

CLD Leadership Council August 2022 Meeting
 Minutes of the Meeting

Meeting date / time: August 2nd, 2022/ 9:30-11:15 PM ET Meeting location: Zoom meeting

Meeting participants:

Present:	Tianlu Redmon	Administrator
	Liming Pals	Assistant Administrator
	Fang Sheng	<i>Yifeng</i> Editor-in-Chief
	Shaoli Gu	Website editor, WeChat Official Account editor
	Rony Gao	
	Jessie Liu	CLD Podcast Host
Excused:	Tingting Qin	

Agenda:

1. Approve [minutes](#) from the previous LC meeting 5 min LC
2. Updates
 1. CLD events 5 min Tianlu
 2. Website 5 min Shaoli
 3. Yifeng 5 min Fang
 4. The CLD Podcast 5 min Jessie
 5. Social media 5 min Liming
3. Preparing for ATA63
 1. CLD Dinner & The CLD Podcast 10 min Jessie
 2. Miscellaneous 15 min Tianlu
 1. Annual Members Meeting
 2. CLD ambassadors
 3. Recruiting volunteers
 4. ATA63 WeChat group
 5. Debriefing CLD Cafe
 6. ATA63 button
 3. Website 10 min Shaoli, Rony
 4. Yifeng 5 min Fang
 5. Social media 10 min Liming
4. Other topics/game night/outlook for 2023 10 min LC

Minutes:

Topic	Summary of discussion	Conclusion
1. Approve minutes from the previous LC meeting	<ul style="list-style-type: none"> Approved 	
2.1 CLD Events	<ul style="list-style-type: none"> Registration open for upcoming CLD Cafe on 8/23 featuring Joel Sahleen List of upcoming events planned for the rest of 2022: https://www.ata-divisions.org/CLD/eventbrite-event/cld-monthly-virtual-sessions/ 8/23 CLD Cafe eligible for 1 CE Point 	<ul style="list-style-type: none"> Rony to follow up with Caron Mason on details of CEP eligibility and approval for 8/23 CLD Cafe
2.2 Website	<ul style="list-style-type: none"> To add an image link in primary sidebar to link to current event To add an image link in primary sidebar to link to ATA 63 info Create three pages/links for ATA 63 like last year – introduction, CLD sessions, and CLD events 	<ul style="list-style-type: none"> Shaoli to add image link in sidebar Shaoli to create ATA 63-related pages
2.3 Yifeng	<ul style="list-style-type: none"> Upcoming contribution in August: Bernie Ma on his experience receiving paralegal training Article contributors should be made aware that this medium is for promoting and exchanging profession-related ideas and experience. Attempts of self promotion or profit-seeking should be avoided. 	<ul style="list-style-type: none"> Fang to edit and publish Bernie Ma's piece (deadline TBD)
2.4 CLD Podcast	<ul style="list-style-type: none"> One episode currently in post-production New editing tool: Descript Will adjust annual target from 8 to 6 episodes, with 3 already released so far in 2022. 	<ul style="list-style-type: none"> Jessie to continue to follow up on publishing CLD podcast on Apple Podcast Tianlu to introduce Joel Sahleen (CLD Distinguished Speaker for ATA63) to Jessie for an episode Jessie, Liming and Mingshu to collaborate on posting future Podcast episodes on

	<ul style="list-style-type: none"> As of the date of the meeting, there are 40 subscribers to our youtube channel. 	WeChat Official Account with audio and brief episode descriptions in Chinese
2.5 Social Media	<p>WeChat Groups</p> <ul style="list-style-type: none"> CLD and LC's responsibility for the recent comments in CLD Friends WeChat group Possible responses to the heated discussions Additional Group Admins for both WeChat groups - invite Jack Xu and other volunteers to help out <p>Other Social Media platforms</p> <ul style="list-style-type: none"> LinkedIn Page has grown into 60 followers since April 2022's launch WeChat Official Account has grown to 587 followers with 35 new followers and 1434 views since last October. 	<ul style="list-style-type: none"> Tianlu to lay out LC's position on the recent comments, reiterating Group rules and calling for more respect in future discussions Tianlu to check with Jack Xu on his interest in becoming one of the new Group Admins Jessie, Liming and Mingshu to collaborate on posting future Podcast episodes on WeChat Official Account with audio and brief episode descriptions in Chinese. Effectiveness to be analyzed after the first few posts.
3. Preparing for ATA63		
3.1 CLD Dinner	<ul style="list-style-type: none"> CLD Dinner: 72% of respondents prefer Option 1 Decision confirmed for Option 1 (fine dining); <ul style="list-style-type: none"> Good rooftop view Per-person cost may be higher than past years, but members may choose to spend less with a la carte options \$2500 minimum for a private (exclusive) event Liming will update JLD on CLD's dinner plan; CLD members may also be interested in JLD's dinner. 	<ul style="list-style-type: none"> Jessie to confirm logistic details with Perch restaurant on the dining area, reservation, option of splitting bills, etc Liming to update JLD on CLD's dinner plan once Jessie provides more details

