

## Transitional Council

### 2013 Conference Planning Meeting

#### Monday, October 22, 2012 Conference Call Minutes

**Members Present:** Brenda Aiken, Alaska; Carmel Capati, Wisconsin; Gaye Gentes, Massachusetts; Valerie Gardner, NCSC; John Goerdts; Katrin Johnson, Washington; Kent Kelly, NCSC; Emy Lopez, Colorado; Mara Simmons; Tina Vagenas, NCSC.

**Introduction:** The purpose of this conference call was to prepare for the 2013 CLAC professional conference, to be held from April 21 to 24 in Salem, MA.

**On-Site Conference Preparations:** Valerie Gardner provided an update on the conference preparations to date. The Hawthorne Hotel in Salem has been secured for the conference. The group will be arriving on April 21<sup>st</sup>. There is space for a meeting of 12 people on the 21<sup>st</sup> from 12:30 PM to 5:00 PM, and a reception from 6:00 to 8:00 PM for 30 people. On the 22<sup>nd</sup>, there is a breakfast from 8:00 to 9:00 AM, and a meeting from 8:00 AM to 5:00 PM for 50 people. This arrangement is in effect for the 23<sup>rd</sup> as well. The 24<sup>th</sup> is a half day for the 50 people, and a meeting space secured for 15 people from 12:30 to 5:00 PM. Valerie has this information summarized and can provide it as needed.

A determination will need to be made to anticipate how many participants will be coming to the conference. The preliminary conference invitee list will include the CLAC membership, the LAAC and the state administrative directors. The next step will be to survey these members to determine how many people will potentially be attending the conference. To make this decision, the members will need to have a general idea of topics to be covered at the conference. Members will also likely need to go through approval processes within their states before making plans, and an agenda will help them to gain approval to attend.

A "save the date" notice was sent to the CLAC membership on July 11. This will be sent again ~October 29 by Tina Vagenas and NCSC staff, with a summary of potential subject topics and a request to RSVP as to whether a member will be attending the conference. Responses to this notice will be used to estimate conference attendance. If the numbers prove to be larger than anticipated, Valerie will discuss the matter with Hawthorne staff and make the appropriate arrangements.

The hotel's ballroom (capacity 200) is going to be used; there is also a smaller meeting room adjacent to the ballroom. The hotel will lodging rooms will likely be filled to capacity by attendees. If needed, there is a nearby hotel which can accommodate overflow.

The cut-off date for hotel registration is March 31<sup>st</sup>, and the conference begins on April 21<sup>st</sup>. Valerie suggested that everything should be finalized at least 6 weeks prior to the cut-off date (~February 19<sup>th</sup>). The room rate offered will be available 3 days prior to the conference dates and 3 days after.

**Conference Program Planning:** The group also discussed potential session topics for the conference agenda. Tina Vagenas made a list of topics as a result of discussions from the Houston Summit, which will be considered in drafting the conference RSVP notice for CLAC membership. Potential topics discussed on today's call included:

- Adult learning in multi-cultural environments, and cultural differences in learning techniques.
- Modeling for mentoring and supervisor contractors, as well as legal issues pertaining to contract employees.
- Remote telephonic interpreting (less focused on future technologies, and more focused on current telephonic practice and standardization of methods). By the time of the conference, Tom Clarke's group will have their best practices and standards, and Remote Interpreting Guide completed, and Tom will be considered to discuss this issue.
- Test data analysis.
- Bilingual training for court employees. Pam Sanchez is working on this.
- Data collection and descriptions of efforts in different states.
- Standards for non-certifiable languages. Emy Lopez will be working on this.
- Guidelines and basic principles for the writing of grants and proposals. We will reach out to Mary Rose Zingale in Nashville, Tennessee.
- Training for testing.
- Creative ideas for training judges on court interpreter issues. This session was very well-received at the Houston Summit and will probably be repeated at the 2013 conference. Apropos of the presentation in Houston, Carmel Capati will be assisting in this area.

All discussed polling to determine to indicate topical interests and to help prioritize these and other session topics. For last year's conference, as an example, 5 topics were sent for discussion and 2 were chosen by the membership (VRI and management of interpreters).

To keep the conference offerings broad and balanced, the group considered classifying potential topics in two tiers, General Professional Development and Technical. Members may be encouraged to select 3 preferred topics from each tier.

Tiers were preliminarily classified as follows:

- General Professional Development: Principles of adult learning; multi-culturalism; models for supervision; contractors and legal issues.
- Technical Matters: Remote telephonic interpreting; standards; grant writing; data collection.

The conference will also include sessions from LAAC (reporting on activity) and Tina Vagenas (reporting on NCSC and DOJ activity). All discussed convening a general, informal roundtable discussion without a single presenter, during which attendees are encouraged to provide summaries on current issues and developments in their own states.

Carmel Capati and Emy Lopez will be conducting their own regional teleconferences soon, and will discuss potential session topics with their respective groups.

Speakers for topic sessions will also need to be determined. Brenda Aiken has adult learning specialization, and recommended that NAJSE may be able to provide a quality speaker for that session. It was suggested that Boston College, Simmons College, and other entities in the Massachusetts and New England vicinity may also provide qualified presenters in this area. Gaye agreed to research possible presenters.

Gaye Gentes is also going to see if the governor of Massachusetts can give the keynote speech. Judge Fernande Duffly, the past president of the National Association of Women Judges, was also recommended for her past work on language access ABA standards. Tina Vagenas suggested that former Chief Justice Margaret Marshall would be a great speaker in light of her diverse cultural background, in addition to other attributes.

**Conference Budget:** Historically, the conference has been planned so that the registration fees will pay for the conference logistics. In the past, a \$325 registration fee was charged. Last year's conference cost approximately \$15,000 and resulted in a +\$185 final balance. Expenses to be considered in determining the registration rate include menus, food and beverages. Expenses in Salem will be higher than they were for the Arkansas conference. The projected budget will need to be created for future planning. Valerie Gardner will prepare the budget. The Boston Bar Association, the Essex County Bar Association and the Massachusetts Bar Association will be contacted for sponsorship of the reception.

**Target Dates:** The notice to CLAC members will be sent on or about October 29. The draft of the conference program will be prepared by early January, after the holidays. Once the draft has been put together, Tina Vagenas will need to discuss it with LAAC.

**Next Conference Call:** The next call for conference planning is tentatively scheduled for Wednesday, November 14<sup>th</sup>; 8 AM Alaska Time, 10 AM Mountain, noon Eastern. Kent Kelly has contacted Valerie Gardner to determine if she will be able to participate. Kent himself will be unavailable to participate due to a previously planned work trip out of state. Tina Vagenas will be available for the call.