

NOTIS BOARD MEETING MINUTES

November 13, 2018

Online 7:00 PM – 9:00 PM

Chair: Elise Kruidenier

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

Board members absent: Olga Cuzmanov

- I. **The meeting was called to order at 7:04 p.m.**
- II. **Acceptance of Agenda:** Agenda was accepted with no changes.
- III. **Approval of Minutes from October 17, 2018:** approved with no changes
- IV. **President's Remarks:** Executive committee agreed it was best to send a paper notice of the upcoming annual meeting, given the items to be voted on. Members should be receiving the postcard in the mail soon.
- V. **Vice President's Remarks:** NOTIS was represented at the ATA conference, a good gathering, and swag was positively received by attendees.
- VI. **New business:**
 - a. Melody attended the Leadership Board training meeting and took a couple of notes, but it was targeted more at new board members, not experienced members.
- VII. **Regular business**
 - a. **Membership Report** – no report
 - b. **CID Report** – no report
 - c. **Website Report** – Shelley
 - i. We had more visitors to the website from Wenatchee than ever before, looks like our greater number of events in the area are having positive results
 - ii. We are moving forward with accepting credit cards via Wild Apricot's payment platform
 - d. **Marketing & Membership Committee** - No report

e. **Social Activities Report** – Maria

- i. Holiday party planning: December 8, 11-5 (Camp Long)
 - 1. Volunteer sign-ups are coming in, but Maria can use more volunteers and cookie baking contestants.
 - 2. Need to find out who took home the cutlery from the ITD event
 - 3. Important to have people register because there is a limit of 72 attendees.
 - 4. Several board members will bring a hot dish to ensure there are some options along those lines.

f. **Finance Report** – Lindsay

- i. Three financial reports are posted for a snapshot. Revenue for 2018 is higher than predicted. We will use year-end actuals compared to our 2018 budget to plan a budget for 2019.
- ii. Research is ongoing to define a good amount for an emergency fund, or a fund to always have on hand for ongoing operating expenses.
- iii. Lindsay plans to step down as treasurer in 2019, but would like to be involved in training or working together with the new treasurer.

g. **Webinar Committee Report** — Lindsay

- i. Webinar on depositions went well and received very positive feedback. Alicia was co-organizer and will be the lead organizer for the December webinar. Having 2 people collaborate to lead each webinar is a good system.
- ii. Elise will help with advertising the December webinar to more translators.

h. **Legal Division Report** — Luisa.

- i. Work is ongoing regarding a court interpreter petition and coordinating with AOC to hold an event or training.

i. **Translation Division Report** — Shelley

- i. Literary translators have events coming up in November and December.

- j. **Northwest Linguist Blog Committee Report** — Alicia
 - i. Alicia is working on visually appealing ideas for a year-end newsletter. We will distribute something in print at the Annual Meeting and consider mailing copies to all members, and evaluate how that process goes to consider continuing to generate a paper newsletter in the future.
 - i. **Scholarship Committee Report** — no report.
- VIII. **Review of action items** – If you know of website updates that need to be made, please make them.
- IX. **Next meetings:**
 - a. December 8 (Annual Meeting before holiday party): Ballot is ready, notice has been sent
 - b. New Board member onboarding, 2018 recap December 12: 6:30 for onboarding, 7:00 for general meeting (if new members can attend)
 - c. Planning meeting: January 5, in person, location TBD
- X. **The meeting was adjourned at 8:49 PM**