3.2 Miscellaneous	<ul style="list-style-type: none"> ● Annual Members Meeting: will be held online prior to the conference ● CLD ambassadors: ● Recruiting volunteers: <ul style="list-style-type: none"> ○ current LC members will be invited to continue in 2023 ○ Annual Conference will be the best opportunity to gather interest among potential new volunteers -- LC members to ● ATA63 WeChat Group ● Debriefing CLD Cafe (open to ATA63 attendees): will be held on Zoom on October 25th (Tuesday) 3:00PM ET / 12:00PM PT ● Shaoli will design ATA63 Button 	<ul style="list-style-type: none"> ● Tianlu to provide ATA63 button specifications to Shaoli for graphic design; ● Shaoli to finalize Button design by end of August. ● Tianlu to order CLD buttons after Shaoli's design is finalized ● Fang to coordinate pick-up of buttons and confirm arrival time (Best to distribute CLD buttons at Wednesday's ATA63 Opening Reception) ● Tianlu to create new wechat group for ATA63 Attendees
3.3 Website	<ul style="list-style-type: none"> ● Make sure to take group pic (at CLD dinner and throughout ATA63), which will be collected and posted on Photo Gallery section by Shaoli ● Before taking the group photo, mention that photos will be posted on CLD website-- do offer an opt-out option. 	
3.4 Yifeng	<ul style="list-style-type: none"> ● Upcoming post scheduled for publishing before ATA63, highlighting <ul style="list-style-type: none"> ○ Sessions under the "Chinese" track (currently 8) ○ other sessions by CLD members (Sijin Xian on audio-visual, Fang Sheng on creative writing, etc) ○ "Editor's Picks" of other conference sessions worth attending ● Will aim for two pieces post-ATA63: 	<ul style="list-style-type: none"> ● Fang to draft and publish new blog post highlighting Chinese-related sessions and Editor's Picks of other conference sessions before September 16th (early bird registration deadline)

	<ul style="list-style-type: none"> o one conference summary o one first-time attendee sharing conference experience 	
3.5 Social Media	<ul style="list-style-type: none"> • will offer “live coverage” during ATA63 on Facebook and LinkedIn (may need volunteer) 	<ul style="list-style-type: none"> • Liming to confirm volunteer availability among Social Media team for “live coverage” leading up to and during ATA63
4. Other topics/game night/outlook for 2023	<ul style="list-style-type: none"> • LC online game night will resume after Annual Conference 	

Action list:

Action item	Owner(s)	Deadline	Status
Follow up with Caron Mason on details of CEP eligibility and approval for 8/23 CLD Cafe	Rony Gao	August 20th	Done
Fang to edit and publish Bernie Ma's piece (deadline TBD)	Fang Sheng	TBD	Done
Fang to draft and publish new blog post highlighting Chinese-related sessions and Editor's Picks of other conference sessions	Fang Sheng	September 16th (early bird registration deadline)	Done
Jessie to continue to follow up on publishing CLD podcast on Apple Podcast	Jessie Liu	TBD	Done
Jessie to confirm logistic details with Perch restaurant on the dining area, reservation, option of splitting bills, etc	Jessie Liu	TBD (preferably in early September?)	Done
Liming to confirm volunteer availability among Social Media team for “live	Liming Pals	TBD	Done

coverage” leading up to and during ATA63			
Jessie, Liming and Mingshu to collaborate on posting future Podcast episodes on WeChat Official Account with audio and brief episode descriptions in Chinese. Effectiveness to be analyzed after the first few posts.	Jessie Liu Liming Pals	TBD	Done
Liming to update JLD on CLD’s dinner plan during ATA63 once Jessie provides more details	Liming Pals	TBD	Done
Tianlu to introduce Joel Sahleen (CLD Distinguished Speaker for ATA63) to Jessie for an episode	Tianlu Redmon	August 23rd	Done
Tianlu to lay out LC’s position on the recent comments, reiterating Group rules and calling for more respect in future discussions	Tianlu Redmon	August 4th	Done
Tianlu to check with Jack Xu on his interest in becoming one of the new Group Admins	Tianlu Redmon	TBD	Done
Tianlu to provide ATA63 button specifications to Shaoli for graphic design;	Tianlu Redmon	August 4th	Done
Tianlu to order CLD buttons	Tianlu Redmon	TBD (after Shaoli finalizes the design)	Done
Tianlu to create new wechat group for ATA63 Attendees	Tianlu Redmon	October 1st (or earlier)	
Shaoli to finalize CLD Button design	Shaoli Gu	August 31st	Done

Shaoli to add image link in primary sidebar to link to current event	Shaoli Gu	August 14th	Done
Shaoli to create ATA 63-related pages on website	Shaoli Gu	August 14th	Done

Next LC meeting: TBD