

## NOTIS BOARD MEETING MINUTES

February 17, 2016

**Board Members Present (online):** Kathryn German, Julie Wilchins, Saori Sampa, Elise Kruidenier, Diana Noman, Shelley Fairweather-Vega, Brooke Cochran, María Luisa Gracia Camón, Sofía García-Beyaert, Thei Zervaki, Lindsay Bentsen

**Others Present:** Office Manager Naomi Uchida

### **Call to order at 7:01 pm**

#### **Approval of agenda:**

- Accepted with no changes

#### **Approval of Minutes from January 14, 2015 Meeting**

- Approved with one change to add Thei Zervaki as present.  
- Diana Noman made a motion: I move to amend the minutes to include Thei Zervaki as present. The motion was seconded and approved unanimously.

#### **President's Remarks**

- Several members attended Jurassic Parliament, and it was a success.  
- We will be purchasing a tabletop banner. Our designer is working on the design, and also working on a vertical display. The printing costs are reasonable.  
- Irine Kariuki is resigning from the board due to other commitments.  
- The ATA exam was finalized and advertised on the ATA website. It will take place on April 30, at North Seattle Community College.  
- Membership is down. This might be because people did not renew on time, so we may want to send more reminders.  
- Advance Calendar: If members know when they will have a social event, it is best to post it online early, even if all information is not yet available.

#### **Vice President's Remarks**

- Julie recently attended a training with the Washington Secretary of State on finance for non-profit board members. She will give a short presentation at the next meeting with some important points she learned.

#### **New Business**

##### **a. Association Management Software**

**a.** Julie and Shelley looked into association management software, and provided a thorough report to the board with different options, and a recommendation.

**i.** Julie Wilchins made a motion: I move to authorize the executive committee to sign up NOTIS for a \$130/month WildApricot plan (for up to 2000 contacts) within the next two months. The motion was seconded.

- 1.** WildApricot (WA) has an integrated database tied to membership renewal and event registration, and everyone can be administrator. It makes it easier to search for specific factors. Email blasts can be sent. They have website templates. This could also free up some of the office manager's time. It is the most reasonably priced, and user-friendly software of the list.
- 2.** Question: Would we have a webmaster, or would we just all be administrators? - The other organization that uses and recommends WA does not have a day-to-day webmaster, since they can make changes easily. Sometimes they hire an outside contractor.
- 3.** Question: Would we have to go through a training process? - The other organization had minimal Skype training. Shelley was very impressed with how WA is organized, and feels it would be easy to learn. We would probably want a core group to learn it very well in the beginning.
- 4.** Question: For handling migration: would our website be down for a while? – Julie is almost positive that this would not be the case. Shelley thinks that we would have a parallel system up and running until we were sure the new one is working.
- 5.** Question: Would this mean that PayPal would no longer be used? – The site can link to PayPal or other methods of payment.
- 6.** Question: About website: will this impact the visual look of the website? – This is a good opportunity to update the visual aspect of the website. The WA site presents some example sites. This can be part of the question if we go ahead with this.
- 7.** Question: What would happen if a person is searching for NOTIS? Will it have the same URL? – The domain name will be the same. WA incorporates SEO into its design. Our current website and directory are not optimized for search engines, so this would be an upgrade.

**ii.** The motion passed unanimously.

#### **Migration of Current Data**

- iii. Julie Wilchins made a motion: I move to authorize the executive committee to hire Webbright Services to migrate NOTIS's website, event management, and membership information to WildApricot for a cost of up to \$4000. The motion was seconded.
  - 1.** MATI uses this service, and is very happy with them. The task of migrating all of the data ourselves would be daunting.
- iv. The motion passed unanimously.

