

**NOTIS Board Meeting**  
**Minutes**  
**April 14, 2021, 6:00 p.m. PST**  
**online meeting**  
**Chair: Shelley Fairweather-Vega**

**Board members present (online):** Shelley Fairweather-Vega - President, Laura Friend - Vice President, Melody Winkle - Treasurer, Yasemin Alptekin - Secretary, Zakiya Hanafi, María Lucas, Olga Cuzmanov, Pinar Mertan, Tarja Sahlstén.

**Board members absent:** Alma Lopez

**I. Call to Order 6:04**

**II. Approval of agenda:** Approved with no change

**III. Approval of Minutes (March 10, 2021 meeting) :** Approved without amendments

**IV. President's Remarks**

ATA report for 2020 has been submitted and accepted. NOTIS will receive a rebate of \$2,590.70 as its share of ATA Member dues.

**V. New Business**

**a. Marketing Intern Job Description and Ad discussion**

Discussion of the proposed documents before beginning the recruitment process started with some suggestions and comments. Zakiya expressed a need for the performance evaluation/feedback for the person to be hired for the position. To do that Board needs to come up with some measurable activities like resurrecting the twitter account. The second bullet point “*We will also consider nontraditional interns who are looking to re-enter the workforce or change careers*” will be taken out at qualifications.

The job ad was approved by the Board.

The Board decided that the job description and announcement can be used to draft a contract using those bullet points.

Instead of calling the post ‘Intern,’ the Board decided to call the position **Media and Marketing Specialist**.

**b. ATA Ambassador position**

Laura expressed her interest in the position and was approved and appointed to serve as ATA Ambassador for NOTIS.

## VI. Regular Business

**Membership Report:** NOTIS gained 7 members—more students, one drop individual one drop corporate.

**Finance Reports** statement of activity shows over \$8K revenue, spent \$6500.00. The revenues is split between membership and workshops.

Melody has spent a long time on the phone setting up the Vanguard money market account.

**Scholarship Committee Report:** The committee announced the first round of scholarships, Pinar reported. The second round will be in September. The scholarship is raised to \$150 and for non-NOTIS members \$105 + membership of 45.00 dollars.

**Translation Division Report:** Machine Translation webinar brought in a successful \$ 840.00 gross revenue. NOTIS paid for one speaker, one speaker waived his fee.

Tarja is working on organizing the CAT tools workshop. With small group of people like 8 to work on Wordfast, MemoQ, Trados. Shelley will send Steps to plan event to Tarja.

**Community Interpreting Division Report:** Yvonne Simpson joined the meeting for the CID report. The repeat workshop is approved. One CID event, “*What you need to succeed in VRI*,” on 3/27 was a lecture, informational style, and generated \$ 945.39 net profit to NOTIS. CID might have an encore of this in the fall.

CID is planning a session on “Social work for medical interpreters” and creating a forum for new trainees;

Naomi asked if Neurology in English can be scheduled too. Accreditation from DSHS is being considered.

The CID would like to bring two items to the Board for consideration:

- 1) Provide an English version of “Understanding the Language of Neurology - Spanish Specific” on 6/19 or 7/17.
- 2) Consideration about the format of certificates of attendance. The majority of medical and social service interpreters in Washington are certified by DSHS. In the last six months DSHS has changed the way in which interpreters submit certificates for proof of continuing education. The current form of the certificated generated by the Wild Apricot program does not easily lend itself to saving/ downloading so it can be uploaded. Naomi Uchida has done amazing work to help us troubleshoot this concern, but it still challenging to participants.

CID Chair Yvonne Simpson will follow up.

**Legal Division:**

Maria reported the Legal Division plans to have an event in August to prevent conflicts with OSTI and NAJIT in June. They plan to offer 2 hours of ethics training and 2 hours of general for 3 credits."

**Updates not covered by formal reports: NONE**

**VII. Housekeeping**

The next Board meetings are scheduled for May 12 and June 9, online at 6:00 PST.

**VIII. Announcements for the Good of the Society:** Once the Media Specialist is hired, NOTIS dreams will come true.

**IX. Adjournment** The meeting was adjourned at 7:05 pm.

DRAFT