

## **NOTIS BOARD MEETING MINUTES**

January 15, 2015

**Board Members Present:** Kathryn German, Nancy Leveson, María Luisa Gracia Camón (by video conference), Julie Wilchins (by phone), Linda Noble (arrived 7:20 pm), Irene Kariuki, Lindsay Taylor, Elise Kruidenier, Fumi Janssen, Diana Noman (arrived 8:12 pm)

### **Others Present:**

Office Manager Naomi Uchida, Huyen Martin, Sam Mattix (arrived 8:12 pm)

### **Call to order at 7:10 pm**

### **Agenda accepted**

### **Approval of minutes from October 8, 2014 meeting**

No objections to minutes so accepted

### **President's remarks by Kathryn**

- Welcome to new board members – please review policies and bylaws, submit bios for website
- The office manager contract is under consideration.
- Reimbursement forms and receipts should be e-mailed to Fumi.

### **Vice President's remarks by Nancy**

- We need to consider succession, and who will serve as president and vice president after this year; and how to structure the president's job so it is more manageable. Nancy will not be serving as president next year.
- Also keep an eye out for prospective additional board members.

### **Review of action items by Kathryn**

### **Business**

#### **Office Manager Report by Naomi**

- We have 301 members. As of today, 137 have renewed for 2015. Naomi will send out a renewal reminder.
- In 2014, 6 MedSIG workshops. Naomi reported on the work she must perform for these workshops, which is substantial. Naomi's contract and compensation will be revised to reflect this additional work.

#### **Treasurer's Report by Fumi**

- Reviewed annual report
- We need to provide Naomi a 1099 for 2014. Also, she was issued a W-2 rather than a 1099 for 2013 – Fumi will correct that.

### **Advocacy Committee Report by Julie**

-Case before Washington Supreme Court: criminal defendant with limited English proficiency was not offered an interpreter, and his lack of English proficiency likely impaired his understanding of his examination at trial. His lawyer has asked us to submit a friend of the court brief supporting the right of limited English proficient defendants to an interpreter, and the importance of their being offered one. Oral argument is set for Feb. 10.

-Motion by Linda Noble: I move that we approve Julie's suggestion that NOTIS be the author of an amicus brief for this matter. Seconded and approved.

-Julie will send it to everyone for review before filing, and give people 24 hours to respond. We will aim to file it next Tuesday, January 20.

### **Website Report from Katrin (presented by Kathryn)**

-Friday – website maintenance – website down

### **Social Media, Outreach, Website Reports from Saori (presented by Kathryn)**

-Refer to written reports

### **MedSIG Report from Cindy (presented by Kathryn)**

-Bear in mind other events when scheduling workshops – the 2015 calendar is filling up.

### **Program Reports by Irene**

-January social hour went well. Another one is being planned.

### **Court Interpreter Division (WITS) Report by Linda**

-March 1 meeting at North Seattle Community College. They are planning on offering a 3-hour workshop on team interpreting, and will present one or two other workshops this year. One would be ethics, a second would be on technology.

### **Further Programs information from Kathryn**

-ATA exam scheduled for 5/2 at North Seattle CC

-Thomas West may do Spanish, French, and Russian training on legal interpreting and translating last weekend of May

-International Translation Day is scheduled for 10/4

### **Northwest Linguist Report by Kathryn**

-The next issue will come out in April. Please send Kathryn any submissions.

### **Nominating Committee Report by Kathryn**

-Think ahead re board members and leaders.

### **Housekeeping**

-We need to finalize Policies 19 and 20, re event accommodations and membership period for those joining NOTIS at the end of a year.

-Discussion of scheduling board meetings for 2015, and online versus in-person meetings.

-Lindsay volunteered to set up spreadsheet of possible board meeting locations, hours available, if they have internet, etc.

-Next meetings:

-Sunday, February 22, 6 pm, online.

-Thursday, March 26, 7 pm, location TBD

-Kathryn will be out of town first three weeks of May. Nancy will serve as president during that period.

-Motion by Linda Noble: I move to authorize the executive committee to make the decision about Naomi's compensation. Seconded and passed.

Meeting adjourned 9:22 pm