#### **b. Policy revisions**

- a. Policy no. 7

- i. Julie Wilchins made a motion: I move to revise Policy No. 7 (Financial Policies) to add under Office of the Treasurer "Prepare and deliver all necessary 1099 Forms to contractors before January 31, and file all 1099s with the IRS by February 28" and "File Form 990 with IRS before May 15 of each year." Seconded.
  - 1. Thei Zervaki moved to amend the motion: I move to revise Policy No. 7 (Financial Policies) to add under Office of the Treasurer "Prepare and deliver all necessary 1099 Forms to contractors before January 31, and file all 1099s **together with 1096 form** with the IRS by February 28" and "File Form 990 with IRS before May 15 of each year." The amendment to the motion was seconded. The amendment passed unanimously.
- ii. The main motion as amended passed unanimously.
- iii. Julie Wilchins made a motion: I move to revise Policy No. 7 (Financial Policies) to delete 2.1 (Donations) and 2.3 (about selling advertising in the Northwest Linguist). The motion was seconded.
  - 1. There are other requirements about receiving donations.
  - 2. Question: Is this just about financial donations, or other types of donations (e.g., venue donation)? – This does not seem to be the case.
  - 3. Question: Where does sponsorship fall? (e.g. ITD: sponsors give money to advertise company) – This is a different category from sponsorship. We could add sponsorship to policies, in a different motion.
  - 4. We will have a blog, so does this relate to advertising on the blog? – It seems like advertising is different from donations.
  - 5. Julie Wilchins moved to amend the motion to "I move to revise Policy No. 7 (Financial Policies) to delete 2.1 (Donations)." The amendment passed unanimously.
- iv. The main motion as amended passed unanimously.
- v. Julie Wilchins made a motion: I move to revise Policy No. 2 (Duties of Officers) to revise the item about recording and distributing minutes to read as follows: - Record minutes for all meetings of the Board of Directors, including documenting that the Board reviewed financial information, and distribute minutes at subsequent Board meeting. Draft annual meeting minutes for inclusion in subsequent year's annual report.
- vi. The motion was seconded and passed unanimously.

**c. Logo Use policy - Postponed**

**Office Manager Report by Naomi**

- Membership is down. Naomi will send out another reminder this week for renewals.
- Brooke suggested posting reminders on social networks (e.g., LinkedIn) about renewals.

### **Finance Report by Thei**

- Thei has found that a high portion of workshop attendees are non-members, and wonders if there is a way to encourage membership.
- Paper versions of membership registration forms are available at workshops. It may be possible to add membership sign-up to our event registration platform online once we have migrated to WildApricot.
- Julie will continue to prepare financial statements month-by-month throughout the year.

### **Advocacy Report**

No report this month. Sofia announced that she has been in touch with Milena, and will meet with her soon. Milena requested candidate suggestions for a replacement on the AOC Interpreter Commission for a representative for languages of limited diffusion. Sofia requested input from other board members about what kind of role she should have on the board.

### **Website Report**

No report this month.

### **Social Media Report by Saori**

In Facebook, when Saori posts announcements, etc., the reach rate has gone down quite a bit in comparison with articles, which get significantly more hits. Shelley reworked the LinkedIn page to be more active, and is actively posting articles, announcements etc. There are currently 132 members in the NOTIS group. LinkedIn will work differently from Facebook – The NOTIS group can't post; only individual members can post. She requested that members post if they have interesting article, discussion points, etc., to create a more vibrant discussion community. Members can also invite others to join.

### **Directory Marketing Committee Report by Shelley**

Once we get WildApricot up and running, the directory activity should pick up as well.

### **Medical Division Report by Cindy Roat**

Naomi submitted a report on the latest event, which had 79 attendees. The remuneration program for speakers has not yet been finalized for out-of-area programs. This is ongoing.

### **Social Activities Report by Saori**

On January 16, a social event took place at Uptown Espresso in West Seattle, with 12-15 people.

On February 19, an event will be hosted at the Redmond Library.

### **Court Interpreter Division Report by Luisa**

Everything is confirmed, and all times are set. Most of the credits have been requested, except California credits, which will be soon. Luisa will request volunteers from the board if need be.

### **Translation Division Report by Elise**

- Dr. Jost Zetzsche has confirmed availability and interest in giving a longer presentation / set of presentations in early fall on technology-related subjects.
- Elise is still looking for another speaker.

### **Webinar Committee Report by Brooke**

- Cindy Roat is signed on to do the second webinar. Lindsay is helping find a presenter for the first webinar. Brooke has spoken with a webinar representative, who provided us with a quote. A training will be offered that board members can participate in.

- i. Brooke moved to approve the expense of \$109/month and a \$109 activation fee for GotoWebinar for 2016. Seconded.
  - a. Question: What is the \$109 vs. \$89 fee advertised on GotoWebinar website?  
Brooke is not sure.

It was suggested that this motion be moved to the March meeting. The motion did not pass. There was one abstained member, and the rest were 'nos.' It will be discussed again at the next month's meeting.

Brook brought up the potential of getting a microphone set-up for use in webinars, and requested ideas. She will contact other organizations to see what they use.

- ii. Brooke moved to offer \$150 to presenters of webinars as an honorarium. Seconded.
- The motion was referred to committee, and it will be discussed further at the next meeting.

### **Linguistic Blog Committee Report by Kathryn**

There will be another short meeting in committee to discuss the blog.

### **Review of Action Items**

Action items were reviewed, and marked as done, postponed or ongoing.

### **Housekeeping**

Dates for next two meetings:

- Thursday, March 24, in-person. Location TBD.
- Meeting on April 20, online.

Since we are not hosting ITD this year, it might be a good idea to let our members know this, and also inform them about alternatives at the same time.

**Meeting adjourned at 8:52 p.m.**