

## April 17, 2025 MNTIC Board Meeting

1. Called to order at 4:40
2. Present: Andres, Jenny, Marj, Sally—Quorum established. Motion by Sally, seconded by Andres to approve Agenda and to approve minutes as amended. Motion carried.
3. Financial Update
  - a. Taxes
    - i. Received adjusted bill for an additional \$313 due in September
    - ii. March Numbers - \$19,983.35
    - iii. Just missed goal for March, in part due to a mistaken quote for a contract with the U of Minnesota whose needs changed from 2 hours to 4 for 6 interpreters, but the quote was only for 2 hours, resulting in the coop having to eat the extra hours.
    - iv. We are down about \$13,000, most of which is because of taxes that were not prepaid.
    - v. Jenny will meet with the QuickBooks mentor to prepare the report for the annual meeting and learn new tricks for tracking our goals in comparison to the budget.
4. Old business
  - a. Website update - Jorge and Jenny worked on the members only page. Jenny shared the page as it is now. The board appreciated it as it is and added suggestions about what to include under the various sections. The goal is to have it live by the time of the annual meeting.
  - b. LinkedIn / social media training—continued need to follow-up with members who have not connected to our LinkedIn
  - c. Intern to work on social media - Will try to follow up with Soyome at the end of the month. Davis (legal advisor) says that if we were to compensate, minimum wage applies.
  - d. Presentation to the Synod was March 15th.
    - i. Sally and Jenny presented along with Pastor Hierald and Lizet. It was a full house. The audience was very interested and engaged. The Synod sent a thank you note and would like us to present again!
  - e. McCollum & Crowley Law Firm - We've had a couple IME's, still no depositions.
  - f. ATA Webinars for Mary - Project Management - still looking into it
  - g. Recording remote interpretation: The board agreed on the following response to requests to record remote interpretation: If they are going to publish it, we need to do the recording afterwards. Costs will be the fee for the live interpreter plus three times the time of the recording for the post-event recording for publication at their rate (lower-, mid- or higher-tier.)
5. New Business
  - a. Annual Meeting –
    - i. We will have a letter-writing time at the beginning to thank our clients and Candace at the CWA.
    - ii. We will have CWA membership forms and stamped envelopes. Sally will give a little speech about the support we have received from the CWA and the value of being part of a larger group that supports coops.
    - iii. Annual Report -Margaret is writing up our financial report, Jenny preparing the rest of the report and PowerPoint

- iv. Sally will talk about finances, Marj about membership, Andres about agriculture clients that have come in.
  - v. An invitation to the annual meeting was sent out to the membership at the beginning of the month and has been resent recently.
  - vi. We will each make a call to a few members to remind them to answer the invitation and survey.
  - vii. Membership Survey sent out
  - viii. Refreshments: Fruits, cheese, meats and crackers, individually wrapped candies and fizzy waters and San Peligrinos.
  - ix. Sally will contact Ethalow to express our enthusiasm to have her as a board member and ask her to send a bio/resume.
- b. We had a discussion about having a way to test non-certified people's ability to do simultaneous interpretation. One suggestion was to have them do a simultaneous interpretation into their other-than-English language and then a week or more later, play the recording of their interpretation and have them interpret it back to English. Or record their interpretation and have a certified interpreter listen to it to provide a judgement of the quality of the interpretation.
  - c. New Workshop Idea - USCIS Best Practices Nothing concrete decided, but ideas put out to contact a couple lawyers and tap members who have a lot of experience. We can solidify plans after the annual meeting.
6. May meeting date: May 15 at 4:30 and May 30 will be the social gathering, place to be determined.
7. Meeting adjourned at 6:00.