**Recorded by: Liming Pals**

**Date:April 19th, 2023**

**Approved by:**

**Date of Approval:**

**CLD Leadership Council April 2023 Meeting**

**Minutes of the Meeting**

2023 April Meeting Agenda

Time: 9:00 pm -- 10:30 pm EDT, Wednesday, April 19, 2023

Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/89868843850?pwd=NzlacEcyY0ZqZUc1ZEpYZzYxTHA5UT09>

Meeting ID: 898 6884 3850

Passcode: 567717

1. Approve [minutes](https://docs.google.com/document/d/16Dr_rivibk0ppv-OScGyhRhBaXG5oioQ/edit) from the previous LC meeting 5 min LC
2. Introduce volunteers 5 min Tianlu

| Tianlu Redmon  贾天璐 | Administrator; ATA communication, events team volunteer | tianlu@tianluchinese.com |
| --- | --- | --- |
| Liming Pals  王丽明 | Assistant Administrator; ATA communication, social media team leader | limingpals@gmail.com |
| Shaoli Gu  古韶莉 | Webmaster, website editor | shaoligu@gmail.com |
| Fang Sheng  盛方 | *Yifeng* Editor-in-Chief, website editor | shengf@hotmail.com |
| Jessie Liu | The CLD Podcast host | jessieliu28@yahoo.com |
| Rony Gao  高嵘 | Events team leader, website editor | rony.gao@gmail.com |
| Tingting Qin | Social media team volunteer, events team volunteer | tq@tingbridge.com |
| Sijin Xian  先思瑾 | Social media team volunteer | projects@xiansijin.com |
| Additional volunteers | Social media: Yijia “Sasha” Ding, Mingshu Zhang  Yifeng: Ben Murphy, Barbara Hong Li  Ad hoc: Zhenhuan “Duoduo” Lei, Roanna Cheung 张若荇, Jessie Doherty 祝轶君([zhuzhu930@yahoo.com](mailto:zhuzhu930@yahoo.com)), Tina Teng 鄧欣亞 (hsinya.teng@gmail.com) | Jessie Doherty 祝轶君: volunteer for website maintenance/editing |

**Teams’ update on:**

| **Team/Item** | **Number of Minutes** | **Speaker** |
| --- | --- | --- |
| Yifeng | 10 | Fang |
| CLD events | 10 | Rony |
| The CLD Podcast | 10 | Jessie |
| Website | 10 | Shaoli |
| Social media | 15 | Liming & Tianlu |
| ATA64 proposals, CLD welcoming message, and ATA Quarterly Leadership Summit | 15 | Tianlu |
| Feedback from attendees | 15 | Attendees |
| Other matters/agenda proposals & schedule for next LC meeting | 5 | LC |

