

**Meeting of the Board of Directors  
American Translators Association  
Tentative Agenda  
Portland Convention Center  
Portland, Oregon  
August 4-5, 2018**

***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, August 4**

- 9:00 a.m. Call to Order – *McKay* (5 minutes)
  
- 1. 9:05 a.m. *Approval of Agenda – McKay* (5 minutes)
  
- 2. 9:10 a.m. *Approval of the Minutes – McKay* (5 minutes)
  - A. *April 14-15, 2018 Board of Directors Meeting*
  - B. *Board Meeting Summary*
  
- 3. 9:15 a.m. *President’s Welcome and Remarks – McKay* (5 minutes)
  
- 4. 9:20 a.m. *April Board Meeting Follow Up – McKay* (10 minutes)  
*President McKay will update the Board on various action items from the April 14-15, 2018 Board meeting.*
  
- 5. 9:30 a.m. *Reports Requiring No Board Action – McKay* (20 minutes)
  - A. *Committee Reports*
    - 1. *Business Practices Education Committee*
    - 2. *Chapters Committee*
    - 3. *Education and Pedagogy Committee*
    - 4. *Ethics Committee*
    - 5. *Honors and Awards Committee*
    - 6. *Interpretation Policy Advisory Committee*
    - 7. *Membership Committee*
    - 8. *Standards Committee*

B. Division Reports

1. Dutch Language Division
2. Educators Division
3. French Language Division
4. German Language Division
5. Government Division
6. Interpreters Division
7. Korean Language Division
8. Language Technology Division
9. Law Division
10. Nordic Division
11. Science and Technology Division
12. Slavic Languages Division
13. Spanish Language Division
14. Translation Company Division

C. Other Reports

1. Association of Departments of Foreign Languages Summer Seminar
2. Association of Language Companies Annual Conference
3. International Federation of Translators
4. National Association of Judiciary Interpreters and Translators Annual Conference

6. 9:50 a.m. Treasurer's Report – *Milan* (20 minutes)

- A. Report
- B. Minutes from the April 13, 2018 Finance and Audit Committee Meeting
- C. Investments Statement
- D. Strategic Reserves Policy Discussion  
*The Board will discuss the draft Strategic Reserves Policy.*

7. 10:10 a.m. Headquarters Report – *Bacak* (20 minutes)

10:30 a.m. Break (15 minutes)

8. 10:45 a.m. Governance and Communications Committee – *Wozniak/McKay* (45 minutes)

- A. Report
- B. *Proposal to Approve Releasing the Draft Machine Translation Position Paper for Comment by the Membership*  
*The Board will vote to approve releasing the draft Machine Translation Position Paper to the membership for comments.*
- C. *Proposal to Establish the Ad Hoc Remote Interpreting Position Paper Committee*  
*The Board will vote to approve the establishment of the Ad Hoc Remote Interpreting Position Paper Committee.*
- D. *Proposal to Put Forward to the Membership a Bylaws Revision Proposal to*

*Change the Number of Signatures Needed to Establish a Division  
The Board will vote to approve putting forward to the membership a proposed bylaws change regarding the number of signatures required to establish a division.*

