

NOTIS BOARD MEETING MINUTES

July 25, 2014

Board Members Present: Kathryn German, Alicia Lanzner, Thei Zervaki, Saori Sampa, Paul Natkin, Linda Noble, Fumi Janssen, David Neathery, Nancy Leveson, Julie Wilchins

Others Present: Office Manager Naomi Uchida, Irine Kariuki, Kayoko Ito-Nordby, Elise Kruidenier

Call to order at 7:03 pm

Agenda accepted

Approval of minutes from June 11 meeting

Motion by Paul Natkin: I move that we accept the minutes as they stand for June 11, 2014. Seconded and passed.

Review of action items by Kathryn

President's remarks by Kathryn

-Thanks to our meeting guests
-Thanks to David and Thei for the workshops they organized, for which the attendees provided very positive feedback. Attendees also noted that they liked having a shorter program on a weeknight.

Business

Office Manager Report by Naomi

-June was a quieter month. Individual membership increased by 6, bringing total individual members to 226. Total membership including students and corporate is now at 261.

Treasurer's Report by Fumi

- We received our annual reimbursement from the ATA.

Advocacy Committee Report by Milena

-There is no report for this month.

Website report from Katrin (presented by Kathryn)

-In addition to updating the calendar, Katrin posted 3 jobs, and added ATA conference information and blog posts.
-Katrin will investigate setting up an ATA conference roommate finder through our website or a Google Group.
-Elise volunteered to moderate roommate-finding Google Group / website feature.

Outreach Report from Katrin (presented by Kathryn)

-Discussion of role for the outreach chair/committee in the future. The outgoing chair Katrin worked with trade associations regarding what translators and interpreters do, and produced and distributed brochures.

-Discussion of our marketing goals. For the time being, we will focus on the goal of informing people about what NOTIS is and directing more traffic/visitors to the online directory. Future goals may also include attracting more members.

-We may hire a marketing consultant to help us optimize how we do outreach.

-Because of her marketing experience, Saori will screen marketing consultants to help us decide which to hire. She will also collaborate with the consultant we hire to help work out our marketing strategy.

-After Katrin's departure, Saori will temporarily handle our social media (Twitter, FB, and LinkedIn).

Action Item: Everyone on the board will try to find at least one potential marketing consultant, and pass that information to Saori, before our next board meeting.

-If we send information regarding our events to ATA, they will also promote us on their website, FB, etc.

MedSIG Report from Cindy (presented by Kathryn)

-Cindy hopes to have more volunteers next year so she can double the number of workshops. She can train the volunteers (medical interpreters) in Nov. 2014. Prospective volunteers should be directed to her. Cindy is very well-known in the field of medical interpreting, and has a lot of knowledge to impart, so this is a great opportunity for people interested in the field.

-All trainings are going very well.

-Discussion of how to handle workshop attendees who claim they or their boss have paid, but in fact they have not paid; or who paid the member rate when they are not actually members.

-Going forward, our workshop announcements will state that we will only issue certificates of attendance for workshops after we have confirmed that people have paid, and have paid the correct amount (member or non-member rate).

Action Item: Julie will draft a policy indicating that if there is any question regarding an attendee's membership status and/or payment, NOTIS will retain their certificate of attendance until they have paid. The policy may also state that NOTIS reserves the right to issue certificates electronically after event.

Programs Reports by Thei, Saori, David, Kathryn, Alicia

-Thei's June 20 program received very positive feedback. NOTIS did not pay the speakers, but will share admissions proceeds with them.

-Saori reported that volunteer Lindsay obtained a gold-level sponsor for International Translation Day (ITD). The venue and catering are all arranged. Information is being collected from the 4 speakers so we can apply for continuing education credit. There will be a short guest presentation during the event by Hesperian Health Guides, to commemorate the 40th anniversary of *Donde No Hay Doctor*.

-Saori was commended for the collegiality around ITD preparation, and being well ahead of schedule.

