

**Meeting of the Board of Directors  
American Translators Association  
Tentative Agenda  
Hyatt Regency  
Minneapolis, Minnesota  
July 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, July 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 from the April 30-May 1, 2016 Board of Directors Meeting – Rumsey* (5 minutes)
- A. *Minutes*
- B. *Board Meeting Summary*
3. 9:15 a.m. *President’s Welcome and Remarks – Rumsey* (5 minutes)
- A. *Special Immigrant Visa Program letter*  
*ATA provided a letter of support requesting changes to the Special Immigrant Visa Program.*
- B. *California Workers’ Compensation letter*  
*ATA provided a letter advocating for changes in proposed legislation regarding language services in the California Workers’ Compensation system.*
4. 9:20 a.m. *Reports Requiring No Board Action – Rumsey* (45 minutes)
- A. *Committee Reports*
1. *Business Practices Education Committee*
2. *Chapters Committee*
3. *Divisions Committee*
4. *Governance and Communications Committee*

- a. Committee Report
- b. *Chronicle* Task Force Final Report
- c. ataTalk Report
- 5. Honors and Awards Committee
- 6. Membership Committee
- 7. Mentoring Committee
- 8. Professional Development Committee

B. Division Reports

- 1. Arabic Language Division
- 2. Dutch Language Division
- 3. French Language Division
- 4. German Language Division
- 5. Portuguese Language Division
- 6. Science and Technology Division
- 7. Slavic Languages Division
- 8. Spanish Language Division

C. Other Reports

- 1. ABRATES Conference
- 2. International Federation of Translators
- 3. International Medical Interpreters Association Annual Conference
- 4. Joint National Committee for Languages
- 5. National Association of Judiciary Interpreters and Translators Annual Conference

- 5. 10:05 a.m. Treasurer's Report – *Wozniak* (25 minutes)
  - A. Minutes from the April 29, 2016 Finance and Audit Committee Meeting
  - B. Report
  - C. Investments Report
  - D. *Proposal to Approve the Revised Investment Policy*  
*The Board will vote on a proposal to approve the revised Investment Policy.*
- 10:30 a.m. Break (15 minutes)
- 6. 10:45 a.m. Headquarters – *Bacak* (25 minutes)
  - A. Report  
*The Board will be briefed on Headquarters' activities since the last Board meeting.*
  - B. *Resolution*  
*The Board will vote on a proposed resolution honoring a long-serving employee.*
- 7. 11:10 a.m. *Active Membership Review Audit Report* – *Rumsey/Bacak* (20 minutes)  
*The Board will vote on a proposal to change the membership status of members who did not complete their Active Membership Review audits.*

8. 11:30 a.m. Ethics Committee – *Rumsey/Wozniak* (20 minutes)  
A. Report  
B. *Proposal to Approve the Appointment of the Ethics Committee Members*  
*The Board will vote to approve the appointment of members to the Ethics Committee.*  
C. Executive Session  
*The Board will go into Executive Session to discuss some ethics matters.*
9. 11:50 a.m. *Proposal to Approve an Honorary Member – Rumsey* (10 minutes)  
*The Board will go into Executive Session to discuss the proposal to approve an Honorary Membership.*
- 12:00 p.m. Lunch (45 minutes)
- 12:45 p.m. Tour hotel and break (75 minutes)
10. 2:00 p.m. Interpretation Policy Advisory Committee Report – *Gonzalez Hibner* (15 minutes)  
*The Board will be briefed on various interpreting-related activities including an update on the credentialed interpreter listings in the Directory of Translators and Interpreters.*
11. 2:15 p.m. *Proposal to Approve the Recipient of the 2016 Gode Medal Award – Rumsey* (5 minutes)  
*The Board will vote to approve the recipient of the 2016 Gode Medal Award.*
12. 2:20 p.m. Resolutions Discussion – *Rumsey/McKay* (40 minutes)  
*The Board will discuss processing and handling resolutions at the Annual Meeting of Voting Members.*
- 3:00 p.m. Break (15 minutes)
13. 3:15 p.m. Public Relations Committee – *Sánchez Zampaulo* (15 minutes)  
A. Report  
*The Board will be updated on the Public Relations Committee’s activities.*  
B. Society for Technical Communication Summit Report  
*The Board will be briefed on ATA’s participation at the Society for Technical Communication’s annual conference.*
14. 3:30 p.m. *Proposal to Establish the Government Relations Committee – Rumsey* (10 minutes)  
*The Board will vote on a proposal to establish the Government Relations Committee.*
15. 3:40 p.m. *Proposal to Approve the Appointment of the Government Relations Committee Chair – Rumsey* (10 minutes)

