

**Consortium for Language Access in the Courts (formerly named Consortium for State
Court Interpreter Certification)
Teleconference of 2011 Annual Meeting Committee
January 12, 2012
3:00 p.m. EST
Dial 1-800-503-2899, access code is 8062346
Minutes**

Present: Mara Simmons (AR), Lynette Ricks (MO), Gaye Gentes (MA), Alejandra Donath (CT), and Carola E. Green as staff.

Absent: Andrea Krlickova (NV).

Approval of minutes: Motion to approve the minutes from the December 14th teleconference call was presented by Lynette Ricks (MO), Mara Simmons (AR) seconded, motion carried. Approved minutes will be uploaded to the member's only webpage.

States' Reports: all members on the call agreed that the survey draft was mostly completed and ready for distribution. Members agreed that redacting Q28 of the State Report for purposes of clarification was necessary. Q34, 37, 38 were going to be removed. Nikiesha will provide the link to the updated survey and it will be sent out to the Membership with a deadline of February 13th. Data obtained from the pilot will be merged into the data from the final survey.

Annual Meeting Report:

Transportation will be provided to and from The Peabody Hotel to the Governor's Mansion.

Agenda: There were no proposed edits to the agenda during this teleconference call.

Annual Meeting Budget: The hotel contract has been signed and the AV company information has been provided. Staff will contact the AV company and set up the AV requests and update budget accordingly.

Educational Sessions at Meeting: Presenters will be asked if they have any materials to be added to the flash drive. Staff will send an e-mail requesting said materials before the March 15th deadline for materials.

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. Electronic menu will be sent to committee members in advance after confirming with hotel when they need the information.

Attendee Registration: 7 states and 11 actual registrations received to date.

Materials for meeting: Recommendation by committee already agreed upon - continued use of flash drives and a printed agenda and table of contents. A timeline for materials is in progress.

Schedule next teleconference: The next meeting of the committee was scheduled for February 14th, 2012 at 3:00 PM EST. The call will be 1-800-503-2899, access code is 8062346.