**Recorded by: Liming Pals**

**Date: July 14th, 2020**

**Approved by: CLD Leadership Council**

**Date: September 30th, 2020**

**CLD Leadership Council April 2020 Meeting**

**Minutes of the Meeting**

**Meeting date / time:** July 14, 2020/ 9:00-10:30 PM ET **Meeting location:** Skype video conference

**Meeting participants:**

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

**Agenda:**

Approval of minutes from the previous LC meeting 5min LC

Review action items report 5min LC

Update: Virtual happy hour & WeChat group 10min Tianlu

Update: WeChat Official Account 10min Liming

Update: Website 10min Toni

Update: LinkedIn Group and Facebook 5min Pearl, Liming

Update: Podcasts & Webinar interviews 5min Toni, June, Prudence

ATA61 virtual conference and events 15min Pency

Member profiles 5min Prudence, Liming

CLD logo 5min Shaoli, Tianlu

Webinar 10min Tianlu

Yifeng 5min Tianlu

Voting member registration and benefits broadcast 5min Tianlu

Other matters 5min Pency

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Summary of discussion** | **Conclusion** |
| Kicking off the meeting | ● Tianlu began the meeting with greetings. |  |
| Approval of the minutes from the previous Board meeting | ● Moved by Tianlu  ● Seconded by Pency | Minutes approved |
| Virtual happy hour | ● Pency commented that it was a very good event and a good platform. Pearl agreed.  ● Tianlu mentioned that the time spent on organizing it was minimal. We are planning to do another one at the end of July. The notification will be shared on social media by Liming and Pearl.  ● Tianlu called for volunteers for the future virtual happy hour event.  ● Pency recommended that we do it once a month, especially right during the ATA annual conference.  ● Prudence asked about how others would know about the virtual hour and whether everyone would know about the notification. Tianlu replied that we have notified people via WeChat, Linkedin, Facebook, Listserv and ATA email list.  ● Prudence volunteered to participate and organize future virtual happy hour events.  ● Pency explained the settings and reasons it was open to non CLD members.   * Prudence asked LC members that attended happy hour to tell her more details of the June event so she can have an idea of how to handle July. | Tianlu will plan the July virtual happy hour planning and confirm with Prudence whether she would volunteer and how |
| ATA member-only WeChat group | ● Tianlu explained the new ATA members-only Wechat group entry. She plans to set up a Google Doc with the QR code to join the group and update it every week for two weeks. The broadcast including the link to the Google Doc will be sent out through ATA headquarters.  ● Later, one administrator will be appointed to manually add members to the group. Shaoli volunteered.  ● An alternative way to join the group is for members to send Using emails to to monitor the members by several volunteers. Shaoli and Prudence volunteered.  ● Tianlu moved that we set up a new group every two years. Seconded by Pency. Agreed by other members. | Tianlu will prepare and send broadcast to ATA Headquarters  Tianlu will coordinate with Shaoli (and Prudence, if necessary.) |
| Social Media Rules and Netiquette | ● Pearl already drafted a ATA CLD LinkedIn Rules and Netiquette and she will send it to Liming to double check.  ● Tianlu will finalize and send it to Toni to post it online.  ● Group rules for Wechat group, Facebook and Linkedin will be sent to Tianlu. |  |
| WeChat Official Account | ● Liming Explained the progress of the WeChat Official Account. We are re-posting about four Old Yifeng articles per week.  ● Liming moved that we share our WeChat official account articles broadly among our circle of WeChat friends. Seconded by Pency.  ● Tianlu encouraged that WeChat official accounts are a good platform to share Linkedin and Facebook accounts. |  |
| Website | ● Toni mentioned that she is not able to upload pictures but only text. She contacted ATA headquarters but has not received any replies from the technical staff after two months.  ● Toni's suggestion is that we just go ahead and upload the text first.  ● Pency agreed that we should just upload the text first.  ● Tianlu agreed that we could still use it although it is simpler. | Upload now works, please send me documents to be posted on the website. |
| LinkedIn Group | ● Pearl did not set up a Wechat group for social media since only Liming and Pearl are members. Pearl sought opinions regarding just continuing using the ATA LC group.  ● Pearl already set up rules regarding posting etiquette for LinkedIn.  ● Pearl deleted LinkedIn members who are not affiliated with either CLD or ATA. Pearl mentioned that some members mentioned that the company they work for are members.  ● Pency commented about whether corporate members should be kept in the group.  ● Prudence commented that employees of corporate members are not qualified to take the ATA certification exam.  ● Tianlu mentioned that it all depends on what we want to accomplish with Linkedin.  ● Pearl will ask different members to post on Linkedin like Rony and Tian Huang.   * Prudence informed the group that ATA rules for corporate members state that employees of corporations are not eligible to take certification exams. Individuals taking exams must have individual memberships. | Linkedin will be only for the individual members of ATA for now. |
| Facebook | ● Liming is the only one who can post on the ATA CLD facebook account.  ● Liming will decide whether we should have more administrators allowed to post on Facebook. | ● |
| Yifeng: More volunteer interviewers | ● No discussions were made on this item due to Marie’s absence.   * Marie is no longer in charge of Yifeng, as of EOD July 14th, 2020, due to failure to respond to Tianlu's emails and absence from LC meetings |  |
| Podcast & Webinar interviews | ● June will follow with Pency and Toni about the future podcast.  ● June did an interview and completed a draft but she has not received the notification about the coming newsletter.  ● June will research about the platforms and framework of the podcast.  ● June will discuss with Prudence about the details.  ● June will set up a time with Prudence to do the podcast. |  |
| Other matters | ● Distinguished guest Lin will still speak during the virtual meeting.  ● Pearl mentioned a watch party for certain sessions that we are interested in. Tianlu mentioned a google doc can be created for members to sign up and organize their own watch parties if they like. | ● Tianlu will create a sign up sheet before the conference |
| Member profiles | ● Prudence read the ATA handbook and confirmed that we should not have a members list.  ● Prudence recommended a survey to get an understanding of what the members expected.  ● Tianlu really liked the idea of the survey.  ● Prudence and Liming can commence talking about the questions. | ● |
| CLD logo | ● The logo has been provided to the LC and the LC members agreed that Shaoli should make the final decision. Shaoli really preferred the logo with the solid D.  ● Shaoli will provide different formats of the logo to whoever needs it. | ● A logo sheet with descriptions and instructions as well as different formats of logos will be uploaded to Google drive by early August. |
| Webinar | ● Tianlu moved that we ask different speakers to speak through ATA CLD webinars for members only for free. ATA also approved the proposal. Seconded by Pency and Liming.  ● As to the platform, we can use the current platforms. Liming offered a webinar zoom account.  ● Tianlu already had a guest speaker in mind to address how to collect money from clients. | Tianlu will set up the first webinar by the end of August. |
| Yifeng | ● We do not have an editor right now. Feel free to recommend people in our CLD.  ● Tianlu will draft a job description and qualification for Yifeng Editor. |  |
| Voting member registration and benefits broadcast | ● Tianlu really hopes that we will encourage more CLD members to be involved in ATA as voting members. |  |

