

Consortium for Language Access in the Courts

Executive Committee Minutes

July 14, 2011

Call to order

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on July 14, 2011 at 2:00 p.m. Eastern time.

Roll call

The following persons were present for the meeting: Brenda Aiken (AK), John Goerdts (IA), Katrin Johnson (WA), Mara Simmons (AR), and Wanda Romberger, as staff. Brenda welcomed Katrin to the Executive Committee as its newest member, elected to serve the remainder of the term vacated by Lucy Smallsreed (CA).

Minutes

The reconstructed minutes of the February meeting were distributed for review by the members. The June minutes will be completed and distributed for approval.

Wanda reported that staff is shorthanded with the Sr. Administrative Specialist position being vacant and a temporary employee serving in that capacity until September. She reported that she will be unavailable for the August meeting and inquired if someone on the committee could take notes for the minutes of that meeting.

Professional Issues Committee report

Katrin reported in Carmel's absence that the Professional Issues Committee is planning no in-person interpreter workshops for the 2012 annual business meeting; instead, the committee is working on online training for interpreters in conjunction with the University of New Mexico-Los Alamos and the New Mexico Center for Language Access.

Annual Meeting Committee

Mara reported that the membership has been informed that the 2013 meeting will be held in Boston, Massachusetts and that Gaye Gentes (MA) has committed to working with the committee until then.

The committee members are currently working on the 2012 agenda, planning the new member/new program manager orientation and the proctor training for Sunday before the meeting. Brenda noted that Pam Sanchez volunteered to do the orientation program. Mara will contact Pam. The committee has a commitment from the Chief Justice to welcome the group on the first morning of the meeting and the bar association has been contacted to see if it will sponsor a meet-and-greet reception on Sunday evening.

The committee plans to deliver handouts and information via flash drives as it did in 2011, but will include an index or table of contents. Mara inquired about educational topics for the

meeting. It was suggested that the committee develop a list of four or five topics to be sent to the membership for consideration and ask the membership to identify those of highest importance or interest. The committee has also decided to change the format of the state reports, but it is still working on the new format.

Mara inquired about whether the committee should reach out to vendors for the 2012 meeting. After discussion, it was decided that if educational topics are determined, then vendors should be contacted who would complement the topics and provide more in-depth information.

Face to face meeting of the Executive Committee

The committee discussed whether it should convene a face-to-face meeting of the committee in 2011 to complete plans for the 2012 meeting. After considerable discussion, it was decided to hold off on any decision until after the COSCA meeting on July 31 and the first week in August. The issue was tabled and will be included on the agenda for the next meeting.

Abu Dhabi

At the last meeting, John reported that he, Emy, Lucy, and Wanda met via teleconference to discuss what resources the Consortium has that Abu Dhabi might be interested in. They agreed that a teleconference with Ms. Anne Trice could be held on June 14 or 15; however, when John e-mailed her on June 1 to schedule the teleconference, he received a return e-mail indicating that she is out of the office until June 26. He had heard nothing back from her at the time of the last Executive Committee meeting. He sent a second e-mail to Ms. Trice on July 12 to reiterate our interest in a conference call with her, but reported that he has still heard nothing from her. It was decided that no further attempts to contact Abu Dhabi should be made unless they reach out again.

Integral 7

Wanda reported that several members of the Consortium participated in a Webinar hosted by Integral 7 credentialing software. Wanda will follow up with the company to try to determine what the cost of the software might be and what exactly it will do for the Consortium (how it will handle diverse processes).

Technical Committee Professional Member

Brenda informed the Executive Committee that during the annual meeting, several members asked if the Executive Committee would address filling the professional member's seat on the Technical Committee with a member state representative. Wanda explained that she and Emy have examined the criteria set forth in the *Agreements* for that seat and there are no member representatives that appear to meet the criteria. She reminded committee members that any change in the make-up of the seat will require changes to the *Agreements*. It was decided to table the issue and include it on the August agenda..

Adjournment and Next Meeting

The next meeting of the committee is scheduled for August 11, 2011 at 2:00 p.m. Eastern, 1:00 p.m. Central, Noon Mountain, 11:00 a.m. Pacific, and 10:00 a.m. Alaska time.

The meeting adjourned at 3:18 p.m.