

NOTIS BOARD MEETING MINUTES

March 12, 2014

Board Members Present: Nancy Leveson, Linda Noble, Milena Calderari-Waldron, Fumi Janssen, Paul Natkin, Louise Morehead, Saori Sampa, Julie Wilchins, Thei Zervaki, Kathryn German

Others Present: María Lucas (arrived 7:17 pm), Office Manager Naomi Uchida (arrived 7:30 pm)

Call to order at 7:09 pm

Agenda accepted

Approval of minutes from February 7 meeting

Motion by Linda Noble: I move to accept the minutes from the February 7 meeting. Seconded and passed.

Review of action items by Kathryn

- Some people were unable to print pdfs of membership cards.
- David will coordinate updating WITS website to reflect merger.
- At next meeting, board will finalize financial policy document. Board members should save comments to single draft in DropBox.

President's remarks by Kathryn

- IRS and WA Secretary of State filings are now complete for year, and up to date for prior years.
- Membership numbers are similar to last year's. Katrin will aim to develop new marketing materials for prospective T&I clients as well as prospective members, and Cindy will promote membership at MedSIG events.

Business

Finance Report by Fumi

- Naomi's stipend increase has been implemented, as has a change to payment on the first of each month.
- Fumi successfully challenged a \$10 monthly service fee for our bank accounts; it will no longer be charged.
- To simplify analysis of PayPal payments, it was proposed to ensure that workshop registration prices always differ from our membership fee.

Office Manager Report by Naomi

- There has been an increase in membership since Naomi prepared 2/28/14 report, due to Nancy sending out reminder to former WITS members.
- Discussion of long-term document storage: various individuals hold boxes of documents, including old financial documents, printouts of office manager emails, checks, program information, meeting minutes.

Action Item: Julie will research other organizations' document retention policies, and provide recommendations on which of our documents to keep and which to destroy.

-It was advised to keep documents for continuing education programs for five years.

-A former NOTIS board member or office manager is identified as an owner of the NOTIS PayPal account. Only she has the authority to edit account settings.

Action Item: Naomi and Kathryn will locate this individual, and arrange for her to be removed from the account.

Advocacy Committee Report by Milena

Action Item: Kathryn will formalize the working arrangement for NOTIS advocacy communications into a written policy.

a. WAC Chapter 388-03 (DSHS interpreter and translator certification program)

-Period for public comment on Dr. Fu's draft revisions to WAC Chapter 388-03 closes March 25.

Action Item: Advocacy Committee will prepare draft comments and circulate them to board by March 19. Comments will be general points in letter form, not line edits to current WAC. Board will provide any other comments to Kathryn by March 22, so that she can submit collated comments by March 25 deadline.

b. Professional Organization Representative to Professional Development and Training Committee established by collective bargaining agreement

-WA State Health Care Authority has proposed assigning this seat to individual who is not a professional interpreter or translator and not affiliated with NOTIS.

Action Item: Kathryn will write to HCA; inform them of NOTIS-WITS merger; and note that as WA's sole professional organization representing interpreters and translators, NOTIS will present a committee representative for approval in the near future.

c. HB 1542

-This bill to expand current reimbursement program for court interpreter service to cover all state courts is dead, due to lack of support from Senate Republicans.

-Discussion of the possibility of the advocacy committee and/or the court interpreter division talking to Republican senators about the bill after this legislative session ends.

d. HB 1709

-This bill to develop state K-12 educational interpreter training was passed by the legislature, and awaits the governor's signature.

-If it is funded, it will give rise to WA's fourth interpreter certification program.

-Office of the Superintendent for Public Instruction and the Office of Education Ombuds plan to create 30-hour training.

Website Report by Nancy

-An integrated blog and the capacity to add and subtract various groups will be added to the website.

-During the second half of April, Nancy and one other person TBD will test changes. The changes will be tested and ready for publishing by April 30 or early May.

Outreach Report by Kathryn

-Katrin will use the regular NOTIS logo with the words "Online Directory" on marketing materials for the online directory, rather than a different logo.

Action Item: Katrin will present designs for proposed marketing items to the board; their funding will be discussed at next board meeting.

MedSIG Report by Louise and Kathryn

-Two very successful workshops with waiting lists have been held in the last several weeks. Flyers have been finalized for three more workshops.

-Milena noted that if ATA approves a class for continuing education credit, then both the Certification Commission for Healthcare Interpreters and the National Board of Certification for Medical Interpreters will also accept it for CE credit.

-Cindy is offering a mental health interpretation workshop this weekend at Children's Hospital.

Programs Report by Thei and Saori

-Thei has been researching possible May lecture/workshop. Ideas:

1) Literature translation and IP rights in publishing. Someone at Amazon Crossings may be able to present.

2) Translation and food. Allrecipes.com, which has 18 different international sites, is based in Seattle. They may provide a speaker.

-Saori has set a new date for International Translation Day, due to conflict on original date. New date is September 27. Current ITD committee members include Maria Dopps and Lindsay. Additional members are especially needed for outreach/advertising. Committee meetings will start in April.

Court Interpreter Division Report by Linda

-The division's advisory committee, comprised of Nancy, Linda, Emma Garkavi, Eunyong Kim, and Irene Hawkins, met yesterday.

-The division will aim to present two court interpreter workshops per year.

-They will develop an online survey to obtain member feedback on priorities.

-They are considering means of outreach and reducing financial barriers for current non-members who work in languages of lesser dispersion.

Housekeeping items

-NOTIS will not join the Joint National Committee for Languages: ATA is already a member.

Action Item: NOTIS will send JNCL occasional advocacy updates, and will copy ATA.

-Which email items to circulate to members: consensus reached to circulate announcements from ATA and certain other partners. Advocacy letters and volunteer opportunities will be posted on website.

-At next meeting, board will consider mileage reimbursement for board meetings and possible registration fee adjustments for board members.

-Next meetings:

Friday, April 25, at Alicia's house. 6 pm potluck, 7 pm meeting

Wednesday, June 11, telephonic meeting through UberConference. 7 pm.

Meeting adjourned 9:20 pm

Minutes accepted 4/25/14