

**Meeting of the Board of Directors  
American Translators Association  
DoubleTree Hotel, Portland, OR  
Board Meeting Room – Adams  
February 1-2, 2025**

***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.*

*Note: Agenda items in italics require Board action.*

**February 1, 2025**

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

1. 9:05 a.m. Approval of the Agenda - *Koby* (5 minutes)
2. 9:10 a.m. Approval of the Minutes - *Koby* (10 minutes)
  - A. *October 31, 2024, Annual Meeting of Voting Members*
  - B. *November 1, 2024, Annual Meeting of All Members*
  - C. *November 2-3, 2024, Board of Directors Meeting*
  - D. *Board Meeting Summary*
3. 9:20 a.m. President's Welcome and Remarks - *Koby* (5 minutes)
4. 9:25 a.m. Annual Conference Update - *Benzo* (15 minutes)
5. 9:40 a.m. Headquarters Report - *Aleckna* (15 minutes)
6. 9:55 a.m. Treasurer's Report - *Bonthrone* (30 minutes)
  - A. Treasurer's Report
  - B. Finance and Audit Committee Report
  - C. Minutes of the November 1, 2024, Finance and Audit Committee Meeting
  - D. Final Audit Report

**10:25 a.m. Break (15 minutes)**

7. 10:40 a.m. Virtual Conference Task Force - *Koby* (15 minutes)
  - A. Committee Report
  - B. *Proposal to Approve an Appointment to the VCTF - Greene*
  - C. *Proposal to Approve an Appointment to the VCTF - Hylak*

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8. 10:55 a.m. Nominating and Leadership Development Committee - *Koby* (10 minutes)  
A. *Proposal to Approve an Appointment to the NLDC - Langdon*  
(no report received)
9. 11:05 a.m. Honors and Awards Committee - *Koby* (10 minutes)  
A. Committee Report  
B. *Proposal to Approve an Appointment to the Honors and Awards Committee - Riddle*
10. 11:15 a.m. Discussion Request - *Benzo* (15 minutes)  
A. Discussion of ATA Chronicle access
11. 11:30 a.m. Interpretation Policy Advisory Committee (30 minutes)  
A. Committee Report  
B. Discussion Requests:  
1. Request approval to prepare suggested changes to the tip sheet and submit them to the US Department of Justice for consideration.  
2. ATA Credentialed Interpreter Designation Policy  
3. Complaint about interpreting credential change.

**12:00 p.m. Lunch (1 hour)**

12. 1:00 p.m. Discussion Request - *Koby* (15 minutes)  
A. Preliminary Discussion on ATA66 Registration/Exhibitor Rates
13. 1:15 p.m. German Language Division (10 minutes)  
A. Committee Report  
B. Discussion Request - Adjustment of Annual Conference session proposal selection process.
14. 1:25 p.m. Advocacy Committee – *Karl* (10 minutes)  
A. Committee Report
15. 1:35 p.m. Revision to travel expenses policy – *Koby* (40 minutes)  
A. ATA Reimbursement and Honoraria Policy.2024-02-10.docx  
B. ATA Reimbursement and Honoraria Policy.REVISION 1 - MEAL REIMBURSEMENT.docx  
C. ATA Reimbursement and Honoraria Policy.REVISION 2 - ALLOWANCE.docx  
D. Discussion of Revision 1 (meal reimbursement) and Revision 2 (allowances)  
1. Meal reimbursement vs. allowances  
2. Reimbursement during the conference (officers or all board members)  
3. Reimbursement of alcoholic beverages  
E. Board ACTION Request: Revising the ATA Reimbursement and Honoraria Policy

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

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16. 2:30 p.m. ATA Conference Restructuring Discussion – *Koby* (30 minutes)
- A. Discussion Request
  - B. Strategy Recommendations for Future Annual Conferences 9\_25\_24.pdf
17. 3:00 p.m. Reports Requiring No Board Action - *Koby* (40 minutes)
- A. Committee Reports
    - 1. Advocacy Committee (see item 14)
    - 2. Business Practices Education Committee
    - 3. Certification Committee
    - 4. Chapters Committee
    - 5. Divisions Committee
    - 6. Education and Pedagogy Committee
    - 7. Ethics Committee
    - 8. Finance and Audit Committee (see item 6)
    - 9. Governance and Communications Committee
    - 10. Honors and Awards Committee (see item 9)
    - 11. Interpretation Policy Advisory Committee (see item 11)
    - 12. Membership Committee
    - 13. Nominating and Leadership Development Committee (no report received)
    - 14. Professional Development Committee
    - 15. Public Relations Committee
    - 16. Special Interest Groups Committee (no report submitted)
    - 17. Standards Committee
    - 18. Strategy Committee
  - B. Division & Special Interest Group Reports
    - 1. Arabic Language Division
    - 2. Audiovisual Division
    - 3. Chinese Language Division
    - 4. Dutch Language Division (no report received)
    - 5. Educators Division
    - 6. French Language Division
    - 7. German Language Division (see item 13)
    - 8. Government Division
    - 9. Interpreters Division (no report received)
    - 10. Italian Language Division
    - 11. Japanese Language Division
    - 12. Korean Language Division
    - 13. Language Technology Division
    - 14. Law Division
    - 15. Literary Division
    - 16. Medical Division
    - 17. Nordic Division
    - 18. Portuguese Language Division
    - 19. Science and Technology Division
    - 20. Slavic Languages Division

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21. Spanish Language Division
  22. Translation Company Division
  23. Financial Translators SIG
  24. Interpreters & Translators In Education SIG (no report received)
  25. Southeast Asian Languages SIG
- (SIG Reports due only for Spring and Fall Board Meetings)

C. Other Reports

1. American Foundation for Translation and Interpretation (AFTI)
2. AI Task Force
3. DEIAB Task Force – Did not meet.
4. Virtual Conference Task Force (see item 7)

3:40 p.m. Remarks from the General Membership (5 minutes)

3:45 p.m. Adjourn Meeting for the Day

6:00 p.m. Dinner at the DoubleTree - *Jefferson Room*

**Sunday, November 3, 2024**

**8:00 a.m. Breakfast - *Adams Room***

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

18. 9:05 a.m. Membership Restructuring Discussion – *Koby* (60 minutes)
- A. Excerpt from ATA 3-year Strategic Plan 1998-2000
  - B. Wozniak President's Column from 2021-01-02-ATA-Chronicle
  - C. July 2023 GCC Report and Recommendations on the Restructuring Proposal
  - D. Discussion Request: Membership Restructuring: background for new Board members and discussion of future direction

19. 10:05 a.m. Feedback from the Membership - *Koby* (5 minutes)

20. 10:10 a.m. Location and Date for the Next Board Meeting - *Koby* (5 minutes)

21. 10:15 a.m. Any Other Business - *Koby* (10 minutes)

10:25 a.m. Remarks from the General Membership (10 minutes)

10:35 a.m. Adjourn Meeting