**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**