**NOTIS BOARD MEETING MINUTES**

April 22, 2015

**Board Members Present:** Kathryn German, Nancy Leveson, Saori Sampa, Diana Noman, Julie Wilchins, Elise Krudenier, María Luisa Gracia Camón, Lindsay Taylor, Linda Noble, Thei Zervaki

**Call to order at 7:07pm**

**Agenda accepted (with the MedSIG Report and Advocacy Report being stricken)**

**Approval of minutes from March 26, 2015 meeting**

Considered accepted– no objections

**Review of Action Items by Kathryn**

**President’s remarks by Kathryn**

1. Information-gathering re laptop. Possible uses for a NOTIS laptop are registration of new members at workshops, use for PPT at presentations, and possibly use for remote connections at meetings.

2. Shelly Fairweather Vega will work on a website page for newcomers – if you have content, send it to Shelly or Kathryn.

**Business**

**Office Manager Report from Naomi (presented by Kathryn)**

-237 members as of end of March

**Treasurer’s Report from Fumi (presented by Kathryn)**

**Website Report from Katrin (presented by Kathryn)**

-915 visits to the site over the past 30 days.

-New graphics have been added.

-Katrin has been training Bee, the new webmaster.

-It should be much easier to add pages and content to website now, given changes made last year.

**Marketing/ Social Media Reports by Saori**

-Increased Likes, more regular sharers and comments

-Katrin has not been able to log in as owner of the NOTIS FB page. She and Saori are investigating.

**MedSIG Report from Cindy (presented by Kathryn)**

-Last training was very successful.

**Program Reports**

**by Thei**

-Poetry Translation workshop will be at Good Shepherd Center 6-8 pm on April 28. ATA approved 3 credits. It is being advertised through various channels: media, universities, Hugo House.

**by Saori – International Translation Day**

-Kick-off meeting was April 12. We’ll focus more on workshop content this year, with more specific content (e.g. for medical interpreting); and getting AOC credit. Possibly will have one track for interpreters and one for translators.

-This will entail bringing in more presenters.

-But we will seek to economize with a less expensive venue and food.

-Possible venues include Bellevue or South Seattle College.

-Please contact Saori with venue ideas: the event will require two rooms that can each hold 50 people.

-Plan to have more networking time built into schedule, based on feedback from last year’s attendees.

**by Luisa – Credit Resource Consolidation**

-Researching how to obtain credits from various entities

**by Kathryn – Coffeemaker, etc.**

-Huyen requested that we purchase a new coffee urn and water boiler, because the old ones are leaking and dangerous. New ones will cost around $80-100 each.

-NOTIS will purchase soon.

**Court Interpreter Division (WITS) update by Nancy**

-Meeting tomorrow night.

**Northwest Linguist Report by Kathryn**

-Kathryn has received 3 small articles and some profiles, including one of Bee. Please send Kathryn any submissions.

-This issue will come out in early June.

-In summer or fall, we will have a meeting about the future of the Northwest Linguist, because of the recurring problem of few submissions.

-e.g., switch to a blog

-Please think about this and review how other chapters handle newsletters.

**Housekeeping**

**Review of Policy 1: Activities**

-This policy enumerates possible activities in which NOTIS may engage, and seems unnecessary.

Motion by Julie Wilchins: I move to eliminate NOTIS Policy Document No. 1. Seconded and passed.

Action Item: Kathryn will remove this policy from the website.

**Strategic planning**

Action Item: Kathryn and Nancy will track down ATA presentation from a chapter that did a strategic plan.

Action Item: Julie will set up a strategic planning document in DropBox, and solicit input from board members re strategic planning ideas / dreams.

-We will seek to compile ideas from the board, run them by whole membership, and seek additional membership input, to create a strategic plan.

**Tracking program and speaker information**

-Kathryn has created a document of several years of past programs.

Action Item: Saori will regularly update the Programs document started by Kathryn.

-Please remember to add to potential list of speakers in DropBox.

**Document retention**

Action Item: Julie will ask Naomi for any physical documents she has; and Katrin and Naomi for any form letters they have.

Action Item: Julie will email board, Ferdi, Paul Natkin, Milena, to request that they hand over any NOTIS documents they have; sort through them, and dispose or save/scan as appropriate.

Action Item: Kathryn will move vital documents to DropBox.

**Review of Policy 2: Duties of officers**

Motion by Julie Wilchins: I move to revise this policy document to read as we discussed (revisions in DropBox document, plus “moral” removed from VP duties). Seconded and passed.

Action Item: Kathryn will revise and post to website.

**Review of Policy 8: Composition and Duties of the NOTIS Executive Committee**

Motion by Julie Wilchins: I move to revise Policy Doc No. 8 as indicated (in revised draft in DropBox). Seconded and passed.

Action Item: Kathryn will revise and post to website.

-We need nominating committee members, including a board representative.

-Start thinking about new candidates to propose, to attend and be considered at our September meeting. Send ideas to one of the officers.

Next meetings:

-Thursday, June 4: online meeting at 7 pm

-Tuesday, July 28: online meeting at 7 pm

Meeting adjourned at 8:36 pm