

# DIVISION BOARD REPORT

## Japanese Language Division

To: Board of Directors and Past Presidents  
 From: Nadine A. Edwards, JLD Administrator  
 Date: October 10, 2017  
 Re: Japanese Language Division Report – 2017 Q4

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	- Past Sessions Archive: (in progress) A brief summary of 12 years of JLD sessions to be made available to members at ATA58 to aid brainstorming and general discussion.
	Networking	- JLD currently plans two offsite and onsite events a. DC Interpreters Panel – expecting attendance by JLD, Japan Association of Translators, Japanese Embassy staff, and local non-member colleagues. b. Annual Networking Dinner (pre-Dinner Happy Hour portion co-hosted with Japan Association of Translators) c. Newcomers Lunch – informal brown bag affair for veterans and newcomers to network d. E>J Lunchtime Certification Workshop
	Nominating	- On track for both candidates (current secretary, current AA) to be affirmed at Annual Meeting as new AA and DA respectively.
	Leadership Council	- <i>Fast tracking volunteer training.</i> Current LC will recruit a new Secretary at ATA58 who will be responsible for: maintaining minutes for the LC and handling additional logistics for offsite events (see below). - The LC continues successful collaboration via Skype, email, and Dropbox.

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

	Current Status Q4	Status in 2017 Q1, Q3
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	<ul style="list-style-type: none"> <li>- First revived issue of the JLD Times now available on the web at <a href="http://www.ata-divisions.org/JLD/jld_times/index.html">http://www.ata-divisions.org/JLD/jld_times/index.html</a></li> </ul>	<p>[Q3] Currently on track to disseminate the first PDF version of the JLD Time Newsletter published in 11 years (Preconference Issue).</p> <p>[Q1] 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).</p>
	<ul style="list-style-type: none"> <li>- Revamp project will be handed over to 2017-2019 LC.</li> </ul>	<p>[Q3] Aim to complete (mockup) for membership review by ATA58.</p> <p>[Q1] Other plans are to investigate converting and revamping the JLD Website using the templates and platform supported by HQ.</p>

#### IV. Miscellaneous

	Current Status Q3, Q4	Plan in 2017 Q1
	<ul style="list-style-type: none"> <li>- Demographic poll slated for newsletter.</li> <li>- Monthly news postings to YahooGroups follow up on LinkedIn to generate discussion; announcements and articles on online blog; coordination between blog and PDF Newsletter.</li> </ul>	<p>Continue to evaluate the JLD’s social media accounts. How do members want to collaborate?</p>
	<ul style="list-style-type: none"> <li>- Used broadcast to announce 2017 Leadership Council; will announce Newsletter and updates to the website and the annual meeting.</li> </ul>	<p>Make better use of the ATA broadcasts beyond the invitation to the Annual Dinner</p>
	<p>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.</p> <p>Secretary and AA have been familiarized with the platform.</p> <p>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.</p>	<p>Offsite Events / Annual Dinner Logistics handover to Secretary</p>

#### Future Plans

- Update all ATA-JLD documentation on Dropbox in preparation for handover to new LC.
  - o LC conference briefing and pre-handover meeting scheduled for ATA58 (after Leadership Training)
- Prepare to handover website revamp project (not started) at ATA58.
- Help recruit Secretary, Social Media and Web Admin during and after ATA58.