

**Meeting of the Board of Directors
American Translators Association
Tentative Agenda
Hilton Atlanta
Atlanta, Georgia
January 30-31, 2016**

ATA Mission Statement

The mission of ATA is to benefit translators and interpreters by promoting recognition of their societal and commercial value, facilitating communication among all its members, establishing standards of competence and ethics, and educating both its members and the public.

Welcome to the ATA Board of Directors Meeting

The meeting is open to the public, however, except for past presidents, meeting attendees may not participate in the Board discussions. Comments from the general membership are solicited at the end of the session each day. Please do not use this time to market any products or services to the Board. For more information, please see the ATA Board Meeting Guest Guidelines.

Note: Agenda items in italics require Board action.

Saturday, January 30

- 9:00 a.m. Call to Order – *Rumsey* (5 minutes)

- 1. 9:05 a.m. *Approval of Agenda – Rumsey* (5 minutes)

- 2. 9:10 a.m. *Approval of the Minutes – Rumsey* (15 minutes)
 - A. November 5, 2015 Annual Meeting of Voting Members*
 - B. November 6, 2015 Annual Meeting of All Members*
 - C. November 7-8, 2015 Board of Directors Meeting*
 - D. Board Meeting Summary*

- 3. 9:15 a.m. President’s Welcome and Remarks – *Rumsey* (5 minutes)

- 4. 9:20 a.m. Reports Requiring No Board Action – *Rumsey* (15 minutes)
 - A. Committee Reports
 - 1. Certification Committee
 - 2. Chapters Committee
 - 3. Honors and Awards Committee
 - 4. Interpretation Policy Advisory Committee
 - 5. Membership Committee
 - 6. Mentoring Committee
 - 7. Terminology Committee
 - B. Division Reports
 - 1. French Language Division

2. German Language Division
3. Japanese Language Division
4. Nordic Division
5. Portuguese Language Division
6. Science and Technology Division
7. Slavic Languages Division

C. Other Reports

1. Guadalajara Book Festival
2. Immigration Court Interpreters Contract Correspondence
3. Joint National Committee for Languages

5. 9:35 a.m. Treasurer's Report – *Wozniak* (25 minutes)
 - A. Report
 - B. Minutes from the November 6, 2015 Finance and Audit Committee Meeting
 - C. Conference Finances
 - D. Financial Statements
 - E. Investments Report
 - F. Final Audit and Management Letters
6. 10:00 a.m. Headquarters Report – *Bacak* (25 minutes)
The Board will be briefed on Headquarters' activities since the last Board meeting.
- 10:25 a.m. Break (15 minutes)
7. 10:40 a.m. Proposed ATA Antitrust Compliance Policy – *Rumsey* (35 minutes)
 - A. Current ATA Policy and Related Files
 - B. *Proposal to Approve the ATA Antitrust Compliance Policy*
The Board will vote on a proposal to approve the ATA Antitrust Compliance Policy to replace the current ATA Policy.
 - C. Commentary Discussion
The Board will discuss the proposed commentary to accompany the ATA Antitrust Compliance Policy.
8. 11:15 a.m. Ethics Committee – *Rumsey/Wozniak* (25 minutes)
 - A. *Proposal to Approve the Appointment of the Ethics Committee Chair*
The Board will vote to approve the appointment of the Ethics Committee chair.
 - B. Report
 - C. Executive Session
The Board will go into Executive Session to discuss some Ethics matters.
9. 11:40 a.m. Public Relations Committee Report – *Sánchez Zampaulo* (20 minutes)
The Board will be updated on the Public Relations Committee's activities.

- 12:00 p.m. Lunch/hotel tour
10. 2:30 p.m. Standards Committee Report and Update – *Rumsey* (20 minutes)
The Board will be updated on various standards developments and the work of the Standards Committee.
11. 2:50 p.m. Divisions – *Rumsey* (20 minutes)
A. Committee Report
B. *Proposal to Establish the Dutch Language Division*
The Board will vote to approve the establishment of the Dutch Language Division.
C. *Proposal to Approve the Appointment of the Acting Administrator and Acting Assistant Administrator of the Dutch Language Division*
If the Board establishes the Dutch Language Division, the Board will vote to approve the appointment of the acting division administrator and the acting assistant division administrator.
12. 3:10 p.m. Education and Pedagogy – *Rumsey* (20 minutes)
A. Committee Report
B. Change to Committee Charge Memo
The Board will discuss the changes in the Education and Pedagogy Committee’s charge and scope.
C. American Council on the Teaching of Foreign Languages Conference Report
The Board will be briefed on the ATA presentation at the recent American Council on the Teaching of Foreign Languages conference.
D. Modern Language Association Convention Report
The Board will be briefed on the ATA presentation at the recent Modern Language Association convention.
13. 3:30 p.m. ataTalk Update – *McKay* (10 minutes)
The Board will be briefed on the new ataTalk listserve.
- 3:40 p.m. Remarks from the General Membership (20 minutes)
This is the time when meeting attendees may share their opinions and comments with the Board.
- 4:00 p.m. Adjourn Meeting for the Day

