

NOTIS BOARD MEETING MINUTES

June 11, 2014

Board Members Present: Kathryn German, Nancy Leveson, Fumi Janssen, Julie Wilchins, Milena Calderari-Waldron, Paul Natkin, Louise Morehead, Saori Sampa, David Neathery

Others Present: Office Manager Naomi Uchida

Call to order at 7:29 pm

Agenda accepted

Approval of minutes from April 25 meeting

- Motion by Milena Calderari-Waldron: I move that we accept the minutes with amendments as they have been presented. Seconded and passed.
- The minutes will be finalized and posted to website.

Review of action items by Kathryn

- The revised website is undergoing testing, and Katrin is fixing problems.
- WITS members will be warned that online directory will soon be shut down.
- Linda Noble has agreed to be on the nominating committee.
- The outreach committee is in transition because Katrin is moving away.
- NOTIS's annual meeting may take place on the same date as the MedSIG event (11/22) to facilitate attendance for out-of-town members attending the MedSIG event.

President's remarks by Kathryn

- The departure of Katrin, head of the outreach committee, presents an opportunity to assess NOTIS's outreach work and how we want to handle outreach in the future. NOTIS outreach has included business cards and brochures (which Kathryn has been heavily involved in creating), social media, and the website. Katrin will continue to manage our website for a fee.
- Our top priorities are expanding membership, and promoting the online directory.
- We will hire a marketing professional to guide us in reviewing and reshaping our outreach. Before the July board meeting, we are seeking a volunteer to interface with the marketing professional.

Vice-President's remarks by Nancy

- We are almost halfway through our first year as a merged organization. This is a good time to clarify board member roles and responsibilities.
- We should strive to regularly bring in new board members and volunteers.
- By the next meeting, we should determine who plans to stay on the board next year and who will need to be replaced.
- The next meeting will be a working session to address these issues.

Business

Office Manager Report by Naomi

- Membership has increased since our last meeting, and now stands at 253.
- It was proposed to prepare various materials to send to people who contact NOTIS to inquire about hiring translators or interpreters. These materials could be posted on the website as well.

Action Item: Milena will compile documents to send to people who contact NOTIS, which will include information on our directory, various certifications, etc.

Finance Report by Fumi

Action Item: Kathryn and Fumi will research CitrixOnline recurring monthly fee.

8:09 pm: Fumi left

Advocacy Committee Report by Milena

- CTS, the vendor for unionized jobs for the WA State Health Care Authority and WA DSHS, gave a second presentation to Interpreters United re how to use their system. CTS has issued hundreds of incident reports to interpreters in their first two months of operation. It may be appropriate for NOTIS to present some ethics trainings to address this situation.
- NOTIS sent a representative to the Professional Development and Training Committee established by collective bargaining agreement.

Website Report by Nancy

- Nancy and Katrin worked very hard on the new online directory, which now has much greater searching capabilities.

MedSIG report by Louise

- The May 17 workshop on palliative care was a success, and 100% of attendees indicated that they would like it to be offered next year.

Programs Report by Kathryn, Saori, David

- Thei is working on a flyer for the July 16 translation workshop with a speaker from allrecipes.com.
- International Translation Day (Saori): the caterers require return of a contract by the end of the week. Saori has identified four speakers, and prepared a preliminary budget.

Motion by Nancy Leveson: I move that we approve the preliminary budget for International Translation Day. Seconded and passed.

Motion by Julie Wilchins: I move to accept the speakers identified in the report. Seconded and passed.

-Court Interpreter Workshop (David): this will take place on June 26, 7-9 pm. The speaker is a speech pathologist from the UW, who will present on taking care of one's voice. Twenty-nine attendees have already registered.

Northwest Linguist Report by Kathryn

-While publication has been reduced to two issues per year, it continues to be a struggle to obtain submissions. We also need new volunteers to serve as first readers.
-We should consider what kinds of articles people want to read, and how to pursue those articles.

Action Item: Milena will find student volunteers to market and distribute a printed version of the newsletter.

Spanish interest Group Report by Kathryn

-Their third meeting will take place on June 22, and will address difficulties with prepositions in Spanish. Another meeting is planned for July.
-Norma Candia is the main contact.

Housekeeping items

Motion by Louise Morehead: I move that we approve the advocacy committee policies as they are stated here [in Policy Document #14]. Seconded and passed.

Motion by Nancy Leveson: I move that we accept Policy Document 15 [on Board Member benefits] as it currently stands. Seconded and passed.

-The document regarding which items to circulate to members by e-mail will serve as guidance for the office manager, rather than being formalized as a policy document.

Announcements

-Next meetings:

Friday, July 25, at Kathryn's

Tuesday, August 26, 7 pm, online

Meeting adjourned 9:13 pm