

# DIVISION BOARD REPORT

## Japanese Language Division

To: Board of Directors and Past Presidents  
From: Nadine A. Edwards, Administrator  
Date: January 15, 2016  
Re: Japanese Language Division – Background, Current Status, Plans for 2016

### Background

The Japanese Language Division (JLD) was created to serve as a means of communication, and to provide information to its members who work in fields related to translation and interpreting from and into the Japanese language. At the end of 2015, the JLD had 937 members.

The JLD has been very good in terms of leadership continuity. In an election year an Assistant Administrator is recruited to serve as a future Administrator. The Administrator has two years to show the Assistant the ropes. The Leadership Council (LC) comprises a Planning, an Editorial, Entertainment (i.e., Networking), and ad hoc Nominating Committee. Most efforts tend to go toward the Planning Committee (PC), which is responsible for researching and selecting a Division Distinguished (now Guest) Speaker candidate as well as encouraging and recruiting members to give presentations at the Annual Conference. The PC usually pursues the topics and speakers suggested at the previous year's Annual Meeting.

The Editorial Committee (EC) was created in 2010 to revive the Division publication – The JLD Times – in a digital format. In its present form, the EC has been providing a quarterly column Words and *Kotoba* by Prof. Jim Davis, the Annual Meeting minutes, and summaries of JLD and related sessions since ATA55 Chicago. The Networking Committee (NC) researches and proposes a venue for the Annual Dinner and the Newcomer's Lunch.

Finally, in 2014 JLD Administrators began experimenting with online document sharing through Dropbox (personal/free version). The aim of the experiment was establish a means of storing and collaborating on documents needed to run the division, i.e., minutes, notifications from ATA, DDS applications, division calendar, past articles, volunteer lists and the like.

### Makeup of the JLD LC

- Planning Committee Members: Hiroki Fukuyama, Jim Patrick (former Division Administrator), Andrew Fernando, Michiyo Kobata, Terumi McAdams, Kazu Aoyama, Phil Soldini, Hiro Tsuchiya
- The Editorial Committee Members: Yoshiko Guy (JLD Web Admin), Tracy Miller (former Editor), Sarah Lindholm, Noriko Nevins, Connie Prener, Rika Mitrik, Hiroki Fukuyama, Jon Johanning, Celine Browning, Paul Koehler, Jim Patrick
- The Networking Committee Members: Nicholas Sturtevant, Kai Lambert, Alan Siegest

## Current Status

1. Leadership Continuity and LC Collaboration.
  - a. At ATA56 in Miami the JLD elected new administrators – Nadine Edwards and Yoshihiro Mochizuki (Assistant) – and recruited LC volunteers.
  - b. The designated Dropbox space was handed over successfully, and a dedicated spaced added for each committee.
  - c. The LC is currently experimenting with a free online project management platform, *Freedcamp*. *Freedcamp* allows the creation and assignment of tasks and milestones. Hopefully, interacting via the platform will encourage discussion, action, and updates throughout the year outside of emails and long Skype meetings because the members of the LC will be able to raise discussions and to create, view, share, and act on tasks and milestones based on their schedule.
2. The Division Publication and Communication among Members.
  - a. The JLD Times Blog currently has no Editor. The Division Administrator will direct this group until an Editor is recruited.
  - b. The Division currently has no defined approach to communicating with members despite having a website, a LinkedIn group, a Facebook organization page, and a Yahoo Group.
3. The Planning Committee
  - a. Guest Speaker: The PC has been meeting since December and is on track for submitting a nomination by the HQ deadline.
  - b. Session Proposals: The PC will continue to meet bi-weekly (or as needed) until the proposal deadline March 4<sup>th</sup> to flesh out a JLD slate for ATA57.
4. The Editorial Committee/ Social Media Presence
  - a. JLD Times Blog: The EC has been gathering and posting conference summaries weekly, and will meet sometime in January to rough the 2016 schedule.
  - b. JLD Social Media: Important announcements posted as necessary; very low traffic.
  - c. Yahoo Group: Jamie Padula added as moderator. Announcements posted as necessary, with occasional news being shared. Very low traffic.
  - d. Website: The Web Admin updates as needed with minutes, committee profiles, messages from the administrators. The JLD will need a new Web Admin in 2017.
5. The Networking Committee plans to meet in February to discuss candidate venues and proposed offsite events (JLD Annual Dinner (formal); Newcomers Lunch (informal); offsite event).

## Future Plans

- Evaluate and establish responsibilities for a Secretary (ad hoc Treasurer) position.
- Evaluate the JLD's social media accounts. How do members want to collaborate?
- Recruit a Social Media Coordinator
- Evaluate revamping of current website; recruit and train new Web Admin/Coordinator.
- Make better use of the ATA broadcast beyond the invitation to the Annual Dinner.