

NOTIS BOARD MEETING MINUTES

Monday May 8, 2017

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

Board members present (online) Elise Kruidenier, Shelley Fairweather-Vega, Mary McKee, Lindsay Bentsen, Olga Cuzmanov, Maria Farmer,

Board members not present: Sofía García-Bayaert, Luisa Gracia Camón

- I. The meeting was called to order at 7:02 p.m.
- II. **Acceptance of Agenda:** Agenda was accepted with no changes
- III. **Approval of Minutes from April:** approved with no changes
- IV. **President's Remarks**
 - i. None
- V. **Vice President's Remarks**
 - a. None
- VI. **New Business**
 - a. None
- VII. **Regular Business**
 - a. **Membership Report** See report on Dropbox: 20 new members in April
 - a. **Finance Report** – Lindsay Bentsen
 - i. Finance report from bookkeeper will be ready at the end of this week since our meeting is earlier than usual.
 - b. **Website Report** – Shelley Fairweather-Vega

Some changes have been made, consider offering web space for interest groups.

Job board: make it more useful, reach out to businesses directly, having office manager email appropriate people (language pair) using contact groups. Consider reminding members via our social media outlets and publicizing its existence. **Mary** volunteers to email corporate members and make fliers for job fair.
 - c. **Social Media Report** – Elise

Elise is working on expanding access to Facebook posting to other members than Saori.

- d. **Marketing & Membership Committee** – Shelley Fairweather Vega
 - i. Draft table of membership benefits has been put online, Join Us page and membership options have been updated. Olga suggests to change “Join” bar to say “Membership” with two drop down options: “Join” and “Benefits.” Shelley will continue to play with it and make it live within the next few weeks.
 - ii. Need to update NOTIS brochures and promo materials with new benefits table at some point. Can discuss at later meetings.
 - iii. Mary will attempt to reserve a space for job fair in September and copy other board members. Weekends to avoid are Sept 9th and Oct 30th due to conflicting events.
 - iv. School Outreach: Maria did some outreach to courts and schools to see what languages are most in need especially Sign Language. Maria will report back when there is more information about what schools/languages so we can reach out and advocate to more high schoolers
 - v. Elise suggests creating a way for people to volunteer directly from the website. To be discussed at future meetings.
- e. **Advocacy Report** – Elise
 - i. Elise is drafting a letter about the WASCLA issues and will continue to work on this.
- f. **CID Report** – No report, but we have their calendar
- g. **Social Activities Report** – Elise
 - i. Scheduled networking meetup for May 11, 4:30-6:30 at Office Junction Coworking space with 9 people signed up.
 - ii. Need to post/email a save-the-date with summer picnic information so people can start to plan
 - iii. Olga spoke with an EN>RU translator locally and is planning a meet up for this coming weekend, but has not made any other Idaho contacts successfully. Olga will try to make other contacts and will report back in June.
 - iv. Shelley will try to organize a social event in June
- h. **Court Interpreter Division Report** – Maria
The division will have a GoTo meeting to look at the bio for the presenter for a September event.
- j. **Translation Division Report** – Elise & Shelley

- i. Literary translation publisher's panel May 18: Wave Books, AmazonCrossing, and a poetry publisher Tavern Books will be represented. Someone could post photos from the last event on social media as a teaser to get people to come to this event.
- ii. Job fair planning: could create a spreadsheet of people to contact/contacted, once details are set, we can publicize it since it's the first one we are doing. Various board members have offered to assist if necessary.

k. **Webinar Committee** -Lindsay

Webinar is this weekend, we have 28 registrants already, which is great but we could have more. Better advertising methods? Cost too high? Consensus is that \$20 is reasonable. Could we allow people to register after the event and still view within the 45 day window? Lindsay will look into that. Maria put paper fliers out at two separate hospitals, so that may help get additional attendees. Maria volunteers to distribute paper fliers for future webinar events.

We could advertise that you have 45 days to watch the webinar, so even though CID has a conflicting event on that day, it can be viewed later. CID was interested in hosting webinars or migrating interpreter webinars to our NOTIS platform but we have not heard from them. Lindsay volunteers to reach out to CID. Elise volunteers to do a run-through on the webinar platform with the speaker if needed.

l. **Linguist Blog Committee** – Elise

- i. Maria has not heard back from potential Q&A subjects. She will draft letter to invite a judge.
- ii. Mary will write a post about travel and work while she is abroad

i. **Scholarship Committee** – Elise

- i. Elise will continue to work on the appropriate documents

j. **Mentorship Committee** – Olga

- i. See report. Olga did a lot of research on mentorship programs. Olga volunteers to give herself 2 months to come up with draft guideline documents for the program and will report back at the July meeting, and will send documents to the Board for comment. Shelley suggests handing out surveys at the job fair and launching the program in line with the school year perhaps.

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

See action items list for updates.

- a. Additional proctors are still needed for ATA exam! Elise will contact more people. Shelley and Maria volunteer to help email potential proctors.

IX. Housekeeping

- a. Review dates next two meetings and locations:
 - i. In person, June 12, 2017 – Mary will in Spain during this meeting so someone will need to take minutes
 - ii. No meet
 - iii.

X. Announcements

XI. The meeting was adjourned at 8:20 p.m.