
MINUTES OF THE ANNUAL MEETING OF THE SCIENCE AND TECHNOLOGY DIVISION OF THE AMERICAN TRANSLATORS ASSOCIATION

Held on Friday, October 29, 2010

Mineral D, Hyatt Regency, Denver

- 1. Acting Administrator Karen Tkaczyk called the meeting to order at 11:32 a.m.**
- 2. The agenda was accepted**
- 3. Division overview for 2010**

The Administrator, Karen Tkaczyk, and the Blog Editor, Stephanie Strobel, led the meeting. The way the initial core leadership team had come together and the process for establishing the division were reviewed briefly. The division's most important objective, to provide opportunities for professional education and enrichment to Division members using the following core services, was discussed:

- A handout was distributed containing the links required to join the division and its mailing list and to subscribe to the blog.
- Sessions at the Annual Conference – S&TD was established too late in 2010 for a Division Distinguished Speaker to be invited or for a strong slate of S&TD sessions to be planned. More S&TD sessions will be proposed for next year's conference in Boston.
- Blog – The blog is active and growing well. Stephanie (Blog Editor) suggested monthly topics of interest. This is a draft list, given to inspire ideas that can be rearranged and adapted according to interest. It should not deter members from offering suggestions in other areas.
 - November – reviews of Denver conference sessions relevant to S&TD
 - December – Electronics (perhaps including toys)
 - January – Manuals, White papers
 - February – Medical devices
 - March – Food processing OR Alternative energy (wind, solar)
 - April – Water, Environment
 - May – Agriculture, Agri-food
 - June – Automotive
 - July – Construction, Heavy equipment
 - August – HVAC
 - September – Communications, IT

- October - Aviation
- Website – the Web Master (Ass't Administrator Steven Marzuola) has put up a simple home page. Anyone willing to help improve the website was encouraged to offer their services.
- Mailing list – the mailing list is up and running (on Yahoo! Groups).
- Other activities – the site tour to NIST held on Wednesday prior to the conference is an excellent example of how S&TD can serve its members. Repeating this type of activity was clearly a priority for those present. Potential venues for such tours in Boston, such as MIT and biotech companies, were mentioned. Members were encouraged to pass along potential contacts to division leadership for follow-up.
- An attendee asked whether Pharmaceuticals would fall under the S&TD. The response was that insofar as it is technical (e.g. engineering, batch records, chemistry, medical device manufacturing) S&TD will cover it, but that we will avoid areas covered by the Medical Division as a rule, particularly anything clinical or texts like patient information leaflets. We accept there will be areas of crossover.
- An attendee asked about talks on technical tools for translators and we said that we would not cover that. The Language Technology Division provides a forum to discuss the tools we use to do our work. In S&TD we will only cover the subject matter we translate, not how we do the work.

All attendees were next invited to say a little about themselves and their area of expertise or background. There were approximately twenty people in attendance and many disciplines and backgrounds were represented.

4. New business for 2011

- The timing of the division's establishment meant that the two administrators appointed (Karen Tkaczyk and Steven Marzuola) will serve until October 2011, as S&TD will fall into the 'odd year' division election cycle.
- There will be a call for volunteers and candidates during spring 2011. A Nominating Committee will be appointed during at this time to ensure continued leadership for the 2011-2013 period. It was pointed out that those who serve on the nominating committee may not then stand in and run should there be open positions to be filled. (Note: Two attendees later expressed willingness to serve on the Nominating Committee.) It was noted that this election process might change, as there was an action item on the agenda of the upcoming ATA Board meeting that would change the process, if passed.
- ATA's 52nd Annual Conference

Those present were asked to suggest specific topics they wished to see in Boston. Attendees discussed topics of interest. These included, informally and in no particular order: alternative energy (GLD looking at this too?), software localization, electronics, environmental, Sikorsky (Aerospace. Based near Boston?), Translating Manuals (Joao Roque Dias may offer a session), field-specific glossaries and resources, technical writing for 'into English' (Karen Tkaczyk may offer a session) or 'out of English' translators.

- Division plans for coming year – to grow the three core areas that serve members between conferences: blog, website, mailing list.

5. The meeting was adjourned at 12:28 p.m.

Minutes drafted and approved by Karen Tkaczyk, Stephanie Strobel, Abigail Dahlberg, and Paula Gordon.

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