

February 26, 2026 MNTIC Board Meeting

1. Called to order at 4:38
2. Icebreaker: Board members shared a word that describes their day.
3. Present: Andres, Ehtalow, Jenny, Marcela, Maria, Marj, Sally. Quorum established.
4. Sally moved and Maria seconded to approve the agenda and the minutes.
5. Financial Update
 - a. \$360,847 total sales for 2025.
 - b. Net income \$29,913 for 2025.
 - c. There were two conferences last year in January that did not use interpretation this year, so our income was less this year thus far. But we did have some new customers that look like they will be bringing in new income.
 - d. Key Figures has sent out our 1099s. We are in the higher tier per our income, so tax preparation will cost more this year. Everything is ready to have the tax organizer in their hands before the end of February.
 - e. Jenny will post in our board channel the cost of having Margaret prepare a 2025 financial report for the annual meeting. We will vote on that after we see the cost.
6. Old Business
 - a. It would be good to have someone look into grants for us, but time is at a premium right now. Discussed inquiring with Margarit for recommendations of a freelance grant writer.
 - b. The Dept of Agriculture works with a preferred vendor list. We need to find out what we need to do to get on their list. Sally volunteered to do this.
 - c. Metropolitan Council is another potential client that requires a preferred vendor and getting on their list would not require too much work.
 - d. Zoom recordings—we should ask that the Synod (and any future client whose meeting will be recorded) have the presenters come online a few minutes early to provide an opportunity for the interpreter to speak with the presenters before the recording starts. Also remind the speakers to pause before the name of people or organizations and to avoid acronyms.
 - e. Paid prep time—for USCIS, interpreters are not being paid enough to cover parking and we are getting charged credit card fees. Sally proposed that we increase the fee from \$360 to \$380, so that the interpreter would make \$300, up from \$288 and the coop would make \$80. This increase would cover parking for the interpreter and credit card fees for MNTIC. For asylum she proposed increasing the fee to \$500, with the interpreter making \$400 instead of \$384 and MNTIC would make \$100. Sally moved that we adopt these new rates and Andres seconded. All were in favor. Sally said she expects the new rate sheet should be ready by March 6.
 - f. We had the second USCIS case that went overtime today. We need to consider making a standard addition to the contract saying we will invoice additional time if it goes over. Language changes to the contract regarding time going over were tabled.
 - g. Website update—it is still a work in progress.
 - h. Sally got Mary's paid family leave set up. It only costs about \$3/week as a small business. That is currently being paid by Mary. If we grow into a bigger business, we will

have to pay an employer's portion. We will leave this as is. This decision can be revisited at any time.

7. New Business

- a. Pro-bono jobs—MNTIC has paid the lowest non-profit fee to the translators for pro-bono jobs. Proposal to pay interpreters for a San Pablo medical clinic. Sally moved that we pay lowest non-profit rate retroactively for the month of February and through March 1, then we will continue to approve or not approve, paying translators or interpreters for pro-bono jobs as they are requested after March 1. We will send an email to the membership telling them that for pro bono work we will be paying but offering the option to donate all or part of the pay to a pro bono fund. Marcela moved that we cover the five translations and one interpretation retroactively and the one scheduled for March 1 and Sally seconded. It was approved unanimously
- b. One Spanish and one Somali interpreter have been doing good work with us, but they are not on the roster. The MJB orientation is coming up in about a month. Marj moved and Sally seconded that we offer to pay for their attendance at the orientation so they can get on the roster. Unanimously approved.

8. Next Meetings

- a. The board's next meeting will be on Friday, March 20 at a restaurant to be determined.
- b. The monthly gatherings, which have been interrupted, will resume on March 27 at a restaurant to be determined.

9. Meeting adjourned at 6:24.