

**Consortium for Language Access in the Courts (formerly named Consortium for State
Court Interpreter Certification)
Teleconference of 2011 Annual Meeting Committee
December 14, 2011
3:00 p.m. EST
Dial 1-800-503-2899, access code is 8062346
Minutes**

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

Approval of minutes: Motion to approve the minutes from the November 9th teleconference call with recommended edits was presented by Lynette Ricks (MO), Mara Simmons (AR) seconded, motion carried. Approved minutes will be uploaded to the member's only webpage.

Annual Meeting Report:

Agenda: Mara informed this committee that the Executive Committee has requested NCSC leadership (Mary McQueen, President or Rob Baldwin, Vice-President) be added to the Agenda for Tuesday's sessions. Staff will update the draft Agenda currently on the website and subsequently post it.

There was discussion regarding whether or not an additional letter be sent by the Executive Committee to the AOC stressing the importance of allowing program managers to be present at the Annual Business Meeting, particularly in light of the foreseen changes to the exiting CLAC structure. A decision and recommendation from this committee will be made during the January meeting regarding this item.

Although a proposed one day attendance fee of \$125 had been agreed upon, if AR judges want to be present during part of the meeting, particularly on Tuesday, as host state, there will be no partial fee charged in this instance, to Arkansas.

Annual Meeting Budget: Mara has confirmed that internet access will be provided (budget may need to be appended still) and hotel contract is being processed.

Educational Sessions at Meeting: Sessions have been setup and any details, including purchase of airfare tickets and hotel accommodations are in progress. Note- Presenter costs for the Migration Policy Institute are being paid directly by Arkansas as part of their contribution (\$3,000) toward the meeting.

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: Alaska has already sent in the registration for Brenda Aiken.

States' Reports: Mara informed this committee that Pam Sanchez (NM) has provided additional questions to be included in the states' report. Questions will be formatted to conform to the existing report style and added to the template. This committee will have a chance to review the questions and send any suggestions back to staff by COB on December 15th. Staff will also work on having a pilot sample of the states' report ready by the beginning of January with a proposed date of January 10th as the date to go live. The states' reports survey will be open through February 7th (run time of 30 days from day it goes live).

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 January 10th, 2011 at 3:00 PM EST. The call will be 1-800-503-2899, access code is 8062346.