

NOTIS BOARD MEETING MINUTES

March 24, 2016

Board Members Present: Kathryn German, Julie Wilchins, Saori Sampa, Elise Kruidenier, Shelley Fairweather-Vega, Brooke Cochran, Sofía García-Beyaert, Thei Zervaki, Linda Noble, Saori Sampa

Call to order at 7:02 pm

Approval of agenda:

- Approved with no changes.

Approval of Minutes from February 17, 2016 Meeting

- Approved with no changes.

President's Remarks

- i. Vertical banner/Tablecloth Update: It has been completed, and just needs printing. Kathryn will go to Costco for a quote to print tablecloth, and will explore other options if this does not work.
- ii. Reminder about LinkedIn/Blog: Everyone can post: this will help the page get more traffic.
- iii. Program Guidelines: New documents were placed in the working document folder. There are worksheets for creating workshops, which should help in preparation.

Vice President's Remarks

- None.

New Business

Policy No. 2

- a. Julie Wilchins made a motion: I move to revise Policy No. 2 to correct the typographical error in the fifth bullet point under I. President so that it reads "attend committee meetings" instead of "attend committee members."
 - i. Seconded. The motion passed and was approved unanimously.
 - a. Julie Wilchins made a motion: I move to revise Policy No. 2 to add the following:
 - Under president's duties, under the point about being ATA liaison, add "coordinate and deliver to ATA annual report, and every-other-year chapter letter of understanding."
 - Under treasurer's duties, add, "Prepare and deliver all necessary 1099 Forms to contractors before January 31, and file all 1099s with IRS by February 28" and "File Form 990 with IRS before May 15 of each year."
- Seconded. The motion as amended below passed unanimously.

- a. Kathryn moved to amend the motion to read, “coordinate and deliver to ATA annual report, and chapter letter of understanding” The motion for amendment passed unanimously.

Logo Use Policy

- i. Julie made a motion: I move to adopt the NOTIS Logo Use Guidelines and post them on our website. The motion was seconded and opened for discussion.
 - a. Kathryn looked at similar organizations to compare their logo use guidelines. People have asked if the NOTIS logo can be used, so the guidelines will help clarify this.
 - b. The concern was raised that we don’t have the time or means to monitor usage.
 - c. The possibility was raised of creating a specific “member of” logo for members who wish to post on their website. This could be sent to members when they join.
 - 2. The motion passed unanimously.
- j. Action item for Kathryn to create a specific logo for members when they sign up.

MedSIG contract and arrangements for out-of-town seminars

- a. A workshop was recently arranged to take place in Boise, but only 13 members registered, so it had to be cancelled. We do not currently have a policy for paying for out-of-town workshops.
- b. Julie made a motion: I move to authorize the executive committee to create arrangements to pay for MedSIG instructors and Naomi for out-of-town classes and workshops and workshops with language coaches on a case-case basis. Seconded.
 - a. Discussion: There is a division of net profit among presenters and NOTIS: is it possible that this proportion could be split to account for losses?
 - 1. The split is complicated, since out-of-town workshops have travel costs, and this would also affect Naomi.
 - b. As a regional organization, we should be able to fund workshops in other areas. However, we should have a financial plan regarding these workshops, and have a minimum number of attendees.
 - c. SurveyMonkey was helpful with recent Thomas West’s workshop, to determine number of attendees, and how much they are willing to pay.
 - d. The motion was referred to the executive committee.

Membership Report by Naomi

- No report made at meeting: see written report.

Finance Report by Thei

- Many workshops in February, and the organization is in good financial standing.

Advocacy Report by Sofia

1. Discussion of mission statement: Sofia presented a previously drafted statement: "To improve business conditions in the language interpretation and translation service industry by participating in the following activities pursuant to what is permissible under IRS 501(c)(6): (1) Present and promote information, trade statistics, and group opinions to government agencies and private sector businesses. (2) Promote the common business interests of NOTIS members. (3) Influence legislation and regulations germane to the quality, provision, and procurement of language interpretation and translation services."

Some ideas from board members for helpful actions to be performed by advocacy committee: Track legislature for bills that relate to translation and interpretation, so NOTIS can respond if need be.

The Interpreter Commission tracks these developments, so it would be helpful to keep connected with them to stay informed of important issues.

2. Member recruitment: Saori said that there may be students in the Bellevue College program to help.

3. Attendance for WASCLA calls: Sofia is unable to attend on Wednesdays (meetings once per month), so she is looking for someone else to attend (over the phone). Brooke said that she could probably attend.

As an action item, Sofia will develop a mission statement.

Website Report

No report this month.

Social Media Report by Saori

See written report.

Directory Marketing Committee Report by Shelley

See written report.

Medical Division Report by Cindy Roat

See written report.

Social Activities Report by Saori

Thei organized the Art Walk event for March. It went well.

On April 13, Brooke is organizing a happy hour in South Seattle.

On May 28, Shelley is organizing an open mic event in Wallingford. Linda is concerned that Memorial Day weekend may be difficult for people, and thinks another weekend may be better.

Shelley made a motion. I move to have the board allow me, Shelley to spend \$100 to reserve the location for the event. Seconded and passed unanimously.

Court Interpreter Division Report

Linda doesn't have all expenses in yet, but there was good feedback from the workshops. People were very happy to have language-specific workshops.

Box storage issue: Julie made a motion: I move to authorize Linda to find a storage space for up to \$65 per month on a month to month basis. Seconded. Passed unanimously.

Translation Division Report by Elise

See written report.

Webinar Committee Report by Brooke

- i. Brooke made a motion: I move to authorize the Webinar Committee to contract with a speaker for a June 2016 webinar for a fee of up to \$200. Seconded. Passed unanimously.
- ii. Brooke made a motion: I move to authorize the Webinar Committee to sign up NOTIS for a \$109 month-by-month subscription to GoToWebinar during the relevant months for each webinar. Seconded. Passed unanimously.
 1. Discussion: Have we verified that users can access webinar when we are not currently subscribed? We will lose account in the months we do not pay for a subscription, but we can let people know that they have 2-3 weeks to access webinars, and we will have an MP4 file to keep for our own purposes.

Linguistic Blog Committee Report by Kathryn

Review of Action Items

Kathryn will send to members

Housekeeping

- a. Storage for 9 boxes of NOTIS supplies: Linda will look into storage areas near her house.
- b. Dates for next two meetings:
 - a. Meeting on April 20, online.
 - b. Meeting in May in person, specific date TBD

Meeting adjourned at 8:49 p.m.