TOTAL: 90 min

**Minutes:**

| **Topic** | **Summary of discussion** | **Conclusion** |
| --- | --- | --- |
| 1. Approve [minutes](https://docs.google.com/document/d/1gU86Ai_LSAlsZrpkwbpTKbJ9TLf1RGWI/edit?usp=sharing&ouid=104952275915731924927&rtpof=true&sd=true) from the previous LC meeting | * Fang Sheng made a motion and Sijin seconded the motion to approve the previous minute. |  |
| 1. Welcome volunteers | * Intro and Welcome Roanna Cheung, Tina Teng, Jessie Doherty as volunteers and observers of LC meeting |  |
| 1. Yifeng Blog | * More articles have been recruited by the team. * Plan to expand the categories of Yifeng Blog. Would like to encourage emerging translators and interpreters to write and share. * Current categories include Annual Conference, Certification, Technology and so on. Would like to use learning instead of translation and interpretation. * Two articles shall be put under Certification. Tianlu would like to suggest adding these to Resources too, and [webinar](https://www.atanet.org/event/the-ins-and-outs-of-the-ata-certification-exam/) can also be added to resources * Sijin seconded the above suggestion as new members joined CLD since they saw ATA certification ads. | * Fang will expand current categories. * Shaoli will add a tab on the website to include resources for ATA certification exams. * Sijin will promote Rony’s previous article on How to Become Certified in 10 hours and [another ATA article](https://www.atanet.org/certification-exam/forming-a-peer-study-group-to-prepare-for-atas-certification-exam/). |
| 4. CLD Events | * Four CLD Cafe in first 6 months of 2023:   + 2023-01-17 Enjoy the Show (Sijin Xian) - 19 attended   + 2023-03-18 Ask Me Anything - 17 attended   + 2023-04-01 Digital Note-taking (Eric Liao) - 13 attended   + 2023-05-13 Literary Translation (upcoming) * On track to meet the target of 8 events in 2023 * Planning for 1 or 2 more events between June and September, in addition to   + CLD Members Meeting (before ATA64)   + ATA64 Debrief   + Year-end Happy Hour around Christmas. * Tingting encourages everyone to provide ideas and recommend guest speakers. * Sijin proposes “Translation Slam”. Rony will reach out to Sijin. Tingting mentioned interpretation slam as an option, too. | * Rony will reach out to Sijin and Tingting to discuss further details. |
| 5. CLD Podcast | * Jessie shared a slide. Will add it here. * Liming shared our Podcast with other sister divisions via listserv and other channels. Three sister divisions agreed to promote our podcast. |  |
| 6. Website | * Shaoli added a technology category. * Fang will add a category under Yifeng Blog. * Next steps:   + Continue to advertise ATA64   + Promote events * All-time insights      * Social Media will promote website * Shaoli will set up a meeting with Jessie in April and ask Jessie to work on ATA64 promotion. * Jessie asks whether we have Slack and Discord for members. Social media will discuss expanding to other channels. | * Fang will add a category under Yifeng Blog. * Sijin and team will promote CLD websites * Shaoli will set up a meeting with Jessie in April and ask Jessie to work on ATA64 promotion. * Liming will work with the social media team and Jessie to talk about expanding chat to Slack and Discord. |
| 6. Social Media | Social Media platforms   * A January planning meeting was hosted and the team developed a plan which has been implemented.   + [2023 Planning](https://docs.google.com/spreadsheets/d/1LL5kBKmFvoLM1_SFDPqb13nGqUcWTyQO4f4NPUmq7hQ/edit#gid=1051192811)   + CLD Social Media Content Bank: [posting schedules](https://docs.google.com/spreadsheets/d/1LL5kBKmFvoLM1_SFDPqb13nGqUcWTyQO4f4NPUmq7hQ/edit#gid=0)   + Improve the content type * LinkedIn Page has grown from 60 to 134 followers since January's meeting * 2023 Wechat CLD Member Group:   ATA Broadcasting system is broken.  When it is fixed, Shaoli will download the QR code, and update the website page every week.  Will need a social media team to inform members to check email from ATA HQ. | * Shaoli will download the QR code, and update the website page every week once the ATA broadcasting email is sent. |
| 7. ATA64 Proposal | * We have 5.5 hours proposals approved so far. |  |
| 8. Welcoming message | * Jamie has updated the welcoming message. Tianlu asks LC to review the Welcoming Message and update it. | * Tianlu will email Jamie about updating the welcoming message. |
| 9. Leadership Summit | * Rony gave a summary of the leadership summit. * ATA HQ is very eager to communicate with divisions and encourage cross-division communications. |  |
| 10. May 20 ATA Virtual Conference | * What about setting up a watch party * Rony will set up a Wechat Group and Social Media team will promote the watch party | * Rony will set up a Wechat Group * Social Media team will promote the watch party |
| 11. Q&A | * Tina’s question: what is CLD’s ultimate goal?   + CLD’s ultimate goal: CLD is a division under ATA, following ATA Division Handbook, with a goal of serving ATA members. Core services include providing a website, listserv, blog and additional educational events.   + In the past two years, we worked beyond our goals to attract new members for ATA, but also to promote other division activities.   + Tina recommends promoting pieces of information from the website on social media. Tina recommends actual business development dicussion. * Roanna’s comments:   + Whether CLD has resources for interpreters of dialects.   + Roanna would like to be part of a team who needs help with events. * Jessie mentioned that Slack and discord would be great channels for focused discussions. |  |

**Action list:**

| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Fang will expand current categories. | Fang Sheng |  |  |
| Shaoli will add a tab on the website to include resources for ATA certification exams. | Shaoli |  | Done |
| Sijin will promote Rony’s previous article on How to Become Certified in 10 hours and [another ATA article](https://www.atanet.org/certification-exam/forming-a-peer-study-group-to-prepare-for-atas-certification-exam/). | Sijin |  | Done |
| Rony will reach out to Sijin and Tingting to discuss further details. | Rony | Feb 28th, 2023 | Done |
| Fang will add a category under Yifeng Blog. | Fang Sheng |  |  |
| Sijin and team will promote CLD websites | Sijin | Feb 3rd, 2023 | Done |
| Shaoli will set up a meeting with Jessie in April and ask Jessie to work on ATA64 promotion. | Fang Sheng |  |  |
| Liming will work with the social media team and Jessie to talk about expanding chat to Slack and Discord.Liming will host a Social Media Planning meeting. | Liming Pals | Jan 28th, 2023 | Done |
| Shaoli will download the QR code, and update the website page every week once the ATA broadcasting email is sent. | Shaoli |  | Done |
| Tianlu will email Jamie about updating the welcoming message. | Tianlu |  | In progress |
| Rony will set up a Wechat Group | Rony |  | Done |
| Sijin and Social Media team will promote the watch party | Sijin |  | Done |
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**Next LC meeting**: July 26th, 2023 9:00 pm ET - 10:30 pm ET (Second choice: August 2nd, 2023)