**Recorded by:**

**Date: July 29th, 2024**

**Approved by:**

**Date of Approval:**

**CLD Leadership Council July 2024 Meeting**

**Minutes of the Meeting**

2024 July LC Meeting Agenda

Time: 8:00 pm -- 9:30 pm EDT, Tuesday, July 29, 2024

Zoom:

<https://us02web.zoom.us/j/87541751761?pwd=dnN0bjVtMHFSc0hWaWdaams0cS9mQT09>

Meeting ID: 875 4175 1761

Passcode: 640626

1. Approve [minutes](https://docs.google.com/document/d/1pgyFh8IjErDl2re_4ZlHO3kk4sOECV_R/edit?usp=share_link&ouid=113365444699568799423&rtpof=true&sd=true) from the previous LC meeting 2 min LC
2. Updates on volunteers 3 min Liming

| 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 |
| Rony Gao  高嵘 | Events team leader, website editor | rony.gao@gmail.com |
| Sijin Xian  先思瑾 | *Yifeng* Editor-in-Chief, Social media team volunteer | projects@xiansijin.com |
| Jessie Liu  刘子畅 | The CLD Podcast host | jessieliu28@yahoo.com |
| Tingting Qin  秦婷婷 | Social media team volunteer, events team volunteer | tq@tingbridge.com |
| Lenny Yang | Social Media Manager | lenny@y17inc.com |
| Mingshu Wu 张明姝 | Social Media Manager | mingshu@mandarinsolution.com |
| Additional volunteers | Social media:  Tina Teng 鄧欣亞  Website:  Jessie Doherty 祝轶君  *Yifeng*:  Fang Sheng 盛方  Ben Murphy  Yuan Tian  Events:  Roanna Cheung 张若荇  Ad hoc:  Zhenhuan “Duoduo” Lei 雷朵朵  Tana Gegen |  |

**3. ATA65 (20 min)**

* Promotion: website, social media, podcast, *Yifeng*
* Chinese-track sessions
* CLD Dinner
* CLD ambassadors
* ATA65 buttons
* ATA65 WeChat Group
* Annual Members Meeting
* Debriefing CLD Cafe
* Recruiting volunteers
* CLD Distinguished Speaker: Cecilia Elizalde Bulanti, Director, Documentation Division, United Nations

**4.** Updates from each team

| Yifeng | 10 | Sijin |
| --- | --- | --- |
| CLD events | 10 | Rony |
| The CLD Podcast | 10 | Jessie Liu |
| Website | 10 | Shaoli |
| Social media | 10 | Lenny, Tingting and Mingshu |
| Report on communication with HQ | 5 | Tianlu and Liming |
| Feedback from attendees | 5 | Attendees |
| Other matters/agenda proposals & schedule for next LC meeting | 5 | LC |

