**Recorded by: Liming Pals**

**Date: June 10, 2021, 2021**

**Approved by: CLD Leadership Council**

**Date of Approval: September 2, 2021**

**CLD Leadership Council June 2021 Meeting**

**Minutes of the Meeting**

**Meeting date / time:** June 10, 2021/ 8:30-10:30 PM ET **Meeting location:** Zoom meeting

**Meeting participants:**

| **Present:** | Tianlu Redmon | Administrator |
| --- | --- | --- |
| Liming Pals | Assistant Administrator |
| Shaoli Gu | Website editor, WeChat Official Account editor |
| Fang Sheng | *Yifeng* Editor-in-Chief |
|  |  |

**Agenda:**

1. Approval of minutes from the previous LC meeting 5 min
2. Welcome Fang Sheng 10 min Tianlu
3. Update: Website 20 min Shaoli, Liming
4. Update: WeChat Official Account 10 min Liming, Shaoli
5. Update: CLD events 10 min Tianlu
6. Update: Podcasts, WeChat groups 5 min Tianlu
7. Update: LinkedIn Group, listserv, and Facebook 10 min Tianlu, Liming
8. Yifeng 20 min Fang
9. ATA62 and CLD dinner 20 min LC
10. Other matters/agenda proposals for next LC meeting 10 min LC

**Minutes:**

| **Topic** | **Summary of discussion** | **Conclusion** |
| --- | --- | --- |
| Kicking off the meeting | * Meeting commences at 8:30 PM |  |
| Approval of minutes from the previous LC meeting | * Minutes approved |  |
| Welcome Fang Sheng | * Tianlu welcomes Fang Sheng * Tianlu expresses that the most important thing for the LC meeting is that we are one united team. We are there for each other. |  |
| Update: Website | * Shaoli went over the newly updated website: Home Page, Events with Photo Gallery, Yifeng Blog (with different categories), About CLD (Meeting Mins). * We will add a podcast page (Tianlu will provide an introduction paragraph for the page) * Shaoli suggested: add email address, and add information to About CLD on how to join, which can be hyperlinked to CTA “Join CLD Family” on homepage (We do have a ATA official email address) * Fang Sheng asked a question about the differences between the Yifeng Blog and Yifeng Newsletter. * Fang Sheng asked whether we can sync the WeChat Official Account with the Website * Tianlu asked whether Fang Sheng can localize the English intro paragraph on the home page to target the English native audience. * Liming will check the comments every week. * Renee Wang volunteered to contribute 2 hours every month and Shaoli will train Renee and Fang Sheng on how to create posts. | * Email address can be added as an icon * Information on how to join CLD can be added under About CLD * Tianlu will draft how to become a member of ATA and how to follow us * Fang Sheng will localize the English intro paragraph on the home page under Welcome to English speaking audience * Liming will check comments every week. |
| Update: WeChat Official Account | * Liming plans to find an alternative to enable Mingshu to directly create a blog by using Xiumi. * Liming will contact WeChat Service about the Official Account verification process. * Liming will explore how to add external hyperlinks into WeChat Official Account solutions. | * Liming plans to find an alternative to enable Mingshu to directly create a blog by using Xiumi. * Liming will contact WeChat Service about the Official Account verification process. * Liming will explore how to add external hyperlinks into WeChat Official Account solutions. |
| Update: CLD events | * Chinese New Year CLD Happy Hour on Feb 16 * CLD Cafe: 6 meetings between March and May, alternating between Wed. evenings and Sat. early afternoons, no host, impromptu topics, easy hosting   + Tianlu needs to resist the temptation to host   + Announce ahead of time     - Website     - WeChat OC + groups     - Eventbrite   + How to make registrations easier     - Disable Eventbrite registration     - Post links in member group announcement     - Using the same zoom meeting ID will be easier for people to remember * Kara Lund webinar (6-7hrs + 2hr)   + Time-consuming, low attendance (38 signups, 14 Chinese possibly, 5 Chinese to social hour)   + Only when speaker needs compensation/we want to draw a bigger audience   + Yongmei joined PD Committee * More events/webinar in the summer?   + CLD Cafe   + Qian Ming   + Rony/Evelyn * It will be helpful if we inform Shaoli a weekend in advance for Shaoli to publish on the website. | * Tianlu will set up one zoom meeting ID for future CLD Cafe meetings and post it in member group announcement |
| Podcasts, WeChat groups, member activities | * We have two episodes of podcasts and look for an interested host or co-host. * Tianlu encouraged more activities in the member-only WeChat groups. | * Tianlu will ask Jessie Liu |
| LinkedIn Group, listserv, and Facebook | * Liming shared her Facebook passion * Tianlu mentioned whether we can directly link the website updates on Facebook. * Liming will find a way to automatically post our website’s updates on Facebook and let Shaoli know. | * Liming will find a way to automatically post our website’s updates on Facebook and will let Shaoli know. |
| Yifeng | * Fang Sheng approached a few colleagues to write a few articles. Fang Sheng asked Rony to share about his recent award representing MIT, and Yongmei to write about Toastmaster. * Liming will write an article about attending the ATA annual conference in Minneapolis by the end of August. * Mingshu is willing to write about tips for court interpreters. * Tianlu asks about whether we should have some author’s guidelines for Yifeng Blog and sent the [Author's Guideline](http://www.ata-divisions.org/ID/blog/author-guidelines/) from the ATA Interpreters division as a reference. | * Liming will send the ATA Division Handbook to Fang and highlight the parts related to Editors. * Fang will create guidelines for * Yifeng Blog. |
| ATA62 and CLD dinner | * Fang Sheng, Shaoli and Liming will be at the conference * Liming will arrange the CLD dinner and contact Pency. * The distinguished speaker is confirmed, and his bio is accepted. We can start to publish his bio now. Tianlu will send Dr. Bao’s bio to Shaoli by July 15th, 2021. * Liming will send the old website and sessions of distinguished speakers list of previous meetings to Shaoli. * Tianlu mentioned that we could set up the annual meeting page on the website, including a list of speakers for ATA62, Minneapolis introduction, and previous DS bios and sessions. | * Tianlu will contact Pency. * Liming will seek advice from Pency on the CLD dinner. * Tianlu will send Dr. Bao’s bio to Shaoli by July 15th, 2021. |

