

**Consortium for Language Access in the Courts (formerly named Consortium for State
Court Interpreter Certification)
Teleconference of 2011 Annual Meeting Committee
November 9, 2011
2:00 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 September 7th teleconference call was presented by Lynette Ricks (MO), Andrea Krlickova (NV) seconded, motion carried. Motion to approve the minutes from the October 11th teleconference call was presented by Andrea Krlickova (NV) with suggested edits, 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 Marketing packet is ready for a final review. Members provided some final formatting edits for consistency and once those edits are completed it will first be sent via e-mail to each program manager with a personal e-mail. Carola will provide the spreadsheet with all the Program Manager's e-mails. Once all materials are posted on the Member's Only site then an e-mail to the entire listserv will go out. Mid-November is the projected timeline.

There is one additional update to the Agenda – the Professional Issues Committee is requesting to be included in the Monday afternoon session time slot to showcase the online training program for interpreters. Agenda will be updated before it is sent out.

Annual Meeting Budget: Mara is checking with the hotel about providing internet access during the meeting and the budget will be updated accordingly. In addition, Arkansas contribution to the meeting costs will help offset any additional costs of the Governor's Mansion dinner.

Educational Sessions at Meeting:

The presenters have been confirmed. Presenter costs for the Migration Policy Institute are being paid directly by Arkansas as part of their contribution (\$3,000) toward the meeting.

Vendors: Mara informed the committee members that the Video Remote Interpreting vendors have been invited at no cost to them if they choose to participate they will pay their own costs.

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.

States' Reports: The state report will be edited in a round robin manner. Andrea will start by entering her edits in track changes, then send it along to another committee member and this will continue until all members have participated. All final edits will be provided to staff who will then set up a survey for members to review before the announcement is made on the listserv requesting members to complete.

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 still needs to be developed and confirmed by this committee.

Schedule next teleconference: The next meeting of the committee was scheduled for December 14th November 9, 2011 at 3:00 PM EST. The call will be 1-800-503-2899, access code is 8062346.