9. 11:30 a.m. Certification Committee – *McKay* (10 minutes)
  - A. Report
  - B. *Proposal to Approve the Conference Registration Discount for Graders Attending the Grader Training Session in Conjunction with the Annual Conference*  
*The Board will vote to approve the conference registration discount for graders attending the Grader Training Session in conjunction with the Annual Conference.*
10. 11:40 a.m. Certifying Machine Translation Post Editors Discussion – *Garland* (20 minutes)  
*The Board will discuss certifying Machine Translation post editors.*
- 12:00 p.m. Lunch
- 12:45 p.m. Convention Center Tour (75 minutes)
- 2:00 p.m. Study Session I: ATA’s Relationship with Other Groups (30 minutes)  
*The Board will go into a study session to discuss working with other groups.*
11. 2:30 p.m. T&I Industry Data Reporting Service Discussion – *Wozniak* (10 minutes)  
*The Board will discuss a translation and interpreting industry data reporting service.*
12. 2:40 p.m. Divisions – *McKay* (20 minutes)
  - A. Committee Report
  - B. *Proposal to Approve Establishing the Audiovisual Division*  
*The Board will vote to approve the establishment of the Audiovisual Division.*
  - C. *Proposal to Approve the Appointment of the Audiovisual Division’s Acting Administrator and Acting Assistant Administrator*  
*If the Board approves the Audiovisual Division, the Board will vote to approve the appointments of the acting administrator and acting assistant administrator.*
- 3:00 p.m. Break (15 minutes)
13. 3:15 p.m. Ad Hoc Decoupling Committee Update – *McKay* (15 minutes)  
*The Board will be briefed on the Ad Hoc Decoupling Committee’s activities.*
14. 3:30 p.m. Ad Hoc Website Committee Report – *Tkaczyk/Bacak* (15 minutes)  
*The Board will be updated on the work on the new website by the Ad Hoc Website Committee and Headquarters.*

15. 3:45 p.m. Association Management System Report – *Bacak* (15 minutes)  
*The Board will be updated on selecting and implementing an Association Management System.*
16. 4:00 p.m. Public Relations Committee Report – *Sánchez Zampaulo* (20 minutes)  
*The Board will be updated on ATA's public relations activities.*
- 4:15 p.m. Remarks from the General Membership (10 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

**Sunday, August 5**

- 8:30 a.m. Call to Order – *McKay* (5 minutes)
17. 8:35 a.m. Consent Agenda – *McKay* (5 minutes)  
A. *Proposal to Set the Date of Record*  
*The Board will vote to set the Date of Record for the 2018 elections.*  
B. *Proposal to Approve the Appointment of the Inspector of Elections*  
*The Board will vote to approve the appointment of the 2018 Inspector of Elections.*
18. 8:40 a.m. Compensation Survey – *McKay/Koby* (15 minutes)  
A. Discussion  
B. *Proposal to Establish the Ad Hoc Compensation Survey Advisory Committee*  
*The Board will vote to approve the establishment of the Ad Hoc Compensation Survey Advisory Committee.*  
C. *Proposal to Approve the Appointments to the Ad Hoc Compensation Survey Advisory Committee*  
*The Board will vote to approve the appointments to the Ad Hoc Compensation Survey Advisory Committee.*
19. 8:55 a.m. Professional Development Committee Report and Discussion – *McKay* (15 minutes)  
*The Board will discuss the Professional Development Committee's plans.*
- 9:10 a.m. Study Session II: Working with ATA Chapters Discussion (30 minutes)  
*The Board will go into a study session to discuss working with ATA Chapters and other local groups.*
- 9:40 a.m. Break (15 minutes)
20. 9:55 a.m. Annual Conference – *Wozniak/McKay* (30 minutes)

A. 2018 Annual Conference Update

B. Proposed 2024 Annual Conference Site Discussion

*The Board will discuss a possible host site for the 2024 Annual Conference.*

21. 10:25 a.m. *Proposal to Approve the Budget for July 1, 2018-June 30, 2019 and the 2019-21 Draft Budgets – Milan (20 minutes)*  
*The Board will vote to approve the budget for July 1, 2018-June 30, 2019 and the 2019-21 draft budgets.*
22. 10:45 a.m. *Gode Medal Award Committee Report – McKay (5 minutes)*  
*The Board will vote to approve the selection of the 2018 Gode Medal recipient.*
23. 10:50 a.m. *Comments from the Membership – McKay (5 minutes)*  
*The Board will post comments heard from members.*
24. 10:55 a.m. *Location and Date for the Next Board Meeting – McKay (5 minutes)*
25. 11:00 a.m. *Any Other Business – McKay (5 minutes)*
- 11:05 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.*
- 11:15 a.m. *Adjourn meeting*

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**Thank you for attending!**