TOTAL: 90 min

**Minutes:**

| **Topic** | **Summary of discussion** | **Conclusion** |
| --- | --- | --- |
|  | Tianlu moves to approve [2024 April Meeting Minutes](https://docs.google.com/document/d/1pgyFh8IjErDl2re_4ZlHO3kk4sOECV_R/edit),  Tingting seconds. | Minutes approved. |
| 1. Liming | Prepare for ATA 65:   1. Promotion: website, social media, podcast, *Yifeng*  * *Rony will send ATA65 Debrief (11/16) details to Shaoli and Lenny;* * *Shaoli to add to CLD’s ATA65 page:  1) CLD DS’s bio (*Cecilia Elizalde Bulanti*);  2) CLD Dinner;  3) CLD Membership Meeting (10/12);  4) CLD Cafe ATA65 Debrief (11/16)*  1. Chinese-track sessions  * *Lenny will share with Shaoli additional “CLD sessions” at ATA65* * *Liming will follow up with conference organizers to have DS session in a bigger room.*  1. CLD Dinner  * Liming will contact ATA to have CLD dinner listed on [“off-site events”](https://www.atanet.org/ata65/off-site-division-events/)  1. ATA65 buttons  * Selected: [Design #4](https://drive.google.com/drive/folders/1cP5Je7EgRo_zROYdLe4rzOlEE0AHTuSS) * Liming will order on StickerMule website.  1. ATA65 WeChat Group  * Rony, Lenny, Tianlu, Liming will monitor and manage the WeChat group as admins.  1. Annual Members Meeting  * Time set: 11am-12pm EDT on Saturday, Oct 12th. * Tianlu to create another Zoom room for social networking after 12pm EDT * LC members hold the date and time on calendar. * LC members (team leads) will send slides to Tianlu before Oct 7th using Tianlu’s template from last year. (Delivery only the pages for each team and delete other pages) * Tianlu will compile slides from the LC members.  1. Distinguished speaker  * Tianlu and Evelyn will coordinate with Cecilia Elizalde Bulanti (DS) for breakfast, lunch or dinner.  1. Recruiting volunteers at ATA65  * Everyone will work on it. | * Social media team will post to promote ATA65. * Liming will contact John Wan to choose a location for CLD dinner on Thursday. * Tianlu and Liming will get the CLD ambassador badges from the ATA and distribute them to the LC members attending the ATA conference. * Shaoli and Jessie D. will design the CLD buttons for ATA65 and Liming will order them. * Rony and Lenny will create the ATA65 WeChat group. * Tianlu will collect slides from the LC members for the CLD annual members meeting. * Tianlu and Evelyn will coordinate with the CLD distinguished speaker for a meal. * Rony will organize the CLD Cafe ATA65 Debriefing for 11/16 or 11/20. * LC members will recruit more volunteers for CLD. |
| 1. Updates from each different team | | |
| Yifeng (Sijin) | 1. John Wan’s article on Portland is well received 2. Next articles  * Tianyuan interviewed a MIIS alumna * Rony will translate an article from Corrine McKay * First-time attendee experience * Tianlu’s experience as president   Total of 10 articles this year.   1. Fang is back to Canada and will continue to serve as Editor; may re-join LC later after observing  The publication schedule depends on ATA’s approval frequency. 2. Sijin, Ben and Fang are currently taking turns as article editors (3-4 per year per person). | * Sijin will continue to post articles for the Yifeng Blog. * Sijin and other LC members will look for new reporters for *Yifeng* Blog. |
| CLD Events (Rony) | 1. Will have four events the rest of the year:    1. Negotiation with direct clients (Rony)    2. Translation Slam (C-E)    3. ATA Debriefing    4. Christmas Party   A total of 7-8 events this year. | * Rony will recruit more translators for Translation Slam. |
| 3. The CLD Podcast (Liu) | 1. Jessie L. is working on editing an episode to be published soon. 2. Rony checked with Jessie L. about providing extra help. No extra help is needed at this time. | Jessie will continue to publish CLD podcasts. |
| 4. Website (Shaoli) |  |  |
| 5. Social Media (Liming & Lenny) | 1. Lenny will draft a post about becoming a voting member of the ATA for social media. 2. LinkedIn (Lenny)  * Post frequency has decreased in the last few months. * Followers increase at a slower rate, partially due to the plateau effect after a quick increase in the beginning * 682 followers, 37 new followers * More consistent posting in the next few months. * Encourage more members and LC members to interact on LinkedIn  1. Whether to keep CLD WeChat Official Account (Liming)  * Liming posted another article and 17 people read it. * currently 660 followers, 47 readers per month * Sasha will leave the social media team. * Rony suggests discontinuing the Wechat Blog. Other LC members agree. * Liming will post a farewell article before September to direct readers to CLD’s other channels.  1. Facebook  * Tingting has been posting more in July on Facebook, about 2 per week. The reach has increased by 138%. She will continue to post. * Tianlu will organize some funny translation photos for the social media team to post | * Lenny will draft a post about becoming a voting member of the ATA for social media. * Lenny will continue to post on Linkedin and he encouraged more LC members to interact on LinkedIn. * CLD WeChat Official Account will be discontinued. Liming will post a farewell article. * Tingting will continue to post on Facebook. * Tianlu will provide funny translation photos for social media team to post. |
| 6. Reports on meeting with Tish from ATA HQ | 1. Last Leadership Summit, April 2. Nominating committee members have been published by the ATA 3. CLD administrator and assistant administrator documents submitted 4. Tianlu and Rony were elected to the AFTI board. Liming will help spread the words in her company network. | * The CLD Nominating Committee has been formed. * Candidates for CLD administrator and assistant administrator have submitted their docs. * Liming will help spread the word about AFTI in her company network. |
|  |  |  |

**List of Action Items**

| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Social media team will post to promote ATA65 | Lenny, Tingting, Mingshu |  | Done |
| Liming will contact John Wan to choose a location for CLD dinner on Thursday. | Liming |  | Done |
| Tianlu and Liming will get the CLD ambassador badges from the ATA and distribute them to the LC members attending the ATA conference. | Tianlu and Liming |  | Done |
| Create and distribute a Google document (or spreadsheet) and share with the rest of LC to gather on-going input/feedback on improving CLD website | Shaoli & Jessie D. |  | <https://docs.google.com/document/d/1cLzvAQD8VPJEhkb6i4n9jvkZMzlk04hix7to3pMbEqk/edit> |
| All LC members to review CLD website and suggest improvements (on an ad-hoc basis; no hard deadline) | All LC members | On-going |  |
| Shaoli and Jessie D. will design the CLD buttons for ATA65 and Liming will order them. | Shaoli & Jessie D. |  | In progress |
| Rony and Lenny will create the ATA65 WeChat group. | Rony & Lenny |  | 2024.08.21 Update: Done |
| Tianlu will collect slides from the LC members for the CLD annual members meeting. | Tianlu |  | After September meeting |
| Tianlu and Evelyn will coordinate with the CLD distinguished speaker for a meal. | Tianlu |  | Done |
| Rony will organize the CLD Cafe ATA65 Debriefing for 11/16 or 11/20. | Rony |  |  |
| LC members will recruit more volunteers for CLD. | All LC members |  |  |
| Rony will recruit more translators for Translation Slam. | Rony |  | 2024.08.21 Update:  Done  (Luyi Yang, Roanna Cheung, Aaron Hebenstreit) |
| Lenny will draft a post about becoming a voting member of the ATA for social media. | Lenny |  |  |
| Interact more on CLD’s social media such as LinkedIn | All LC members |  |  |
| CLD WeChat Official Account will be discontinued. Liming will post a farewell article. | Liming | August 30th, 2024 |  |
| Tianlu will provide funny translation photos for social media team to post. | Tianlu |  |  |
| Liming will help spread the word about AFTI in her company network | Liming | End of Sep | Not done |
|  |  |  |  |

**Next LC meeting**:

Wednesday, 9/18, backup 9/25 and 9/30, 8:00 – 9:30pm EDT

<https://us06web.zoom.us/j/85641410848?pwd=d0Wqr2UV8XjZK16O6IBwaO3sce8EuU.1>