

NOTIS BOARD MEETING MINUTES

Tuesday, July 24, 2018

Online 7:00 PM – 8:40 PM

Chair: Elise Kruidenier

Board members present (online): Elise Kruidenier, Shelley Fairweather-Vega, Lindsay Bentsen, Alicia McNeely, Melody Winkle, Mary McKee, Maria Farmer, Luisa Gracia Camón, Adrian Bradley, Janet He, Olga Cuzmanov

- I. **The meeting was called to order at 7:01 p.m.**
- II. **Acceptance of Agenda:** Agenda was accepted with no changes.
- III. **Approval of Minutes from June 10, 2018:** approved with no changes
- IV. **President's Remarks:** none.
- V. **Vice President's Remarks:** none.
- VI. **New business:** Laura Friend has had to withdraw as secretary for personal reasons. Mary McKee has agreed to resume her previous position of secretary. The board approved.
- VII. **Regular business**
 - a. **Membership Report** – 532 members at end of June, holding steady.
 - b. **Finance Report** – we had good income in June
 - c. **Webinar Committee Report** — See report online.
 - i. Had a good training session for webinars online in June
 - ii. **Luisa has volunteered** to shadow Lindsay for the next webinar to learn about how to manage it. Other volunteers are welcome to expand the team of capable webinar masters.
 - iii. **To do:** email our list of volunteers to inquire about people to become webinar-specific volunteers
 - d. **Website Report** – no report this month
 - i. Wild Apricot has a new payment platform, possibility of switching from PayPal directly to keep people on our website when making payments.
 - ii. **To do:** look into it, free trial, test it out
 - e. **Marketing Report** – no report this month.

- f. **Advocacy Report** – none.
- g. **CID Report** – none.
- h. **Social Activities Report**
 - i. **Summer picnic**: August 5, 1:00 PM
 1. Adrian will bring charcoal and pre-sliced watermelon/fruit.
 2. Elise and husband will be grill masters, Mary can also assist with grilling when able, if her baby is being cared for.
 3. Shelley will bring NOTIS banner and hanging supplies
 4. Alicia will send an email next week to let people know how many people are expected to attend.
 5. **To do:** Get cold beverage cups since we only have hot cups
 6. We will use the refillable water dispensers and keep the bottles of water for future events
- i. **Legal Division Report** — none.
- j. **Translation Division Report** — none. See ITD organization
- k. **Blog Committee Report** —
 - i. Alicia has found a new volunteer, NOTIS member Yuliya S. to contribute some upcoming posts for our blog.
 - ii. Adrian and Luisa have volunteered to check out a couple of links to see what other content NOTIS may wish to have on our blog.
- l. **Scholarship Committee Report** — Elise
- m. **International Translation Day event** –
 - i. **To do:** ALL Think of ways to use volunteers (possible food pick up and set out)
 - ii. **To do:** Have all board members contact possible companies to table at the Language & Job Fair
 - iii. Janet is looking at catering for the event: suggestion of Vietnamese sandwiches Bahn Mi. **To do:** Elise will check with Ebrahim regarding right of first refusal for catering from North Seattle.

- iv. **To do:** WHO? get snacks for Language & Job Fair, get coffee for the morning events and check with North Seattle
- v. **To do:** WHO? will get bios and descriptions of presentations from speakers so that we can request continuing education credits for the workshops. People who register will need to pick which class they are registering for, so that we can give people appropriate CE credits. Or we could have a check in table at each class to have people sign in there.
- vi. **To do:** Shelley will open up registration for the event soon so that people can register. Olga, Alicia, and Elise have volunteered to read over it before to assist Shelley. Open registration only for members for the 40-person max event, and for all the workshops, and after two weeks, we will open registration to non-members.
- vii. **To do:** Mary (with support from Shelley) will check with Saffron Grill and other nearby restaurants for possible happy hour post Language & Job Fair

VIII. Review of action items – no current list.

IX. Next meetings:

- a. **August, date tbd: ITD planning meeting** **To do:** Elise will send poll for upcoming meeting scheduling purposes
- b. **September, date tbd: board meeting**

X. The meeting was adjourned at 8:40 PM