-David organized a court interpreter workshop on maintaining a healthy voice, which was very well-received. The event netted about \$300. It was 2 hours, though the speaker usually makes the presentation in 3 hours. We will consider offering this program again next year, possibly in a 3-hour format. It was approved for continuing education credit by WA and OR courts, and by WA DSHS. Some attendees requested we apply for CA credit in the future.

-Kathryn reported on plans for the NOTIS Annual Meeting. We need a chair for this event. It is scheduled for the afternoon of the MedSIG workshop on November 22. The workshop will be until noon, and the annual meeting will be 1-3 pm. We will need refreshments and a location. Alicia volunteered to bring refreshments. Linda volunteered to locate a venue near Seattle Children's (where the MedSIG workshop is).

-Alicia reported on the Holiday Party and a tentative social hour. The Holiday Party will be Saturday, December 6, from 1-4 pm, at the UW Waterfront Activity Center. The location is reserved. Alicia will ask for help with set-up and clean-up as the date approaches. We may hire musicians, and will probably do a white elephant gift exchange. There may also be singing.

-social happy hour: we'll reserve the private room at Hale's Ales for Thursday, August 14

Action Item: Julie will research a bluegrass band for the holiday party.

Court Interpreter Division (WITS) Report by Linda

-The steering committee met at Linda's house a couple weeks ago.

-The committee's first step will be to distribute a survey to members and possibly to non-members, asking what they think the Court Interpreter Division should focus on: social activities, advocacy, programs, outreach?

-They will try to draft the survey by 8/2.

Northwest Linguist Report by Kathryn

- We need new proofreaders to replace Paul and others. They can be students and/or young people. The next issue will be underway in October.

-Reminder to all to take photos at events and submit summaries for NWL; and to attempt to recruit our event speakers to write articles for us.

Spanish Interest Group Report by Kathryn

-This group is short-staffed, and its activities are on hold until the fall.

Nominating Committee Report by Nancy

-Naomi, Linda, Renata Akalin, and Emma Garkavi comprise the nominating committee.

-Now we have 12 board members. Five are definitely leaving at end of this year, and an additional one may be leaving. There are 14 slots on the board.

-Committee chairs don't need to be on the board.

-NOTIS now needs an outreach chair, a social media chair, and editors for NWL. We will also need a new treasurer in 2015.

- Please send any suggestions for board members to the nominating committee.
- We'll publicize the need for board members on our social media.

Housekeeping items – policy changes

1. Union issue. Interpreters United offered to buy lunch for Cindy Roat's workshop attendees in exchange for being allowed to speak to attendees. The board wanted to formulate a sponsorship policy before responding to this offer.

-Motion by Julie Wilchins: I move to have the board consider a sponsorship policy that states that we'll only accept sponsorship from providers of goods and services and not from entities with the primary purpose of advocacy or lobbying. The policy will specify that sponsorship means providing money or something of material value. Seconded and passed.

-NOTIS does advertise IU meetings, workshops, and get-togethers on our website, and will continue to do so.

Action Item: Julie will draft sponsorship policy.

2. ASL issue. Last year, the day before or the day of a MedSIG event, a registrant requested an ASL interpreter. This request prompted discussion of NOTIS's responsibility to provide accommodations to people with disabilities, and how to manage that responsibility. Julie drafted a proposed disability policy.

-Nancy read comments from Milena in opposition to the disability policy

-It was agreed that event announcements should state that people needing accommodations should request them at least 3 weeks in advance if possible.

-Motion by Linda Noble: I move that we adopt a text that is very similar to the one Julie proposed as a policy regarding accommodations for people with disabilities.

Seconded and passed.

-This policy will be finalized by the executive committee.

Announcements

-Next meetings:

Tuesday, August 26, 7 pm, online

[No September meeting]

Wednesday, October 8, at Kathryn's. 6 pm potluck, 7 pm meeting.

Meeting adjourned 9:15 pm