

# ***Consortium for Language Access in the Courts***

## ***Executive Committee Minutes***

**June 9, 2011**

### **Call to order**

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on June 9, 2011 at 2:00 p.m. Eastern time.

### **Roll call**

The following persons were present for the meeting: Brenda Aiken (AK), Janica Bisharat (ID), Carmel Capati (WI), John Goerd (IA), Emy López (CO), Lucy Smallsreed (CA), Patricia Griffin (COSCA liaison), and Wanda Romberger, as staff.

### **Minutes**

Wanda reported that all the minutes are approved and in the queue to upload to the web site, except the February meeting, for which she has no notes. The Executive Committee members agreed to draft minutes from their notes and distribute for review.

### **Summary of membership planning session/Executive Committee work session from the annual meeting of the Consortium**

Prior to this meeting, the Executive Committee prepared a document summarizing notes from the memberships' planning session and the Executive Committee follow-up discussions following the annual meeting. The summary will be posted on the member's-only website with other resources from the 2011 Annual Business Meeting. Pat Griffin will distribute this summary to COSCA's special committee. There was unanimous agreement by the Executive Committee to accept the document as revised. The committee asked staff to post the document on the web site and notify the membership of the resources available there.

### **COSCA liaison report**

Pat reported that the special COSCA committee on the sustainability of the Consortium has not met. They intend to meet prior to the annual COSCA/CCJ meeting. The members noted that program managers have been inundated with language access surveys from numerous entities and asked Pat if there is a way COSCA members could give direction to programs on what surveys need responses. Pat will note this to COSCA.

### **Staff report**

Wanda reported that she will close the floor for voting on the at-large Executive Committee member on June 16<sup>th</sup> and will make an announcement to the membership on Friday morning, the 17<sup>th</sup>. Brenda asked that Wanda notify her Thursday afternoon of the outcome so that she can send an e-mail of congratulations on behalf of the Executive Committee to the person who will be completing Lucy's term.

The floor will be closed for voting on the amendments to the *Agreements* on June 23<sup>rd</sup>. Wanda will send a reminder to the members on the 17<sup>th</sup> that they only have until the 23<sup>rd</sup> to cast a vote. An announcement will be made to the membership on the outcome of that vote on the 24<sup>th</sup>.

On July 1, staff will announce to the membership the location of the 2013 annual business meeting. Both Massachusetts and New York offered to serve as host for that meeting.

Staff has signed a basic contract with the Peabody Hotel in Little Rock, Arkansas for the 2012 annual meeting, contracting for a small number of attendees and a plenary room. Additional provisions will be added to the contract as it becomes clear how many members will be able to attend that meeting.

Invoices for the 2012 annual fees will be mailed during the week of June 20, 2011.

### **Technical Committee report**

Emy explained that at the last regular meeting of the committee it became clear that some newer members (and some more experienced members) didn't fully understand some of the projects that the committee is involved in. She scheduled a special meeting to discuss the projects and provide a little background for context. Work continues on the edits to the various manuals and the committee is preparing for the rater training/calibration event, which is scheduled for July in San Francisco. A work plan was submitted to the Executive Committee just prior to this meeting.

### **Professional Issues Committee report**

Carmel reported that she submitted a work plan to the Executive Committee just prior to this meeting. The committee discussed whether or not to hold interpreter workshops in 2012 in Little Rock, Arkansas but decided that, instead of holding face-to-face workshops, the committee will collaborate with the New Mexico Center for Language Access (NMCLA) and host remote training for interpreters. The Executive Committee members asked Carmel and Wanda to present a description and explanation of precisely what the collaboration with NMCLA is and how the training will work, what the Consortium will contribute, etc. to help the members understand the scope of the agreement between the entities.

### **ABA Standards**

Emy, Carmel, and Lucy called in to the open teleconference for comments and questions on the ABA Standards for State Courts on Access to Justice for Persons with Limited English Proficiency. Each shared her perception of the call and each reported that the call was basically a review of the Standards as written.

### **Abu Dhabi**

John reported that he, Emy, Lucy, and Wanda met via teleconference to discuss and speculate about 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 to schedule the teleconference, he received a return e-mail indicating that she is out of the office until June 26. He has heard nothing back from her at this time.

**Upcoming newsletter**

Emy updated the members on the contents of the upcoming newsletter and asked members for additional submissions and information.

**Lionbridge**

Janica received marketing materials from Lionbridge and wondered if the Executive Committee felt it appropriate to let that company host a webinar, in much the same way that Language Line did last year. After discussion, it was suggested that a list of questions be developed that a company can answer. Staff could then compile the answers and share them with the membership and let individual members follow up if they are interested in the service or product offered. Janica will share the information she received from Lionbridge with Wanda.

**2012 Budget**

Janica reported that the format, provided by Emy, for reporting the quarterly budget updates will be used in 2011 and staff will forward the quarterly report to the Executive Committee and then to the full membership. The committee reviewed the timeline for development of the 2012 budget and had some suggestions and edits.

**Adjournment and Next Meeting**

The next meeting of the committee is scheduled for July 14, 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 4:00 p.m.