Sunday, January 31

- 8:30 a.m. Call to Order – *Walsh* (5 minutes)
14. 8:35 a.m. International Federation of Translators Report – *Rumsey* (10 minutes)
The Board will discuss some proposed activities of the International Federation of Translators.
15. 8:45 a.m. American Foundation for Translation and Interpretation – *Rumsey* (10 minutes)

A. November 5, 2016 Meeting Minutes
B. *Proposal to Approve the Appointments to the American Foundation for Translation and Interpretation Board of Directors*
The Board will vote to approve the appointments of the American Foundation for Translation and Interpretation Board of Directors.

16. 8:55 a.m. Annual Conference – *McKay/Rumsey* (35 minutes)
A. 2015 Wrap Up
B. 2016 Update
C. *Proposal to Select the Host Hotel for the 2020 Annual Conference*
The Board will vote on a proposal to select the host hotel for the 2020 Annual Conference.

9:30 a.m. Break (15 minutes)

17. 9:45 a.m. Study Day Review – *McKay* (15 minutes)
The Board will review the report of the annual Study Day, which was held in conjunction with the Board meeting.

18. 10:00 a.m. Comments from the Membership – *McKay* (5 minutes)
The Board will post comments heard from members.

19. 10:05 a.m. Location and Date for the Next Board Meeting – *Rumsey* (5 minutes)

20. 10:10 a.m. Any Other Business/Announcements – *Rumsey* (10 minutes)

10:20 a.m. Remarks from the General Membership (10 minutes)
This is the time when meeting attendees may share their opinions and comments with the Board.

10:30 a.m. Adjourn meeting

Thank you for attending!

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ATA Board Meeting Guest Guidelines

Thank you for attending the ATA Board meeting. All meetings are open to ATA members in support of our commitment to transparency. Because in-person meetings come at a cost to both the Association and our volunteer Board members, it is our responsibility to the membership to make the most of those contributions by maintaining an environment that allows for the most effective meeting possible. With that in mind, we offer the following guidelines:

1. **Speaking.** Only Board members, invitees seated at the table, and Past Presidents are given the floor during the Board meeting. Time is set aside on the agenda for comments by guests at the end of each day. If you wish to speak, please provide your full name for the Secretary (a business card is a good idea). The Board welcomes your comments (both criticism and praise), but may not be able to respond or take up the matter until a later time.
2. **Executive Session.** If the Board needs to discuss sensitive issues (which may involve personnel, ethics proceedings, or other privileged information), the Board may need to go into executive session. At that time, all guests will be asked to step outside until the executive session has ended, at which point you will be invited to return.
3. **Devices and social media.** We ask all attendees to turn off cell phones completely during the meeting. While we recognize that you may wish to share your experience with the outside world by posting to social media during meetings, we strongly discourage it because it inhibits open and honest discussion and has a negative impact on the meeting environment. Please adjust your behavior accordingly:
 - a. Do not share details or recordings of Board discussions, and do not attribute quotes to individuals without express permission of the speaker. The Board makes decisions as a single body rather than individuals; its members need to be able to speak and debate freely, and the nuances of issues are often lost in sound bites. You may relay decisions made by the Board once the chair has confirmed the outcome; we ask that you verify such messages with the chair or Executive Director before sending (for example, when devices are powered up during breaks).
 - b. Be sure your information is accurate. You will note that Board members have thick binders full of reports and data that they have studied: without that context, the risk of misunderstanding and conveying incorrect or incomplete information is very high. The speed of social media means that both information and misinformation spreads quickly, and correcting it is next to impossible; this detracts from our efforts at conveying clear information to our members. ATA will provide information and background in the summary provided to the membership both on its official social media feeds and the summary published on the website shortly after the meeting.
 - c. Think of the audience. While ATA Board meetings are open to ATA members, much of ATA's internal business is not intended for the world at large. While you may share something with a smaller circle, information may travel well beyond your intended audience.