

# DIVISION BOARD REPORT

## Japanese Language Division

To: Board of Directors and Past Presidents  
From: Nadine A. Edwards, JLD Administrator  
Date: July 14, 2017  
Re: Japanese Language Division Report – 2017 Q3

### I. Members of the 2017 JLD Leadership Council are:

Nadine Edwards	Division Administrator, Editorial Committee Chairperson
Yoshihiro Mochizuki	Assistant Administrator, Planning Committee Chairperson
Celine Browning	Secretary
Yoshiko Guy	JLD Website Administrator
Katrina Leonoudakis	Assistant Editor, JLD Times Newsletter
John Zimet	JLD Yahoo Group Moderator

The JLD is still trying to recruit an Assistant Web Admin/Social Media Person.

### II. Status of Committees

	Planning	<ul style="list-style-type: none"><li>- All proposals submitted by requested deadline; Guest Speaker and a few new speakers successfully accepted.</li><li>- Past Sessions Archive: Administrator and volunteer member surveyed and entered 12 years of conference data to create spreadsheet archive of JLD sessions. Future committees can now quickly assess which areas should be covered at upcoming conferences. A summary will be made available to members at ATA58 to aid brainstorming and general discussion.</li></ul>
	Networking	<ul style="list-style-type: none"><li>- Venue already vetted and arranged for our Networking Dinner.</li></ul>
	Nominating	<ul style="list-style-type: none"><li>- Candidates have been selected and the slate has been announced to the membership via broadcast.</li></ul>
	Leadership Council	<ul style="list-style-type: none"><li>- <i>Fast tracking volunteer training.</i> Normally, it takes a year or so to train a new Assistant Administrator. Our new Secretary has two responsibilities: maintaining minutes for the LC and handling additional logistics for offsite events (see below). This reduces some of the burden on the DA and AA and exposes a newcomer to the ATA structure and process to ultimately cultivate a potential Assistant Administrator.</li><li>- Our Secretary is now officially a candidate for AA '17 – '19.</li><li>- The LC has been successful collaborating via Skype, email, and Dropbox.</li></ul>

III. Plans for the Website and Editorial Committee (EC)

	Current Status Q3	Status in 2017 Q1
	- Currently on track to disseminate the first PDF version of the JLD Time Newsletter published in 11 years (Preconference Issue).	With the successful recruitment of an Assistant Editor, plans are to publish two PDF newsletters in 2017 and pass on the process to the incoming administrators (2017 – 2019).
	- Aim to complete (mockup) for membership review by ATA58.	Other plans are to investigate converting and revamping the JLD Website using the templates and platform supported by HQ.

IV. Miscellaneous

	Current Status Q3	Plan in 2017 Q1
	- Demographic poll slated for newsletter. - Monthly news postings to YahooGroups follow up on LinkedIn to generate discussion; announcements and articles on online blog; coordination between blog and PDF Newsletter.	Continue to evaluate the JLD’s social media accounts. How do members want to collaborate?
	- Used broadcast to announce 2017 Leadership Council; will announce Newsletter and updates to the website and the annual meeting.	Make better use of the ATA broadcasts beyond the invitation to the Annual Dinner
	JLD now uses EventBrite to handle RSVPs and payments for the Annual Dinner. EventBrite reduces the burden of payment collection, head counts, check in (volunteers just need the app and permission to help), and refunds. Different prices may be set to encourage early signups but accommodate latecomers.  Secretary and AA have been familiarized with the platform.  Secretary will maintain EventBrite pages, answer queries, recruit volunteers to help check in. Administrator will still be responsible for paying the restaurant and maintaining permissions for the EventBrite page.	Offsite Events / Annual Dinner Logistics handover to Secretary

Future Plans

- Update all ATA-JLD documentation on Dropbox in preparation for handover to new LC.
- Work on website revamp mockup with Web Admin / AA; prepare handover by ATA58.
- Help recruit Social Media and Web Admin during and after conference.