

## **NOTIS BOARD MEETING MINUTES**

January 14, 2016

**Board Members Present:** Kathryn German, Julie Wilchins, Saori Sampa, Elise Kruidenier, Diana Noman, Shelley Fairweather-Vega, Brooke Cochran, Linda Noble, María Luisa Gracia Camón, Sofía García-Beyaert, Thei Zerkavi

**Others Present:** Office Manager Naomi Uchida, Nancy Leveson

### **Call to order at 7:11 pm**

**One change to agenda: Add discussion of Med SIG pay into discussion of budget. Agenda accepted with this modification.**

### **Approval of Minutes from October 22, 2015 Meeting**

- Approved with no changes

### **Approval of Minutes from December 15, 2015 Meeting**

- Approved with no changes

### **Review of Action Item Status by Kathryn**

#### **President's Remarks**

- Welcome to new board members. Please read policy materials. Also a reminder to please RSVP for meetings for planning and quorum purposes.
- Reminder that when advertising events, include policy text to remind people that they must arrive on time and stay for whole workshop. This has been a problem with Med SIG programs.
- Dropbox: We will be expanding capacity. Please be careful about deleting files. Julie will continue to research association management programs that could be an alternative, and that could cover other functions as well.
- ITD: No chair at present. Saori pointed out it may be a good idea to remind people that there will be no ITD for credit purposes.
- Advocacy: Sofía is planning to take over this committee.

#### **Vice President's Remarks**

- Survey: Thank you to everyone for work on survey. It would be nice to share results of the survey on the new blog.
- Budget: Julie put together budget for 2016 with input from committees. Typically, non-profits approve budgets at the beginning of the new year.
  - Med SIG has requested that presenters receive half of gross revenue rather than net. This could be problematic if a workshop does not break even, as Naomi would not receive pay. The board rejected this proposal to change instructor pay for MedSIG workshops. The possibility was raised of paying instructors a flat fee, plus additional amount depending on number of attendees. Julie will follow up with Cindy.

- Agreement to add additional \$300 for printing flyers, and \$200 for new banner, to marketing section of budget.

- Motion by Julie Wilchins: I move to approve the January 12 draft of the budget with the addition of \$300 for new flyers and \$200 for a new banner. Motion seconded. Approved.

### **Office Manager Report by Naomi**

- December 2015: High email traffic for renewing membership and questions. 387 members as of December 31. Significant increase: up from 285 in 2014 and 366 in 2015.

### **Finance Report by Thei**

- Fumi completed the report for December. December was expensive with the holiday party. Thei became treasurer on January 2. There were some issues with the transfer at the bank, but it should be OK from now on.
- The strange transaction from early December is being investigated. The bank doesn't know what happened. Thei will look into changing the account number for security purposes.
- Thei noted the reserves on hand, and urged other members to think about possibilities for using these funds. Possibilities mentioned include a scholarship, lower program fees, and social events.

### **Advocacy**

- No report this month. Sofia is interested in taking this role on later this year.

### **Website Report**

- See report from Bee. Bee Lim plans to leave by June. Kathryn added action item to work on ideas for her replacement.

### **Social Media Report by Saori**

- High Facebook traffic. LinkedIn – there is an account, but it is not active. Katrin Rippel is trying to figure out how to transfer account ownership to Shelley and add Sam as the main administrator. Shelly and Saori will be back-up administrators if the system allows to add additional people as administrators. Sam will be doing the new postings once the page is back up. The idea is to use Facebook and Twitter for more informal postings, and getting word out, and use LinkedIn for more direct marketing.

### **Directory Marketing Committee Report by Shelley**

- Shelley submitted the goals for the year for marketing the directory: Improve visibility, through advertising; improve usability, improving website for SEO (search engine optimization); improve contents of directory to make it more valuable. Shelley will start working on these.

### **Medical Division Report by Cindy Roat**

- This was covered under the budget items above.

### **Social Activities Report by Saori**

- Saori is taking over until Irine comes back. Duties for planning events will rotate. Elise has organized an event for January 16, and Luisa will be doing February.

#### **Court Interpreter Division Report by Linda, Luisa**

- Thomas West: Requesting advance pay for plane ticket and parking.
- Luisa will continue negotiation with him regarding the terms for his Seattle visit and presentations, and will obtain a signed agreement as soon as possible.
- Luisa will also ensure he provides a description for the Russian workshop in the near future.

#### **Translation Division Report by Elise**

- Two potential workshops for this year, one technology-related, and the other content-specific. Elise has contacted Jamie Lucero, and will contact Dr. Jost Zetsche as an option for technology workshop(s).

#### **Webinar Committee Report by Brooke**

- Brooke is still working on various factors: what to charge, which platform to use, etc. She spoke with other ATA chapters that do webinars to get ideas. CTA uses Academia, and their webinars are free for members. Another option is GoToWebinar, which Brooke thinks is probably the best option. The plan is to try to do at least two this year, with the first before the summer. The content for the webinars may be related to other programs put on by NOTIS, or may be separate. Brooke will plan to start a membership with GoToWebinar.

#### **Linguistic Blog Committee Report by Kathryn**

- New issue of NW Linguist is almost done, and it will indicate that we're transitioning to the blog. Different entities within the board will be in charge and it will rotate.
- Members will get initial email alerting them to subscribe to it. The first one will be in late January. As a possibility, Thomas West could contribute an early blog post in anticipation of him coming to speak.

#### **Housekeeping**

- ATA exam has been tentatively scheduled, to take place April 29. Still finalizing with ATA.
- Logo use policy: needs to be reviewed.
- Jurassic Parliament will take place February 6. 10 – 2:30, at North Seattle CC.
- Dates for next two meetings: February 17, 7:00 online meeting. March 24, 6:00 potluck, 7:00 in-person meeting at Shelley's house.

**Meeting adjourned at 9:13 pm**