

**Meeting of the Board of Directors
American Translators Association
Tentative Agenda
Palmer House Hilton
Chicago, Illinois
August 6-7, 2022**

ATA Mission Statement

ATA's mission is to promote the recognition of professional translators and interpreters, to facilitate communication among its members, to establish standards of competence and ethics, to provide its members with professional development opportunities, and to advocate on behalf of the profession.

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 6

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

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

- 2. 9:10 a.m. Approval of the Minutes – *Sánchez Zampaulo* (5 minutes)
 - A. *April 9-10, 2022 Board of Directors Meeting*
 - B. Board Meeting Summary

- 3. 9:15 a.m. President's Welcome and Remarks – *Sánchez Zampaulo* (5 minutes)

- 4. 9:20 a.m. April Board Meeting Follow-Up – *Sánchez Zampaulo* (5 minutes)

- 5. 9:25 a.m. Reports Requiring No Board Action – *Sánchez Zampaulo* (20 minutes)
 - A. Committee Reports
 - 1. Business Practices Education Committee
 - 2. Chapters Committee
 - 3. Divisions Committee
 - 4. Education and Pedagogy Committee
 - 5. Gode Medal Selection Committee
 - 6. Honors and Awards Committee
 - 7. Ad Hoc Committee on the Best Practices in Localization Position Paper

B. Division Reports

1. Arabic Language Division
2. Audiovisual Division
3. Chinese Language Division
4. Dutch Language Division
5. Educators Division
6. French Language Division
7. German Language Division
8. Government Division
9. Japanese Language Division
10. Language Technology Division
11. Law Division
12. Literary Division
13. Medical Division
14. Nordic Division
15. Portuguese Language Division
16. Science and Technology Division
17. Slavic Languages Division
18. Spanish Language Division

C. Other Reports

1. American Foundation for Translation and Interpretation
2. International Federation of Translators

6. 9:45 a.m. Treasurer's Report – *Milan* (20 minutes)
- A. Minutes from the April 8, 2022 Finance and Audit Committee Meeting
 - B. Report
 - C. Investments
7. 10:05 a.m. Headquarters Report – *Bacak/Sánchez Zampaulo* (25 minutes)
- A. Report
 - B. Executive Director Search Update
- 10:30 a.m. Break (15 minutes)
8. 10:45 a.m. Governance and Communications Committee – *Demichelis* (30 minutes)
- A. Committee Report
The Board will be briefed on the Governance and Communications Committee's activities.
 - B. Membership Restructuring and Benefits Discussion
The Board will review and discuss membership restructuring and related benefits.
9. 11:15 a.m. Ethics Committee – *Bonthrone* (25 minutes)
- A. Committee Report
The Board will be briefed on the Ethics Committee's activities.

B. *Proposal to Approve the Code of Ethics and Professional Responsibility*
The Board will vote to approve the Code of Ethics and Professional Responsibility.

C. *Code of Ethics and Professional Responsibility Guidance Discussion*
The Board will discuss the next steps with the Code of Ethics and Professional Responsibility.

10. 11:40 a.m. *Advocacy Committee Report – Karl (20 minutes)*

The Board will be briefed on the Advocacy Committee’s activities.

12:00 p.m. Lunch

11. 1:15 p.m. *Certification Committee – Sánchez Zampaulo (30 minutes)*

A. *Committee Report*

The Board will be briefed on the Certification Committee’s activities.

B. *Proposal to Approve an Appointment to the Certification Committee*

The Board will vote to approve an appointment to the Certification Committee.

C. *Proposal to Approve Revisions to the Continuing Education Administrative Policies*

The Board will vote to approve the revised Continuing Education Administrative Policies.

D. *Proposal to Approve Revisions to the CT: ATA Certification Designation Usage Guidelines*

The Board will vote to approve the revised CT: ATA Certification Designation Usage Guidelines.

E. *Proposal to Approve Funding for Authoring Original Exam Passages*

The Board will vote to approve funding for writing exam passages.

12. 1:50 p.m. *Ad Hoc Basic Credential Committee Report – Sánchez Zampaulo (20 minutes)*

The Board will be briefed on the Ad Hoc Basic Credential Committee’s activities.

