

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

Monday, October 19, 2020

Held via Zoom during the
Virtual 61st ATA Annual Conference

People in attendance: 21

- 1. Call to Order.** Division Administrator Carola Berger called the meeting to order at 1:30 pm EDT.
- 2. Agenda.** The agenda for today's meeting was shared on the screen and accepted.
- 3. 2019 Annual Meeting Minutes.** The minutes of the 2019 Annual Division Meeting were shared on the screen and accepted.
- 4. Carola introduced the current Administrator and Assistant Administrator:**
 - Carola F. Berger, Administrator
 - Mery Molenaar, Assistant Administrator. Mery briefly introduced herself.
- 5. Leadership elections.** Carola explained that the next division leadership elections will be held in 2021 and extended a call for Nominating Committee (NC) members. Two people had previously expressed an interest in joining the NC: Yasha Saebi and Karen Tkaczyk.

Karen and Yasha introduced themselves and encouraged people who are interested in serving as administrator or assistant administrator to get in touch. Yasha also encouraged people who are interested in serving but are not currently on the Leadership Council to join the council first to get some experience and to find out what this is all about.

6. Leadership Council. Carola introduced the members of the current Leadership Council:

- Naomi James Sutcliffe de Moraes, Webmaster (present)
- Matthew Schlecht, Discussion List Moderator (present)
- Amy Lesiewicz, Facebook Admin (not present)
- Romina Marazzato Sparano, Twitter Admin (present)
- Lebzy González, LinkedIn Manager (present)
- Pavitra Baxi and Heike Holthaus, Blog Editors (present)

Next, Carola explained that we need the following volunteers and new council members for the following tasks:

- Conference dinner organizer (for ATA62 on October 27-30, 2021 in Minneapolis, MN). Ideally someone who lives in or close to Minneapolis.
- Zoom/Virtual Events Manager. This is an ongoing position since we will be organizing division networking events and webinars throughout the year.
- Blog contributors. If you are interested in writing a blog post or a summary of one of the ATA61 conference sessions, please let Blog Editors Pavitra and Heike know.

7. Division activity in the past year:

Website: Naomi reported that she recently took a course on SEO. One way to improve SEO is to have a link from ATA back to our website. She said that she would like to have more links for example through our Resources, but that things have been a little slow because of COVID.

Blog: Heike reported that she is working on an article on CBD oil extraction which she hopes to complete done by next month. Pavitra mentioned that she loves to write, so she encouraged people to contact her with any ideas if they do not want to write themselves.

Discussion group: Matthew reported that he suspects many people have moved on to social media, and that he feels like the “curator of the dinosaur.”

He encouraged members to use the email group for discussions that may not be suitable for social media or another forum.

Twitter: Romina reported that she has met her goal this year of having 700 followers, currently at 705. She mentioned that if you are interested in the information posted on Twitter, but don't want to follow yourself, you can let her know.

LinkedIn: Lebzy reported that LinkedIn is probably the quietest of our groups with about 200 members and not much conversation. She mentioned that she expects more LinkedIn activity because of virtual meetings and encouraged people to get involved.

Facebook: Amy was not present.

8. New Business:

- **ATA62 dinner and Distinguished Speaker:** Carola emphasized once again that we need dinner organizers. We are also desperately looking for suggestions for a distinguished speaker for the ATA62 conference. Nominations are due at ATA Headquarters in January. Members are invited to suggest a distinguished speaker. Please let Carola know if you have an idea. Guest speakers should have some personal connection to the division, and preferably live reasonably close to Minneapolis to limit travel expenses, because of budget restraints.
- **Webinars and networking events:** ATA is providing all divisions with a shared Zoom account to be used for webinars and networking events.

Carola asked for volunteers to help organize virtual networking events (perhaps quarterly). Paul Gallagher pointed out that we don't need to be tied to the ATA Zoom account and that we can also use a personal Zoom account.

As for the webinars, there are two options: ATA webinars and division-specific webinars. ATA webinars will be organized and broadcast by ATA and the speaker will receive a regular speaker fee. The second option is a division-only webinar, which will be open to division members only.

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Romina asked if we have a budget available for webinar speakers, which we do not. Carola encouraged anyone who has given a presentation before that was not recorded or anyone who has submitted a proposal that was not accepted, to contact her.

Karen Tkaczyk mentioned in the chat that she has an idea and contact for **MSP** and that she will look into it and contact Carola with more information.

9. Open discussion:

As is our tradition, all attendees briefly introduced themselves by name, language combination and specialization.

Gavin asked how the upcoming division networking event is going to work. Carola reminded us that the event will be held on Tuesday, October 20, 2020, 5:30-6:30 pm EDT. During this event people will be assigned randomly to breakout rooms, 5-6 people per room, for about 20-minute periods. Alfred asked if the Zoom link could be pasted, which Carola did, since everyone present is also registered for the conference.

10. Carola adjourned the meeting at 2:15 pm EDT.

*Minutes drafted by Mery Molenaar and approved by Carola Berger
Issued October 23, 2020*