you need it.
	2. Review dates next two meetings and locations:
		1. Online, March 9, 2017 – Mary will be gone for part or all of the meeting, someone will need to take minutes
		2. In person, April 13, 2017
2. **No announcements due to technical difficulties**
3. **The meeting was adjourned at 8:32 p.m. (via email due to technical difficulties)**