**Action list:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| Future virtual happy hour planning and confirming details about whether Prudence would volunteer and how | Tianlu | July 21 | Happy hour is planned and announced for July.  Reached out to Prudence. |
| Tianlu will work with Shaoli about Wechat members only Group | Tianlu | August 30 |  |
| Pearl will work with Liming to double check with the Group Rules and where to post it. | Pearl and Liming | July 21 | Completed |
| Toni will speak to Jamie about uploading the pictures. Toni will. | Toni | Mid-may |  |
| Tianlu will provide personal intro to Toni and the Virtual Happy Hour notice. | Tianlu | July 21 |  |
| Pency will provide a personal intro to Toni. | Pency | July 21---> July 23rd. | Completed. Sent on July 23rd. |
| Liming will send links of completed articles of Yifeng to Toni. | Liming | July 28 |  |
| June will research about the platforms and framework of the podcast. | June |  |  |
| June will discuss with Prudence about the details. | June |  |  |
| June will set up a time with Prudence to do the podcast. | June |  |  |
| Prudence and Liming will talk about the questions and provide them to the LC. | Prudence and Liming | August 15, 2020 |  |
| LC will review the draft of survey and approve | All LC members | September 1, 2020 |  |
| Publish the survey | Prudence | September 15, 2020 |  |
| Shaoli will provide different formats of the logo to whoever needs it. | Shaoli | July 16, 2020  Simple formats and all by August 15, 2020 |  |
| Tianlu will draft a job description and qualifications of Yifeng Editor. | Tianlu | August 15, 2020 |  |
| Tianlu will set up the first webinar by the end of August. | Tianlu | August 30, 2020 |  |

**Next LC meeting: Wednesday, September 30th, 2020 9PM ET**