

**Meeting of the American Translators Association
Board of Directors
Tentative Agenda
Hilton Garden Inn
Alexandria, Virginia
April 14-15, 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, April 14

- 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. *January 20-21, 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. *January Board Meeting Follow Up – McKay* (10 minutes)
President McKay will update the Board on various action items from the January 20-21, 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. Mentoring Committee
9. Standards Committee

B. Division Reports

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

C. Other Reports

1. American Foundation for Translation and Interpretation
2. International Federation of Translators
3. Joint National Committee for Languages

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

- A. Report
- B. Minutes from the January 18, 2018 Finance and Audit Committee Meeting
- C. Investments Statement

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

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

8. 10:45 a.m. Certification – *McKay/David Stephenson/Milan* (75 minutes)

- A. Committee Report and Discussion
- B. Certification Cost Analysis Discussion
The Board will review the certification cost analysis compiled by Treasurer Milan.
- C. Opening the Certification Exam to Nonmembers
 1. *Proposal to Set the Date for Opening the Certification Exam to Nonmembers*
The Board will vote to approve the date to open the Certification exam to nonmembers.
 2. *Proposal to Establish the Ad Hoc Decoupling Committee*
If the Board approves opening the exam to nonmembers, the Board will

vote to establish an ad hoc committee to oversee “decoupling” ATA membership from the exam.

- 12:00 p.m. Lunch
- 12:45 p.m. Optional HQ Tour/Break (45 minutes)
- 1:30 p.m. Study Session: ATA Membership Discussion (60 minutes)
9. 2:30 p.m. *Proposal to Approve an Honorary Member – McKay (10 minutes)*
The Board will go into executive session to vote to approve an honorary member.
10. 2:40 p.m. Divisions – McKay (20 minutes)
- A. Committee Report
 - B. *Proposal to Approve Establishing the Law Division*
The Board will vote to approve the establishment of the Law Division
 - C. *Proposal to Approve the Appointment of the Law Division’s Acting Administrator and Acting Assistant Administrator*
If the Board approves the Law Division, the Board will vote to approve the appointments of the acting administrator and acting assistant administrator.
- 3:00 p.m. Break (15 minutes)
11. 3:15 p.m. Governance and Communications Committee – McKay/Wozniak (40 minutes)
- A. Committee Report
 - B. Position Paper Policy Discussion – McKay (15 minutes)
The Board will discuss questions that have arisen from the new Position Paper Policy.
 - C. *Proposal to Put Forward to the Membership a Bylaws Revision Proposal Recognizing ATA Credentialed Interpreters*
The Board will vote to approve putting forward to the membership a proposed bylaws change recognizing credentialed interpreters as Active/Corresponding members.
 - 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.
12. 3:55 p.m. Ad Hoc Website Committee Report and Update – Tkaczyk/Bacak (15 minutes)
The Board will be updated on the work on the new website by the Ad Hoc Website Committee and Headquarters.
13. 4:10 p.m. Public Relations Committee Report – Sánchez Zampaulo (20 minutes)
The Board will be updated on ATA’s public relations activities.

4:30 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.

4:40 p.m. Adjourn Meeting for the Day

Sunday, April 15

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

14. 8:35 a.m. Nominating and Leadership Development Committee Report – *McKay* (5 minutes)
The Nominating and Leadership Development Committee presents the slate for the 2018 elections.

15. 8:40 a.m. *Proposal to Approve the Appointment of the Members of the Gode Medal Award Committee* – *McKay* (5 minutes)
The Board will vote to approve the appointments to the Gode Medal Award Committee.

16. 8:45 a.m. Professional Development – *McKay* (45 minutes)
A. Committee Report
B. Certification Prep Workshop Review and Discussion
The Board will review the post conference report from the January Certification Prep Workshop.
C. Conferences Other Than the Annual Conference Discussion
The Board will discuss offering conferences in addition to the Annual Conference.

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

17. 9:45 a.m. Annual Conference – *McKay/Wozniak* (30 minutes)
A. 2018 Annual Conference Update
B. 2018 Annual Conference Pricing Discussion
The Board will review and discuss the pricing for this year's Annual Conference.
C. Possible Sites for the 2023/24 Annual Conferences Discussion
The Board will discuss possible host sites for the 2023/24 Annual Conferences.

18. 10:15 a.m. Compensation Survey Discussion – *McKay* (10 minutes)
The Board will discuss undertaking a compensation survey.

19. 10:25 a.m. *Proposal to Approve the Working Budget for July 1, 2018-June 30, 2019 and the 2019-21 Draft Budgets* – *Milan* (20 minutes)
The Board will vote to approve the working budget for July 1, 2018-June 30, 2019 and the 2019-21 draft budgets.

20. 10:45 a.m. Comments from the Membership – *McKay* (5 minutes)
The Board will post comments heard from members.

21. 10:50 a.m. Location and Date for the Next Board Meeting – *McKay* (5 minutes)

22. 10:55 a.m. Any Other Business – *McKay* (5 minutes)

11:00 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.

11:10 a.m. Adjourn meeting

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Thank you for attending!