**NOTIS BOARD MEETING MINUTES**

June 4, 2015

**Board Members Present:** Kathryn German, Nancy Leveson, Saori Sampa, Diana Noman, Julie Wilchins, Elise Krudenier, María Luisa Gracia Camón, Lindsay Taylor, Linda Noble, Irine Kariuki, Thei Zervaki (joined 8:02 pm)

**Others Present:** Office Manager Naomi Uchida

**Call to order at 7:06 pm**

**Agenda accepted**

**Approval of minutes from April 22, 2015 meeting**

Considered accepted – no objections

**President’s / Vice-President’s remarks by Kathryn and Nancy**

1. Planning for next year’s board: Nancy will contact board members individually about whether they plan to serve again next year. We also need to set up a nominating committee of one board member and two community members. Emma Garkavi was on it last year, and will be invited to serve again.

-We will circulate an e-mail inviting members to seek nomination to the board.

-The next board meeting will probably be in-person so that prospective candidates can meet current board members.

2. The office manager’s contract has been updated to clarify her independent contractor status.

3. Purchase of new NOTIS laptop: Nancy and Naomi have researched appropriate specs and equipment.

Motion by Diana Noman: I put forth a motion to approve the purchasing of a new laptop for the office manager. Seconded and passed.

Motion by Julie Wilchins: I move to authorize Naomi and/or Nancy to buy a computer with the specifications agreed on by them that costs up to $600 before tax. Seconded and passed.

**Review of Action Items by Kathryn**

**Business**

**Office Manager Report by Naomi**

-267 members as of end of May

**Continuing Education Credit Research by Lindsay and Luisa**

-They have developed a comprehensive reference document on obtaining continuing education credits for various AOCs, DSHS, ATA, and IMIA

Action Item: Lindsay and Luisa will review possible ways to provide info for professionals on continuing ed requirements for various certifications, and possibly add that information to the website.

**Program Reports**

**by Irine**

-There will be an update on the picnic in the next couple weeks.

**by Saori – International Translation Day**

-ITD will be on Sunday, October 4

-4 speakers are confirmed

Motion by Nancy Leveson: I move that we approve North Seattle Community College as the location for International Translation Day 2015. Seconded and passed.

**by Kathryn – Coffeemaker**

Action Item: purchase new NOTIS coffeemaker

**by Thei – Translation Event**

-8 people attended the April 28 Poetry Translation workshop, and reported satisfaction with the program.

**Treasurer’s Reports by Fumi**

**Advocacy Report from Milena (presented by Kathryn)**

-The new ASTM translation and interpretation standards have been released.

**No Website Report**

**Marketing/ Social Media Reports by Saori**

-A marketing email was circulated to companies and organizations advertising the NOTIS directory and job-posting.

**No MedSIG Report**

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

-ITD was discussed at the April meeting, and the ideas conveyed to the ITD committee.

**Northwest Linguist Report by Kathryn**

-Kathryn has received 3 small articles, 1 profile, and a few photos.

-We should consider switching format to a blog, because of the difficulty in obtaining submissions.

**Housekeeping**

-Irine is investigating purchasing a new NOTIS banner.

-There is a new Policies page on our website

**Review of Policy 4 (regarding now-defunct paper membership directory)**

Motion by Julie Wilchins: I move to retire Policy Document No. 4. Seconded and passed.

Action Item: Kathryn will remove this policy from the website.

**Strategic planning**

Action Item: Kathryn and Nancy will track down ATA presentation from a chapter that did a strategic plan.

Action Item: Julie will set up a strategic planning document in DropBox, and solicit input from board members re strategic planning ideas / dreams.

-We will seek to compile ideas from the board, run them by whole membership, and seek additional membership input, to create a strategic plan.

Next meetings:

-Tuesday, July 28: probably in person in Kathryn’s, if sufficient members are in town. 6 pm potluck, 7 pm meeting.

-Tuesday, September 15, 7 pm: in-person meeting

Meeting adjourned at 8:29 pm