

**Consortium for Language Access in the Courts (formerly named Consortium for State  
Court Interpreter Certification)  
Teleconference of 2011 Annual Meeting Committee  
June 15, 2011  
2:00 p.m. EST  
Dial 1-219-509-8111, access code 8840058  
Minutes**

Present: Mara Simmons (AR), Lynette Ricks (MO), Andrea Krlickova (NV), Alejandra Donath (CT), and Carola E. Green as staff.

**Approval of minutes:** This is the first meeting of the 2011 Planning Committee and there are no pending minutes to approve.

**Annual Meeting Report:** Mara Simmons (AR) opened the discussion by reporting that we are still waiting on the June 30<sup>th</sup> deadline for all members to vote on the 2013 host state and the addition of that member to this committee.

- **Meeting space:** Initial contract negotiations have been started with the Hotel Peabody.
- **Vendors:** No discussion yet on whether vendors will be approved by EC, Mara will let this committee know the outcome.
- **Awards Ceremony:** the EC subcommittee will be providing an update this activity and will provide a report once all the planning is completed.
- **Food and Beverages** for the event will be ordered once the attendee numbers are closer to actual versus projected.
- **Attendee Registration:** tentative date to open registration will be November 2011.
- **Agenda:** The EC has requested that the preliminary agenda be set up and EC will provide input on times and sessions. This committee will provide recommendations setting up the time for the New Member Orientation, the Meet and Greet reception and the Proctor Training and then update with the EC input provided.
- **Materials for meeting:** This committee will recommend the continued use of flash drives and a printed agenda and table of contents. A timeline for materials will be presented at the next teleconference call scheduled for September 7<sup>th</sup>.

**State Reports:** The state reports will be compiled by Andrea Krlickova (NV). Members are discussing a possible format change to the template to make it more reader friendly.

**Schedule next teleconference:** The next meeting is scheduled for Wednesday September 7<sup>th</sup> at 3 pm EST. The call will be scheduled via [www.freeteleconference.com](http://www.freeteleconference.com).