

NOTIS Board Meeting
MINUTES
October 13, 2021, 6:30 p.m. PST
online meeting
Chair: Shelley Fairweather-Vega

Call to Order: The meeting began officially at 6:32.

Board members in attendance via Zoom:

President Shelley Fairweather-Vega, Laura Friend -Vice President, Melody Winkle - Treasurer, Yasemin Alptekin - Secretary, Zakiya Hanafi, Olga Cuzmanov (by phone), Pinar Mertan, and Tarja Sahlstén.

Absent: Alma Lopez

Guests: Yvonne Simpson (for CID) and Brianna Salinas, Media Specialist
Nada Conner and Rosemary Nguyen, candidates for election to the board of directors.

Approval of agenda: The agenda was adopted.

Approval of Minutes (September 8, 2021 meeting): The Sept. 2021 minutes were approved.

President's Remarks: The President had no special comments.

Vice President's Remarks: The Vice President issued a reminder that Board members need to keep track of their hours spent working for the board. This is required for non-profits every year. It does not have to be exact. The Treasurer explained that this is for tax purposes.

Reports:

Yvonne reported for CID. CID held a number of successful events. Of particular note was Cindy Roat's acclaimed Ethics workshop.

New Business

Update from Nominations Committee

The Board heard an update and was introduced to several candidates for the 2022 Board of Directors. VP Laura introduced the two special guests as nominees for the 2022 board: Rosemary Nguyen and Nada Conner.

Update on Marketing and Communications efforts

Brianna presented a summary of efforts and accomplishments. After the report the Board was asked to approve a contract extension for the Marketing and Communications Specialist.

Marketing Specialist Efforts: Brianna delivered the Marketing Report and where we go from here. From May to October, Facebook engagement was up 200%; NOTIS's new Instagram account is doing well. Brianna presented several ideas for improvement in social media

performance. She also made improvements to the website, including a search function, new images, and pages for scholarships and Career Day. After Brianna's presentation, she left the meeting and the board members discussed the media specialist's future engagement. The Board agreed that Brianna did an excellent job. The Board is impressed with what she accomplished as a new hire in such a short period of time. The consensus was that the expense for the Media Specialist is a good investment, as her work helps to increase the number of members. As a professional organization, NOTIS needs a professional marketing specialist. Zakiya made a motion to extend the Media Specialist's contract from 7 Dec 2021 till 31 December 2022 with an increase of her hourly rate by one dollar. Yasemin seconded it. The motion was approved by a voice vote. Zakiya encouraged the board members to contact Brianna more often—send her an e-mails with ideas.

The Board had a break between 7:35-7:40

Summary of results from Career Day:

The Board discussed outcomes and survey results.

80 people 20 exhibitors joined the Career Day. The event went very well.

Registrations yielded \$ 875.00

Net revenue is \$ 425.00 after \$450.00 of technical assistance for 10 hours.

All the comments were good except one, an exhibitor who had nobody come to his breakout room.

Regular business:

Membership Report by Olga: NOTIS is growing, gaining 1 corporate and 7 individuals, losing a student. The current total is 609.

Finance Report by Melody: Balance is \$81K total assets—better than last month.

Revenue: 2K from membership, 4K from workshops. There was some loss in the Vanguard account, but the balance is still more than when we started.

CID report by Yvonne Simpson: 2 interpreter workshops. Nada, Naomi, Yuliya Yvonne, and Zakiya attended Sept CID meeting. CID will hold a Medical Terminology for Spanish Interpreters training on Nov. 3 and Medical Terminology for all languages on Dec. 4. Future workshops on dentistry and oncology are planned in 2022. NOTIS/CID will consider obtaining CEU accreditation for its events from the National Board of Certified Medical Interpreters (CMI).

Legal Division by Maria Lucas—AOC is going to sponsor a training by Javier Castillo: Ethics for 2 hours, and combination of ergonomics and remote interpreting in a webinar format. 4 hours of CE credit will be requested.

Translation Division Report by Shelley—Russian translation masterclass was a success. 7 people for 8 spots. There were two experts, one who works from English into Russian, one from

Russian into English. It turned out well. Everybody got plenty of attention. 2 session of 2 hours. Shelly was the organizer. Vietnamese might be the next language to do a workshop.

Scholarship Committee Report by Pinar: There were 11 training applicants;10 of them were rewarded. 3 conference scholarships were awarded for \$500 each. Out of 21, 13 applicants were awarded, leaving the committee still under the budget.

Housekeeping

Next meeting: November 10th, with Board candidates invited. We will talk about annual meeting and Committee and Division Annual Reports will be due **November 16.**

Annual Meeting is on December 11.

Adjourned at 8:18