**Recorded by: Liming Pals**

**Date: September 2, 2021**

**Approved by: CLD Leadership Council**

**Date of Approval: January 12, 2022**

**CLD Leadership Council September2021 Meeting**

**Minutes of the Meeting**

**Meeting date / time:** September 2, 2021/ 7:33-10:00 PM ET **Meeting location:** Zoom meeting

**Meeting participants:**

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

**Agenda:**

1. Approval of [minutes](https://docs.google.com/document/u/2/d/1rPAVq2J83y-VMqdWqPhNpyXgYC5NTEIy/edit) from the previous LC meeting 5 min LC
2. Introduce new volunteers 5 min LC

| Tianlu Redmon | Administrator: ATA correspondence, WeChat groups, events, LinkedIn Group manager |
| --- | --- |
| Liming Pals | Assistant Administrator: ATA correspondence, WeChat Official Account, Facebook manager |
| Shaoli Gu | Webmaster, Website editor, WeChat Official Account editor |
| Fang Sheng | *Yifeng* Editor-in-Chief |
| \*Additional volunteers | Website: Renee Wang (web editor)  Yifeng: Xue Lin (editor)  Podcast: Jessie Liu (host), June Chen (tech support)  Events: Mingshu Zhang (host) Zhenhuan “Duoduo” Lei and Tingting Qin (volunteers) |

1. ATA62 25 min LC
   1. Encourage registration and promote membership
   2. Publish article on Minneapolis
   3. Prepare Annual Members Meeting
   4. Prepare CLD dinner
   5. Set up and manage conference WeChat group
   6. Identify and recruit volunteers
   7. Nominating committee (2022 election)
2. Update: Yifeng 15 min Fang
   1. Submission guidelines
   2. Article pipeline
3. Update: Website 10 min Shaoli, Liming
4. Update: WeChat Official Account 10 min Liming, Shaoli
5. Update: CLD events 5 min Tianlu
6. Update: Podcasts, WeChat groups 5 min Tianlu
7. Update: LinkedIn Group, listserv, and Facebook 5 min Tianlu, Liming
8. Other matters/agenda proposals for next LC meeting 5 min LC

**Minutes:**

| **Topic** | **Summary of discussion** | **Conclusion** |
| --- | --- | --- |
| Kicking off | * Meeting commences at 8:33 PM ET |  |
| Approval of minutes from the previous LC meeting | * Approved | Approved |
| Introduce new volunteers | * Website: Renee Wang (web editor)   Liming will talk with her about what she is interested in doing for CLD   * Yifeng: Xue Lin (editor)   Fang really wants to identify and recruit volunteers   * Podcast: Jessie Liu (host), June Chen (tech support)   + Jessie will publish a podcast every six weeks. * Events: Mingshu Zhang (host) Zhenhuan “Duoduo” Lei and Tingting Qin (volunteers) | * Liming will talk with Renee Wang about what she is interested in doing for CLD by September 15th. * Fang will recruit volunteers at ATA62 and CLD’s Annual Members Meeting * Tianlu will follow up with Jessie |
| ATA62 | * Encourage registration and promote membership * Publish article on Minneapolis * Prepare Annual Members Meeting   + The meeting will be October 10th, 2021, Sunday Morning 10am ET.   + All LC members will prepare some slides (Work done in the past year and plan for the next year) their own areas to present during the CLD Annual Members Meeting before Oct 3rd, 2021. * Prepare CLD dinner   Liming will reserve the restaurant by Sep 10th.  Tianlu will oversee making CLD buttons and Shaoli design.  Tianlu will brainstorm with Pency about gift ideas.   * Set up and manage conference WeChat group * Identify and recruit volunteers * Nominating committee (2022 election)   Liming will send a notice in the CLD member WeChat group by September 8th. | * Liming will identify and recruit new volunteers at the ATA62 * Liming will publish an article about ATA62 by September 10th and share it with Shaoli to post on the website. * Tianlu will talk with ATA headquarter about allowing non-member attendee joining the CLD Annual Members Meeting. * Liming will reserve the restaurant for CLD Dinner by Sep 10th. * Tianlu will prepare a short video for CLD. * Tianlu will oversee making CLD buttons and ask Shaoli to design it * Tianlu will brainstorm with Pency about gift ideas. * Liming will send a notice about Nominating committee in the CLD member WeChat group by September 8th. * Liming, Shaoli, and Fang will send slides to Tianlu before Oct 3rd. |
| Update: Yifeng | * Submission guidelines   Fang shared Submission Guidelines, and Fang will review it with Xue Lin.  Fang can refer to ATA Chronicle submission  Guidelines.   * Article pipeline   + Fang will follow up with Evelyn about the article.   + Fang will draft an article about Toastmasters Chinese club and Yongmei will revise.   + Fang is asking Jack from Canada to write an article about poem translation.   + Fang will follow up with Mingshu about the article about legal interpretation.   + Asking referral from authors.   + Fang can ask ATA62 CLD attendee to write about the experience of ATA annual conference. | * Fang will publish the submission Guidelines before the ATA62 October 3rd the latest. * Fang will follow up with Evelyn about the article. * Fang will draft an article about Toastmasters Chinese club and Yongmei will revise it to post on CLD blog. * Fang is asking Jack from Canada to write an article about poem translation. * Fang will follow up with Mingshu about writing an article on legal interpretation. |
| Update: Website | * Website blog post * Shaoli provided a website training |  |
| Update: WeChat Official Account | * Liming will draft a job description of volunteers to work on Wechat Official Account and Facebook. | * Liming will draft a role description for volunteers to assist with posting on Wechat Official Account and Facebook. |
| Update: CLD events | * September 8 * September 25 Ming Qian will present. * Tianlu proposed to host a CLD café about raising children in a bilingual environment next year. | * Tianlu will host the event in 2022 |
| Podcasts, WeChat groups, Member activities | * Jessie will publish * Tianlu will organize a new CLD Member group next year. | * Tianlu will organize a new CLD Member group next year. |
| LinkedIn Group, listserv, and Facebook | * Liming will ask Jamie to add a Facebook Plug-in to our CLD website. | * Liming will ask Jamie to add a Facebook Plug-in to our CLD website. |
| LC Team Building | * Tianlu will work with Team to brainstorm on team building event before Christmas. | * Tianlu will work with Team to brainstorm on team building event before Christmas. |

