

## NOTIS BOARD MEETING MINUTES

May 28, 2019

Online

Chair: Shelley Fairweather-Vega

**Board members present (in person and online):** Shelley Fairweather-Vega, Adrian Bradley, Adriana González, Alicia McNeely, Maria Farmer, Mary McKee, Melody Winkle, Olga Cuzmanov, Pinar Mertan, Elise Kruidenier, Lindsay Bentsen

**Board members absent:** Janet He, Luisa Gracia Camón

- I. **The meeting was called to order at 7:00 p.m.**
- II. **Approval of agenda:** The agenda was approved with no changes.
- III. **Approval of Minutes (April 20 meeting):** Concern was expressed that at the April meeting, due to technical difficulties, some of the reports, namely the report about important interpreter issues, were not discussed. It is suggested that we discuss those at a future meeting,
- IV. **President's Remarks:** none
- V. **Vice President's Remarks:**
  - a. The executive committee wishes to consult with a lawyer when creating contracts for speakers
- VI. **New Business**
  - a. **Elise reports on behalf of the scholarship selection committee:** 15 applicants for the conference scholarship and 5 for the tuition scholarship. 2 conference scholarship applicants were disqualified due to not being NOTIS members, after the applicants were given the option to join NOTIS and declined. There was consensus on the quality and merit of various applicants after the blind rating by committee members and averaging of the ratings of each candidate. The following will be awarded: conference scholarship: one awarded for \$1000 and one awarded for \$750, one tuition scholarship awarded for \$750. Recipients are being contacted and soon we can publicize it on our social media, and the blog posts from recipients.
  - b. **Melody reports on the issue of NOTIS Cash Reserves:** Our tax preparer informed us that since we have such high cash reserves (88k approximately), we must create a statement for the IRS of our values and our plan to use the money.
    - a. Comments: Assessing the possibility of outsourcing/paying for some of the work that NOTIS board members are currently doing, in order to allow us to be more present; Possibly offering more scholarships, see the numbers of what NOTIS is

spending on which categories, to see where we are committing our money, what we earned, etc.

**Northwest Translators and Interpreters Society**  
**Cash reserves plan**

NOTIS has grown rapidly over the past several years, and our revenue from membership and event registration has increased as well. As a result, NOTIS now finds itself in the enviable position of having plenty of cash on hand. As a nonprofit organization dedicated to furthering the interests of our members, the NOTIS board has established the following principles to guide us in making the best possible use of our resources.

- I. NOTIS embraces the growth in our professions and the concurrent growth in our membership numbers.
- II. NOTIS aims to keep at least three months of expenses on hand in cash as a principle of fiscal responsibility.
- III. NOTIS is committed to using our growing resources to offer even more educational and networking events for our growing membership, and to pay experts a competitive speaking fee for sharing their knowledge with us.
- IV. NOTIS is committed to continuing to offer scholarships to members, so they can take courses and attend conferences to help further their professional development.
- V. NOTIS is committed to finding ways to further expand our activities geographically, to offer more social, networking, and professional education events in our five-state area (Washington, Oregon, Alaska, Idaho and Montana).
- VI. NOTIS is committed to bringing opportunities to language professionals working in languages which are not currently represented among the NOTIS membership

c. **Maria reports on summer picnic planning:** A lot of the planning is complete, just a few preparation tasks to be done now, and then later on as we get closer to the date

d. **ITDC Update:** The event will feature a keynote address for the first time, by ATA Secretary Karen M. Tkaczyk who will also be offering a workshop. The draft schedule is ready, featuring a two day event, shorter on Saturday and longer on Sunday, with the job & language fair and some panel discussions about breaking into new industries running concurrently on Saturday afternoon. Sunday will be a two-track day with lunch, and 90-minute sessions for translators and interpreters. Other speakers are in the works. A budget has been drafted for the event. Emails will go out Wed 5/29 to previous job fair exhibitors and potential exhibitors. Lindsay is working on sponsorships for this event.

**VI. Regular Business:**

a. **Membership Report** — See report in Dropbox (1 min)

i. Membership is holding relatively steady

b. **Finance Report** – Melody (3 min)

i. Finances are looking good; we have many big-budget events coming up

- c. **Webinar Report** – Lindsay (3 min)
  - i. If people have ideas for webinars, people that are far away, etc, please pass them along to Lindsay and the webinar committee.
- d. **Website Report** – Melody (5 min)
- e. **Marketing & Social Media Report** – Alicia (2 min)
  - i. Weekly questions continue to be very popular on social media. If you have any question ideas, please send to Alicia!
- f. **Advocacy Report** – No report (0 min)
- g. **CID Report** – Maria (0 min)
  - i. Louisa would like to have more time at a future meeting to discuss related topics.
- h. **Social Events Report** – Maria (2 min)
  - i. The Indian languages meetup was held, but unfortunately neither of the people who signed up were able to make it. We will continue to offer the meetups in hopes that people will come.
- i. **Legal Division Report** – Luisa/Maria (0 min)
- j. **Translation Division Report** – Shelley (3 min)
  - i. The recent AV translators happy hour was well attended and enthusiastic. Spotlight on translation was also a great event with 10 readers in 8 different languages. Three upcoming events in June and October.
- k. **Northwest Linguist Report**– Alicia (5 min)
  - i. We are going to extend the deadline for summer submissions because there have been few submissions so far. Maria will follow up with a lead. If anyone has an idea of a post, please contact Alicia!
- l. **Scholarship Committee Report**– Elise (0 min)
- VII. Review of Action Items** (5 min)
 

See list of action items in meeting folder.
- VIII. Housekeeping** (2 min)
 

Review dates for next two meetings and locations:

  - i. June 18, 7 pm online
  - ii. No July meeting

**IX. Announcements for the Good of the Society**

**(2 min)**

**X. Adjournment**

**8:18 pm**