*Pending approval of the establishment of the Government Relations Committee, the Board will vote on a proposal to approve the appointment of the Government Relations Committee chair.*

16. 3:50 p.m. Education and Pedagogy Committee – *Rumsey* (15 minutes)  
A. Report  
*The Board will be updated on the Education and Pedagogy Committee's activities.*  
B. Association of Departments of Foreign Languages Western Summit Report  
*The Board will be briefed on ATA's participation at the Association of Departments of Foreign Languages' recent meeting.*  
C. Proposal to Authorize the Education and Pedagogy Committee to Pursue Grants  
*The Board will vote to approve authorizing the Education and Pedagogy Committee to pursue grants.*
17. 4:05 p.m. *Proposal to Approve the Appointment of the 2016 Inspector of Elections – Rumsey* (5 minutes)  
*The Board will vote to approve the appointment of the 2016 inspector of elections.*
18. 4:10 p.m. *Proposal to Set the 2016 Date of Record – Rumsey* (5 minutes)  
*The Board will vote to set the deadline for eligibility to vote in the 2016 ATA elections.*
- 4:15 p.m. Remarks from the General Membership (15 minutes)  
*This is the time when meeting attendees may share their opinions and comments with the Board.*
- 4:30 p.m. Adjourn Meeting for the Day
- 5:15 Meet in lobby for hotel tour and Board dinner.

### **Sunday, July 31**

- 8:30 a.m. Call to Order – *Rumsey* (5 minutes)
19. 8:35 a.m. Annual Conference – *McKay* (20 minutes)  
A. 2016 Update  
*The Board will be briefed on plans for this year's Annual Conference.*  
B. 2021 Site Proposals and Discussion  
*The Board will discuss proposed sites for the 2021 Annual Conference.*
20. 8:55 a.m. Certification Committee – *Rumsey* (35 minutes)  
A. Report  
*The Board will be briefed on developments in the Certification program.*

*B. Proposal for a Conference Registration Discount for Graders*

*The Board will vote on a proposal to approve giving graders who attend the Wednesday, November 2, 2016 training session a discount on their ATA Annual Conference registration.*

*C. Proposal to Increase the Proctor Fees for Computerized Exam Sitings*

*The Board will vote on a proposal to increase the fees for proctors for computerized exam sittings.*

*D. Proposal to Eliminate Eligibility Requirements*

*The Board will vote on a proposal to eliminate the eligibility requirements for certification exam candidates.*

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

21. 9:45 a.m. Standards Committee – *Rumsey* (20 minutes)

*A. Report and Update*

*The Board will be updated on various standards developments and the work of the Standards Committee.*

*B. 2016 Annual Meeting of ISO Technical Committee 37 Report*

*The Board will be briefed on ATA's participation at the recent meeting of ISO Technical Committee 37—Terminology and Other Language and Content Resources.*

22. 10:05 a.m. *Proposal to Approve the Final Budget for July 1, 2016-June 30, 2017 and the 2017-19 Working Budgets – Wozniak* (15 minutes)

*The Board will vote on the proposed final budget.*

23. 10:20 a.m. Comments from the Membership – *McKay* (5 minutes)

*The Board will post comments heard from members.*

24. 10:25 a.m. Location and Date for the Next Board Meeting – *Rumsey* (5 minutes)

25. 10:30 a.m. Any Other Business – *Rumsey* (5 minutes)

10:35 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.*

10:45 a.m. Adjourn meeting

**Thank you for attending!**

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