

## NOTIS BOARD MEETING MINUTES

April 8, 2020, in Zoom

Chair: Shelley Fairweather-Vega

**Board members present (in person and online):** Shelley Fairweather-Vega, Adriana González, Janet He, Laura Friend, Lindsay Bentsen, Maria Farmer, Mary McKee, Pinar Mertan, Melody Winkle, Olga Cuzmanov, Yasemin Alptekin, Luisa Gracia Camón.

**Board members absent:**

**The meeting was called to order at 7:13 p.m.**

- I. **Approval of agenda:** The agenda was approved with no changes.
- II. **Approval of Minutes:** March and February
- III. **President's Remarks** (10 min)
  - a. UW may be seeking mentors for translation students, Shelley may reach out
- IV. **Vice President's Remarks** (0 min)
  - a. None
- V. **New Business** (60 min)
  - a. COVID-19: Discuss NOTIS long-term planning (30 min)
    - a. Virtual happy hour proposed
    - b. "How to stay in the here and now" workshop on the mental side of staying healthy during quarantine, with the person who was hosting the decompression sessions.
    - c. Resources: NAJIT has provided information
    - d. Luisa: AOC has offered substantial funding to help offer certain webinars for free. Could we offer the platform and AOC help pay for the presenter, etc?
      1. CID event on Coronavirus, we wanted to offer it for free, applied for CE credits, then NOTIS has to provide certificates of attendance for everyone which is very time-consuming for Naomi. There was no limit to registration, but there is a limit to live attendees in GoToWebinar, we had to create a separate registration who would receive the webinar link that day and watch it live (100 people) who were promised they could get their CE certificates. Total approximately 400 people will have to have certificates created by Naomi, which is a lot of hours.
      2. One option would be to charge a nominal fee of \$5 to make sure that people attend (or free to NOTIS members but not to non members)?
      3. Points we can use in the face of complaints about a nominal fee: Covid-19 webinar was special, timely, speaker offered to give the webinar for free, and we made it free to serve the community. This is unusual for us.

- b. Discussion on non-NOTIS calendar events (20 min)
  - a. Maria proposes adding another sentence making it clear that we are not necessarily condoning/approving/endorsing the subject matter addressed in any events on our event calendar that are NOT hosted/created by us. Maria motions to add a short disclaimer (endorse, support, etc) to the top of the main Calendar page to clarify the organization's position. Luisa seconds. Motion passes unanimously. Shelley and Mary will create draft text and run it by Maria and others.
- c. Using ZOOM: committee/division plans so far, brainstorming (30 min)
- d. NOTIS finances in light of new realities
  - a. Attendance will probably continue to be down for in-person events for a long period of time after confinement is lifted
  - b. Many interpreters are struggling significantly, probably cannot afford to pay for events/training
  - c. NOTIS has a lot of cushion so that we can offer more benefits for our members to be able to be served during this time of duress.
  - d. Due to having so many new people sign up for our free covid-19 membership, our Wild Apricot subscription (which charges based on the number of contacts that we can store) had to be upgraded, which was an additional cost for our organization. Now we have a bunch more people who may not have known about NOTIS yet, and we can include them in our emails and reach a wider audience.
  - e. We have \$60,000 in reserves, but if we spend it down to \$40,000 we should probably consider reassessing our approach.
  - f. NOTIS exists first and foremost to serve our paying members, and we should make sure to do this as a priority.

## VI. Regular Business

- a. **Webinar Report** – (0 min)
- b. **Website Report** – (0 min)
- c. **Marketing & Social Media Report** – (0 min)
- d. **CID Report** – (0 min)
- e. **Social Events Report** – (0 min)
- f. **Legal Division Report** – (0 min)
- g. **Translation Division Report** – (0 min)
- h. **Northwest Linguist Report**– (0 min)
- i. **Scholarship Committee Report**– Olga (10 min)
  - i. Elise has set up a meeting for the committee to discuss the scholarships for this year

- j. **Membership Report** — See reports in Dropbox (0 min)
- k. **Finance Report** – See reports in Dropbox, covered in new business (0 min)
- VII. Review of Action Items** (0 min)
  - Housekeeping** (5 min)
    - Review dates for next two meetings and locations:
      - a. May 13, online meeting
      - b. June (hopefully!) in-person meeting
- VIII. Announcements for the Good of the Society** (2 min)
  - a. Next meeting will be held via GoToMeeting instead of Zoom.
- IX. Adjournment** **8:42 pm**