**Recorded by: Pearl Zheng**

**Date: April 15th, 2020**

**Approved by: CLD Leadership Council**

**Date of Approval: July 14th, 2020**

**CLD Leadership Council April 2020 Meeting**

**Minutes of the Meeting**

**Meeting date / time:** April 15, 2020/ 9:00-10:30 PM ET **Meeting location:** Skype video conference

**Meeting participants:**

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| --- | --- | --- |
| **Present:** | Administrator | Pency Tsai |
| Assistant Administrator | Tianlu Redmon |
| Social Media | Liming Pals, Pearl Zheng |
| Yifeng  | Junqiao Chen, Prudence Miller |
| Website | Toni Xu, Shaoli Gu |
|  |  |
| Excused: | Yifeng | Marie Foley |

**Agenda:**

1. Approval of minutes from the previous LC meeting 5min LC
2. Action items report 25min LC
3. Webinar watch parties and future online networking events 5min Tianlu
4. WeChat Official Account 15min Liming
5. LinkedIn Group 5min Pearl, Tianlu
6. Yifeng: More volunteer interviewers 10min Marie and June
7. Podcast & Webinar interviews 10min Toni, June, Prudence
8. Joint presentation and networking with KLD & JLD 5min Pency
9. Building member profiles in different ways 5min Prudence, Liming
10. Leadership training 5min Tianlu

**Minutes:**

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| --- | --- | --- |
| **Topic** | **Summary of discussion** | **Conclusion** |
| Kicking off the meeting | * Pency announced that Pearl will be in charge of recording the minutes. Pency mentioned that Liming and Prudence will join later, and Marie is excused for being sick.
 |  |
| Approval of the minutes from the previous Board meeting | * Minutes approved
 |  |
| Action items report | * Pency said the list for distinguished speakers and previous ATA annual meetings with their profiles were sent. The list of previous CLD Administrators will be completed in a few days. Past issues of Yifeng are already in the CLD folder on Google drive. The Division Board report has been submitted, and the 2020 Board Meeting files are to be uploaded.
* Pearl reported on behalf of Liming. They have been regularly posting articles and webinar information on Facebook and LinkedIn. Pearl checked all the LinkedIn members and verified whether they are current CLD and ATA members.
* Toni reported that the website is now live. However, there are bugs in the uploaded PDF files. There is some content in the About tab, but the Article tab is still lacking posts. There needs to be links on the website that connects visitors to CLD’s various social media platforms. It is recommended that Marie contact previous authors for approval, and their articles can be reposted on the Website.
 | * Pency will notify Toni when all action items are completed.
* Pearl is to be the gatekeeper who approves joining requests from LinkedIn. Pearl will contact Marie about Renee’s interest in writing an article.
* Toni’s self-imposed deadline for social media links is April 30.
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| Webinar watch parties and future online networking events | * Tianlu mentioned how beneficial webinar watch parties are, especially for discussions of language specific issues. It is also a great opportunity to network with colleagues. She proposed that LC members should take charge in establishing such watch parties. Zoom can be a great platform for networking events. We can even set up our own webinars.
 | * Aim to set up a networking event in mid-May.
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| LinkedIn Group | * Pearl reported that someone authorized non-CLD or non-ATA members to join the LinkedIn group.
* Pearl mentioned that a rule should be set up regarding the posting etiquette on LinkedIn.
 | * Pearl should set up a Wechat group dedicated to social media discussions. Members can make suggestions to people in charge for a more unified management.
* Pearl should set up rules regarding posting etiquette for LinkedIn.
* Pearl needs to delete LinkedIn members who are not affiliated with either CLD or ATA.
* ÅSelf-imposed deadline is one month.
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| Building member profiles in different ways | * Prudence has not come up with a good idea, but thought LinkedIn profiles might be a good place to start.
 | * Prudence will keep working on it and report back in the next meeting.
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| Yifeng: More volunteer interviewers  | * No discussions were made on this item due to Marie’s absence.
 |   |
| Podcast & Webinar interviews | * June did research on how to make podcasts and shared some possible challenges, including costs, and internet speed, etc.
 | * Pency will pass on one of her contacts who knows the cost efficient way in making podcasts.
* Toni suggested maybe webinar is a better format. Tianlu and June liked the idea for when everyone is quarantined at home.
* Podcasts need to have regular episodes. The frequency is to be determined. The interviews can start with members of the leadership council.
* Podcasts can be promoted to all CLD platforms.
* An in-depth interview can be done before the ATA annual conference. The content of important interviews can be transcribed and published to Yifeng.
* Self-imposed deadline is three weeks.
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| WeChat Official Account | * There are many hurdles to setting up an official account, but less so for a personal subscription account.
* Liming already has a personal account which can be transferred for the CLD’s exclusive use.
* Constant posting is needed to access certain functions, such as comments.
 | * Admins can be set up for the personal account for if Liming leaves the LC in the future.
* Everyone agrees that a personal subscription account is preferred.
* There are many past Yifeng articles to be posted. It will generate interests from many translators in China who are eyeing on the American market.
* Self-imposed deadline at the end of May.
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| Joint presentation and networking with KLD & JLD | * Pency recommends that a joint networking luncheon may be better than a dinner, since the CLD dinner has its important functions.
 | * To be determined during the next meeting, since it is closer to the ATA conference.
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| Leadership training | * Tianlu proposed hosting a free leadership training for LC members.
 | * There is great interest and the date and time of the training is to be determined by the lecturer.
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**Action list:**

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| --- | --- | --- | --- |
| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| Pency will send a list of previous CLD Administrators to Toni. | Pency | In a few days |  |
| Toni will set up social media links on the website. | Toni | April 30 | website is buggy, awaiting fix |
| Previous Yifeng articles will be posted by Toni.  | Toni/Shaoli |   | website is buggy, awaiting fix |
| Tianlu will set up a networking event. | Tianlu | Mid-may | Completed in mid-June |
| Pearl will set up a Wechat group for social media discussions.Pearl will set up rules regarding posting etiquette for LinkedIn.Pearl will delete LinkedIn members who are not affiliated with either CLD or ATA. | Pearl | May |  |
| Pency will pass on one of her contacts who knows the cost efficient way in making podcasts. | Pency |  |  |
| June will follow up with Toni and Pency’s contact regarding how to make podcasts | June/Toni | Three weeks |  |
| Tianlu will host a leadership training. | Tianlu | May-June | Completed in May |
| Liming will clear out contents on her personal Wechat account, appoint admins, and complete other administrative work for the handoff.  | Liming | End of May |  |
| Joint presentation and networking with KLD & JLD  | Pency | To be discussed in the next meeting |  |
| Building member profiles in different ways.  | Prudence/Liming | By next meeting |  |

**Next LC meeting: Tuesday, July 14th, 2020 9PM ET**