

March 13, 2025  
MNTIC Board Meeting Minutes

Call to order - 5:43

Present - Andres Diaz, Jenny Finden-Watson, Maria Lander Cabrerra, Sally Nichols, Marj Evans-de-Carpio

Ice Breaker - What's your go-to quick meal for family (or self)?

Agenda approved - motion by Maria, second by Andres

Minutes from last meeting approved - motion by Sally, second by Maria

1. Financial Update from Jenny

-Taxes

Our taxes went way up...because we made more \$\$!!!

Taxes are paid and still have \$29K in the bank with a few large checks expected next week.

- \$6,964 Federal

- \$2,740 State

- \$857 MN quarterly estimated

- TAS - Received a letter requesting return and form to be uploaded to a secure site.

- February Numbers - \$33,809.42

- January '25 was a little less than '24, but Feb '25 was higher than last year.

- Shared a new report with additional client detail, including breakdown by rates.

This was a result of Margaret's request for this additional data and Streamline Consulting tweaking our invoicing and billing set up to collect said data. Mary mastered the new process right away. Now we can easily pull reports, for example, on how many hours the Food Group used among interpreters, break down remote or in-person and at what rates.

2. Old business

- Website update - Goal to update by end of the month, to finalize the update. (confirm what we'd like under member photos, name...send out survey).
- Linked - In / social media training need to follow-up with members who have not connected to our linkedin
- Intern to work on social media - Soyome, Gemechu's daughter reached out about interning with us. She could help with the previous 2 bullets and more. We will follow up for availability and will consult the budget regarding comp. The board agreed they would like to give her some kind of compensation.
- Tilde Language Justice/Language Equity training completed - 11 participants and the recording sent out to members
- Our language justice presentation during the Synod Toolkit will be on March 15th. Sally and Jenny will present along with Pastor Hieraal and Lizet.
- McCollum & Crowley Law Firm - Waiting to see what happens. No update.
- ATA Webinars for Mary - Project Management - Maria will look into this with Mary. It was mentioned that Mary has a new system for tracking assignments that require additional information from the client for the interpreter, such as zoom links and reference materials, such as presentations or other documents.
- ENes - Following up conversation regarding the previous board discussion on whether to charge the in-person rate for remote ENes. The board decided to stay with the higher remote rate. There was also discussion as to the difficulty of getting payment. We will see how promptly the participants pay the invoices for this last FENE. But we are considering having the participants pay up front, as required by the mediators. If the

mediation goes past the pre-paid time, the additional charge would be passed on to the attorneys who can follow up with their clients.

### 3. New Business

- Margaret reached out to ask if and how we'd like to use the hours she has remaining. Suggestion was to write up the financial portion of the annual report and have a few sessions with the board (and maybe membership) to go over budget/projections.
- Recording of live remote interpretation - what is our policy? When should it be allowed (for a few members of the organization that contracted us who couldn't attend) and when not (publishing such as on website or YouTube)
- Century College will formally ask us to become members of the TRIN advisory committee.
- New potential Client - Andres' news about recent grant appropriations
- Outreach email - Maria testing out Chat GPT to write up email communication rough drafts to send out to:
  - PDs
  - Food Safety Biz
  - Restaurant Groups
  - Golf Courses/Country clubs
  - OSHA Trainings
  - Ag related Orgs, including Dept of Agriculture
- Member Benefits – Marj will look on the Federation's website to see if they offer anything of interest.
- New board responsibilities starting NOW
  - Sally will get on bank docs Saturday and walk through quickbooks and learn the tax payment process.
  - Maria, will start making follow-up lists to remind us of what we need to do.
  - Marj agreed to look into benefits available through the federation.