**Action list:**

| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Email address can be added as an icon | Shaoli | June 13th, 2021 | Done |
| Tianlu will draft a how to become a member of ATA and how to follow us. | Tianlu | July 10th, 2021 | Done (8/1/2021) |
| Tianlu will set up one zoom meeting ID for future CLD Cafe meetings and post it in member group announcement | Tianlu | Before the next CLD Cafe | Done |
| Tianlu will set up Mingshu and Duoduo as CLD Cafe hosts | Tianlu | August 12, 2021 | Done (Only Mingshu is on board. Tingting Qin may help out) |
| Tianlu will ask Jessie Liu about hosting the podcast | Tianlu |  | Done (She said yes!) |
| Tianlu will contact Pency about the CLD dinner | Tianlu |  | Done |
| Fang Sheng will localize the sentence on the home page under Welcome to target English native audiences. | Fang Sheng | July 1st, 2021 | Done |
| Fang will create guidelines for Yifeng Blog. | Fang |  | Done |
| Liming will plan to find an alternative to enable Mingshu to directly create a blog by using Xiumi. | Liming | July 15th, 2021 | Done |
| Liming will contact WeChat Services about the Official Account verification process. | Liming | July 31st, 2021 | Done |
| Liming will explore updates on how to add external hyperlinks into WeChat Official Account solutions. | Liming | August 31st, 2021 | Not able for now |
| Liming will find a way to automatically post our website’s updates on Facebook and let Shaoli know. | Liming | June 16th, 2021 | Done |
| Liming will send the ATA Division Handbook to Fang and highlight the parts related to Editors. | Liming | June 13th, 2021 | Done |
| Tianlu will send Dr. Bao’s bio to Shaoli by July 15th, 2021. | Tianlu | July 15th, 2021 | Done (8/1/2021) |
| Liming will send the old website and sessions of distinguished speakers list of previous meetings to Shaoli. | Liming | July 31st, 2021 | Done |
| Shaoli will update the website after receiving information from Liming on the annual conference. | Shaoli |  | Done |
| Liming will seek advice from Pency on the CLD dinner. | Liming | July 31st, 2021 | Done |
| A plan of WeChat and Facebook work | Liming | August 30th, 2021 | Liming will draft a role description to recruit volunteers.  To share it before the ATA conference.  Recruit during the ATA62.  Form a team.  Asking ATA Headquarter to add plugin through CLD website. |

**Next LC meeting: 8:30 PM ET, Wednesday, September 2nd, 2021**