13. 2:10 p.m. *Membership Committee – Konkol (20 minutes)*

A. *Committee Report and Draft Membership Survey*

The Board will be briefed on the Membership Committee’s activities as well as review the draft membership survey.

B. *Proposal to Approve an Appointment to the Membership Committee*

The Board will vote to approve an appointment to the Membership Committee.

2:30 p.m. Break (15 minutes)

14. 2:45 p.m. *Public Relations Committee Report – Hartz (15 minutes)*

The Board will be briefed on the Public Relations Committee’s activities.

15. 3:00 p.m. *Professional Development Committee – Sánchez Zampaulo (15 minutes)*

A. *Committee Report*

The Board will be briefed on the Professional Development Committee’s

activities.

B. Proposal to Approve an Appointment to the Professional Development Committee

The Board will vote to approve an appointment to the Professional Development Committee.

16. 3:15 p.m. Standards Committee Report – *Brandt* (10 minutes)

The Board will be briefed on the Standard Committee's activities.

17. 3:25 p.m. Strategy Committee Report – *Milan* (20 minutes)

The Board will be briefed on the Strategy Committee's activities.

18. 3:45 p.m. Interpretation Policy Advisory Committee – *Sánchez Zampaulo* (15 minutes)

A. Committee Report

The Board will be briefed on the Interpretation Policy Advisory Committee's activities.

B. Proposal to Approve an Appointment to the Interpretation Policy Advisory Committee

The Board will vote to approve an appointment to the Interpretation Policy Advisory Committee.

C. Proposal to Approve Changing the Committee's Name

The Board will vote to approve changing the name of the Interpretation Policy Advisory Committee.

D. Proposal to Approve Revisions to the Committee's Charge

The Board will vote to approve revisions to the charge for the Interpretation Policy Advisory Committee.

19. 4:00 p.m. Association Management System Update – *Bacak* (10 minutes)

The Board will be briefed on ATA's Association Management System project.

4:10 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.

4:25 p.m. Adjourn Meeting for the Day

Dinner on your own

Sunday, August 7

8:30 a.m. Call to Order – *Sánchez Zampaulo* (5 minutes)

20. 8:35 a. m. Consent Agenda – *Sánchez Zampaulo* (5 minutes)

A. Proposal to Approve the Date of Record

The Board will vote to approve setting the date of record for this year's election.

B. Proposal to Approve the Appointment of the Inspector of Elections

The Board will vote to approve the appointment of the inspector of elections for

this year's election.

*C. Proposal to Approve the Appointment of Trustees to the ATA 401K Program
The Board will vote to approve the appointment of trustees to the ATA 401K program.*

21. 8:40 a.m. Special Interest Groups (SIGs) Discussion – *Sette/Sánchez Zampaulo* (30 minutes)
The Board will discuss establishing special interest groups.
22. 9:10 a.m. Annual Conference – *Demichelis/Sánchez Zampaulo* (20 minutes)
A. 2022 Update
The Board will be updated on plans for this year's Annual Conference.
B. 2026 Host Hotel Discussion
The Board will discuss proposals for the host hotel for the 2026 Annual Conference.
- 9:30 a.m. Break (15 minutes)
23. 9:45 a.m. *Proposal to Approve the July 1, 2022-June 30, 2023 Final Budget and the 2023-24 Draft Budget* – *Milan* (15 minutes)
The Board will vote to approve the July 1, 2022-June 30, 2023 final budget and the 2023-24 draft budget.
24. 10:00 a.m. Honorary Membership – *Sánchez Zampaulo* (10 minutes)
The Board will vote to approve Honorary Membership.
25. 10:10 a.m. Strategy Day Recap Report – *Demichelis* (10 minutes)
The Board will review the Strategy Day recap report.
26. 10:20 a.m. Feedback from the Membership – *Sánchez Zampaulo* (5 minutes)
The Board will share feedback heard from members.
27. 10:25 a.m. Location and Date for the Next Board Meeting – *Sánchez Zampaulo* (5 minutes)
28. 10:30 a.m. Any Other Business – *Sánchez Zampaulo* (10 minutes)
- 10:40 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.
- 10:50 a.m. Adjourn meeting

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Thank you for attending!