**NOTIS BOARD MEETING MINUTES**

Monday, February 12, 2018

7:00 p.m. – 9:00 p.m.

Chair: Elise Kruidenier

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

**Board member not present: Lindsay Bentsen**

1. **The meeting was called to order at 7:04 p.m.**
2. **Acceptance of Agenda:** Agenda was accepted with no changes
3. **Approval of Minutes from** **November 22, 2017 and January 13, 2018:** approved with no changes
4. **President’s Remarks** — none.
5. **Vice President’s Remarks** — none.
6. **New** **Business**
   1. Mary McKee is stepping down as Secretary, and Laura Friend has volunteered to take her place. Mary moved to appoint Laura Friend to the position of secretary & the executive committee. Maria seconded and the motion carried.
   2. NOTIS has the potential to organize a large-scale event later this year. Maria reports the legal division will have a phone meeting this month and will discuss the possibility of holding a big legal event in conjunction with international translation day, possibly late September or October. It will be important not to conflict with ATA and WASCLA conferences in terms of timing. Mary suggests holding a job fair with extra workshops and speakers. Having companies involved would open up sponsorship opportunities. Having multiple focus areas (legal, general, other) and offering CE credits would help draw attendees. Maria floated the idea of holding two events back to back or even holding events over two weekends. Picking a date and searching for a venue should start soon.
7. **Regular Business** 
   1. **Membership Report** — no report.
      1. Membership numbers are strong. We have 462 active members. There was no big fall-off at the beginning of this year.
      2. No big problems reported with new automatic renewal routine. We will continue to accept payment by check as well as online payment, because not everyone feels comfortable with PayPal.
      3. Naomi Uchida has signed a contract to continue working as Office Manager for another year.
   2. **Finance Report** –Elise encouraged officers to take a look at the Quick Books reports available in Dropbox.
   3. **Marketing Report** –combined report with website and social media
      1. Google Analytics will be provided every other month in 2018. Interest was expressed in seeing trends over time, cities from which people visit, and especially what website visitors come from; we hope to use the analytics to increase traffic to our website.
      2. Automatic renewal is operational.
      3. Mary will draft an email to members with no languages listed in their profile and a Facebook post highlighting the benefits of completing the profile. We will attempt to make our emails more noticeable and visually attractive, so people don’t overlook them. Language combination is not a required field, but requiring members to enter it may unfortunately take major restructuring of the platform to achieve. We need to raise awareness of the value for members (and NOTIS) of completing member profiles. Many members do not realize that their profiles were not migrated when we switched websites. Elise suggested offering a small incentive.
      4. Mary and Alicia will investigate the NOTIS presence on Twitter and recommend ways to improve it.
      5. Laura suggested implementing a longer-term membership, perhaps 3 years, like ATA does. A member has suggested the possibility of a lifetime membership. Shelley will investigate possibilities and draft a proposal for making a change.
   4. **Advocacy Report** – no report.
   5. **CID Report** —no report.
   6. **Social Activities Report** 
      1. Spanish legal vocabulary event went well and had good turnout. The location was nice. The event will repeat for Mandarin next month and invitations are going out. In the future, we can hold events like this in other places around the state. Maria is talking with a contact in Spokane about holding a similar event there. Shelley noted that social events taking place over 30 miles away from Seattle are eligible for $50 toward their costs.
      2. Other plans for 2018 social events: coffee hour in spring; reading night in May; meeting for Luisa’s court contacts at Seattle Municipal Court; Kitsap Peninsula meetup in March or April. Drop-ins and lapsed members can be welcomed to these events and treated as possible future members.
   7. **Legal Division –** Phone meeting will be held this month.
   8. **Translation Division —** Literary Division has tentative plans posted for the year
   9. **Webinar Committee Report**
      1. Lindsay is working with Jonathan Dean to schedule a Translating for Opera webinar. We could advertise this nationwide through ATA and charge money for the webinar, although the live event is free for NOTIS members.
   10. **Blog Committee Report**
       1. Alicia will take over leadership of the Blog Committee and has a first post nearly ready.
   11. **Scholarship Committee Report**
       1. The committee met at the end of January. NOTIS hopes to offer scholarships for longer-term training opportunities, and to increase access for those working with languages of lesser diffusion. The committee is also working on revising procedures for making awards. Half the income from CID events could be devoted to scholarships.
       2. Maria moved to set the NOTIS scholarship budget at $5000 for the year of 2018. Luisa seconded. Luisa suggests devoting a substantial portion of the budget to cover attendance at small events to help members who mostly attend that kind of training. The motion carried.
       3. Maria described an interpreter training program at University of Arizona. The scholarship committee is happy to receive information about other programs and their costs.
   12. **Mentorship Committee**
       1. By consensus, NOTIS mentorship efforts will be folded into other events and activities in 2018.
8. **Review of Action Items** (Status only, and addition of new items)  
   Elise will post a list of action items soon.
9. **Housekeeping**
   1. Review dates and locations for next two meetings:
      1. March 3, 10:00 a.m., in-person meeting at Maltby Cafe
      2. April 2, 6:00 p.m., online meeting
10. **Announcements**

Luisa will be helping to organize an event for people curious about court interpreting.

1. **The meeting was adjourned at 8:29 p.m.**