**Action list:**

| **Action item** | **Owner(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Liming, Shaoli, and Fang will send slides to Tianlu before Oct 3rd. | Liming, Shaoli, Fang | Oct 3, 2021 | Done |
| Liming will talk with Renee Wang about what she is interested in doing for CLD by September 15th. | Liming | September 15, 2021 | Done |
| Liming will identify and recruit new volunteers at the ATA62 | Liming | November 15, 2021 | Done |
| Liming will publish an article about ATA62 by September 10th and share it with Shaoli to post on the website. | Liming | September 10, 2021 | Done |
| Tianlu will talk with ATA headquarter about allowing non-member attendee joining the CLD Annual Members Meeting. | Tianlu |  | Done |
| Liming will reserve the restaurant for CLD Dinner by Sep 10th. | Liming | September 10, 2021 | Done |
| Tianlu will prepare a short video for CLD during ATA62. | Tianlu |  | Done |
| Tianlu will oversee making CLD buttons and ask Shaoli to design it. | Tianlu and Shaoli |  | Done |
| Tianlu will brainstorm with Pency about gift ideas. | Tianlu |  | Done |
| Liming will send a notice about Nominating committee in the CLD member WeChat group by September 8th. | Liming |  | Done |
| Fang will publish the submission Guidelines before the ATA62 October 3rd the latest. | Fang Sheng | June 16th, 2021 | Done |
| Fang will follow up with Evelyn about the article. | Fang Sheng |  | Done |
| Fang will draft an article about Toastmasters Chinese club and Yongmei will revise it to post on CLD blog. | Fang Sheng |  |  |
| Fang will recruit volunteers at ATA62 and CLD’s Annual Members Meeting | Fang Sheng |  |  |
| Fang will follow up with Mingshu about writing an article on legal interpretation. | Fang Sheng |  |  |
| Liming will draft a role description for volunteers to assist with posting on Wechat Official Account and Facebook. | Liming |  | Done  [Link](https://docs.google.com/document/d/1qBS4qs3E0pvzbx9ElJmtIYpw6mDu30X-/edit?usp=sharing&ouid=113365444699568799423&rtpof=true&sd=true) |
| Liming will ask Jamie to add a Facebook Plug-in to our CLD website. | Liming |  | Done |
| Tianlu will work with Team to brainstorm on team building event before Christmas. | Tianlu |  | Done |
| Tianlu will follow up with Jessie | Tianlu |  | Done |
| Tianlu will host a CLD Cafe discussion on raising bilingual children in 2022 | Tianlu |  | In progress |
| Tianlu will organize a new CLD Member group next year. | Tianlu |  | In progress |

Next LC meeting: TBD