

Claudia Angelelli, Sonia Colina, Milena Savova, Brian Baer, Daryl Hague, Melissa Wallace, Jose Dávila, Chris Mellinger, Laurie Swabey

- I. Conference Preparation Notebook and Checklist (José)
 - a. Jose has prepared a checklist for conference planning.

- II. ATISA 2014 (Claudia, Milena)
 - a. Milena reports that conference planning is well on its way. Topic: “Where Theory and Practice Meet.” Milena is in a position to upload conference details at any time. She would like a one-paragraph description providing guidelines re submissions. The scientific committee will provide that by Monday, May 20.
 - b. We haven’t identified a keynote speaker yet. Please email suggestions to the scientific committee by Friday evening. Suggestions include Vincent Rafael, Greg Shreeve, and Bill Rivers.
 - c. Registration fee: Do we want to raise the fee? Jose will provide UTB fee information to Milena.
 - d. Venues: The New York venue we used in 2010 is available to us for free. To maintain paper quality, we will run only two concurrent sessions.
 - e. Friday and Saturday lunch will be basic: lunchboxes or pizza. Milena has identified a reasonably priced caterer. The budget assumes two lunches and something simple at the conference’s closing social, such as pizza.
 - f. Opening Reception: NYU has a new building, about three blocks from Washington Square. No fee for the space. It will be simple, e.g., finger foods and wine.
 - g. Conference Registration Procedures: Milena will check with the NYU budget people re our options for collecting payments. We need to make sure that for the registration forms, we provide specific payment options.
 - h. Lodging: Milena has identified some lower-cost options for hotels.
 - i. Interested Groups: We should send contact information for different organizations that might be interested in having their members participate to Milena.
 - j. Workshops: Workshops will be held on Thursday before the opening reception, and attendees will have the option of staying for the entire conference or not. In Texas, we had about 30 attendees in total. We will likely have two workshops. We will have a motion re paying the workshop presenters and vote on it via email. Sonia will arrange the email vote.
 - k. Scholarships for Graduate Students: Can we find a way to help graduate students participate more? Perhaps we can do this for 2016, but for 2014 we’ll simply make sure that is reasonable for grad students.
 - l. Scientific Committee: We have many external reviewers, but the committee needs help with the overall management of the work. It would be helpful to have the people submitting papers categorize their own papers as pedagogy, empirical research, etc. People interested in helping manage the scientific committee’s responsibility should email Sonia and Claudia.

- III. Journal (Claudia, Brian)
 - a. We have fierce competition from other journals. The upcoming issue is exceptionally strong, with parity between interpreting and translation studies. We have several

commitments for review essays. We're hitting our stride. We may try to create a special issue based on a conference theme more specific than that of the 2014 conference.

IV. Website (Sonia, Chris)

- a. The website is updated regularly and working well.

V. Elections (Laurie)

- a. Only 25% of the members voted, but we did have four candidates.

VI. Membership and Dues (Claudia, Daryl)

- a. Claudia would like to see us separate membership from the conference. This issue was tabled. Perhaps we need to think about what else to offer membership. Do we want to have summer institutes? Do we simply want to have a conference and a journal?
- b. Survey: We would like to do a BRIEF survey of the NYU attendees and current members about membership and conference workshops. Melissa Wallace will draft the survey and provide friendly email reminders to board members re their suggestions.
- c. Daryl will send email reminders to former members promoting TIS subscriptions and ATISA membership.
- d. Brian will announce each new issue of TIS on the list serve and promote the following issue as well (with minimal overt salesmanship).

VII. Financial Report (Daryl)

- a. We have approximately \$15000.00 and can easily meet our website and publication costs.

VIII. Forum for Translation and Interpreting Programs

- a. A new group may meet during ATISA 2014—perhaps we can offer them a room. We want to create a link to this group. Claudia will propose a formal association with the forum similar to our agreements with FIT, etc. Perhaps the forum can have a roundtable panel re the field.