**Recorded by: Liming Pals**

**Date: September 30th, 2020**

**Approved by: CLD Leadership Council**

**Date: [DATE of approval]**

**CLD Leadership Council April 2020 Meeting**

**Minutes of the Meeting**

**Meeting date / time:** September 30, 2020/ 9:00-10:40 PM ET **Meeting location:** Zoom

**Meeting participants:**

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

**Agenda:**

1. Approval of minutes from the previous

LC meeting 5min LC

1. Approve action items report 5min LC
2. Update: Website 10min Toni
3. Update: Podcasts & Webinar interviews 10min June
4. Update: WeChat Official Account 5min Liming
5. Update: Member profiles/Survey 10min Prudence, Liming
6. Update: LinkedIn Group and Facebook 5min Pearl, Liming
7. Update: WeChat group, webinar, Zoom account 10min Tianlu
8. **ATA61: CLD events, sessions, promotion** 20min Pency, Tianlu
   1. Division dinner and annual members meeting
   2. CLD sessions
   3. How to connect with attendees during the conference
   4. ATA61 WeChat group
   5. Attendee-initiated watch parties
   6. LC members’ tasks during the conference
9. Other matters/agenda proposals for

next LC meeting 10min

**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 Pency * Seconded by June | July Minutes approved |
| Review action items report | * Reviewed before the meeting on September 30th by each LC member. |  |
| Website | * Toni reported that she had posted several events on the website, fixed the website layout, CLD admin bio, and logos. She added that Liming had contacted her to post Wechat content to the website. * Regarding the content editor, Shaoli or one more colleague is needed to support in this area. * Pency and Tianlu will each write an article by next Friday, October 9th, 2020. Tianlu can send it to Shaoli and Toni to post it on the website by October 15th, 2020. |  |
| WeChat Official Account | * Shaoli will post some LC profiles and ATA on the WeChat official account by October 15, 2020. Shaoli moved and Tianlu seconded. Liming will send her profile to Shaoli by October 11, 2020. * Liming will write up an introduction of CLD by October 11, 2020 and Shaoli will proofread and post it on the website and the WeChat Official Account by October 15, 2020. |  |
| Podcast & Webinar interviews | * June collected resources and has found this particularly useful and comprehensive guide to create a podcast: https://www.shopify.com/blog/34911301-how-to-start-a-podcast-the-ultimate-step-by-step-podcasting-guide. * Toni’s recommendation of using Zencastr makes it very easy to record the podcast. * Tianlu and Pency shared many resources as well, which June will refer to more often when everything is up and running. * June drafted some materials. * June already talked to Prudence about the details of the podcast. June will schedule a time with Prudence to do the podcast. * June will inform Tianlu about the podcast before the Annual Conference. |  |
| Member profiles/Survey | * Prudence and Liming use the survey to understand the CLD members instead of creating profiles. * Using the survey to get input from members about professional development. * The survey was created by Tianlu, Prudence and Liming. It was sent to ATA headquarters and it could be more than 10 questions. * Prudence and Liming will remind Jamie to send the Survey link weekly to remind everyone. * LC members who are in charge of social media will remind everyone about the survey. |  |
| WeChat group, webinar, zoom account | * We have more than 40 CLD members in the group. This group is still a trial and our goal is to set up a support group for members. * Tianlu is looking for a volunteer as an admin for the WeChat group. * In August, we had our first Webinar by Rony Gao. Tianlu has already tentatively scheduled another presenter in November. Liming and Tianlu will make a reservation on the Divisions listserv calendar with regards to zoom. |  |
| ATA61 | * + Division dinner and annual members meeting (1 hour). Pency will send LC members who are in charge of social media a plan for the division dinner.   + CLD sessions: four sessions.   + How to connect with attendees during the conference: establish a new WeChat group for all attendees.   + Watch parties: Tianlu will create a google doc for attendees to sign up for sessions they are interested in.   + LC members’ tasks during the conference: attend annual membership meeting, introduce our main responsibilities, and actively engage in discussions with attendees. |  |
| Other matters/agenda proposals for next LC meeting | * Pency proposed that our distinguished speaker, Mr. Lin, should be introduced in the beginning by Tianlu as a facilitator and FAQ should be facilitated by Tianlu. * Pency will inform Jamie after this meeting. Pency will get Tianlu and Mr. Lin in touch. |  |
| Yifeng | * Tianlu has not found an executive editor and Tianlu will draft a description by October 15th, 2020 and send it to Jamie and share this during the annual conference. Our goal is to find an executive editor by the end of this year. |  |

**Action list:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| Tianlu will write a welcoming article by next Friday October 9th, 2020. | Tianlu | October 10th, 2020 | Done |
| Tianlu will establish a new WeChat group for all ATA61 CLD attendees. | Tianlu | October 17, 2020 | Done |
| Tianlu will create a google doc for attendees to sign up for sessions they are interested in | Tianlu | October 17, 2020 | Will do before annual meeting on Oct 18 |
| Tianlu will write a job post for the positions of Yifeng Executive Editor and Editor and send it to Jamie, Liming, Toni, and Shaoli to be posted | Tianlu | October 15, 2020 | Done  I’ll send it to Jamie after the conference. I’m sure he’s pretty swamped right now. |
| Toni will post the articles fromPency and Tianlu on the website by October 15th, 2020. | Toni | October 15th, 2020 |  |
| Shaoli will work with Toni to post the articles fromPency and Tianlu on the website by October 15th, 2020. | Shaoli | October 15th, 2020 |  |
| Shaoli will post profiles of Pency, Tianlu and Liming and ATA on Wechat official account by October 15, 2020. | Shaoli | October 15th, 2020 |  |
| Shaoli will proofread and post it on the website and Wechat Official Account by October 15, 2020. | Shaoli | October 15th, 2020 |  |
| Liming will send her profile to Shaoli by October 11, 2020. | Liming | October 11th, 2020 | Done |
| Liming will write up an introduction of CLD by October 11, 2020. | Liming | October 11th, 2020 | Done |
| Liming will work with Shaoli to post profiles of Pency, Tianlu and Liming and ATA on the Wechat official account by October 15, 2020. | Liming | October 15th, 2020 | Done |
| Liming will explore if we can assign several managers and will post at least one post every week. | Liming | Weekly |  |
| June will schedule a time with Prudence to do the podcast. June will inform Tianlu about the podcast before the Annual Conference. | June | Oct 18, 2020 |  |
| LC members who are in charge of social media will remind everyone about the survey. | Pearl, Liming, Tianlu | Weekly | Week 1 Done in WeChat groups --Tianlu |
| Pency will each write an article by next Friday October 9th, 2020. | Pency | October 9th, 2020 |  |
| Pency will send LC members who are in charge of social media what to expect for the division dinner. | Pency | Done | I do not have any access to CLD FB. I believe that I have surrendered the administrative login info to Tianlu. Please confirm with Tianlu on CLD FB login info. |
| Pency will inform Jamie after this meeting. Pency will get Tianlu and Mr. Lin in touch. | Pency |  | Done |

**Next LC meeting: Jan 27, 2021 8:30pm – 10pm ET**