

**Consortium for Language Access in the Courts (formerly named Consortium for State
Court Interpreter Certification)
Teleconference of 2011 Annual Meeting Committee
September 07J, 2011
2:00 p.m. EST
Dial 1-219-509-8111, access code 8840058
Minutes**

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

Approval of minutes: Andrea Krlickova (NV), motioned to approve the minutes from the June teleconference, Lynette Ricks (MO), seconded, motion carried. Approved minutes will be uploaded to the member's only webpage.

Annual Meeting Report: Staff confirmed that the Hotel Peabody contract has been signed and returned. Dates for the meeting are confirmed as being April 22 – 25, 2012. Mara Simmons (AR) confirmed that Gaye Gentes (MA) has agreed to join this committee and will be participating from now on.

- **Vendors:** No discussion yet on whether vendors will be approved by EC, Mara will let this committee know the outcome. Discussion about considering if remote interpreter vendors as one of the sessions would meet the membership needs. It could also be a way of increasing revenue if we asked the vendors to pay and provide them with actual time during the meeting and not during a “working lunch”. Monies collected would then be applied toward F&B costs of the meeting. There is a Best Practices guide for using remote interpreting services in development and it could be linked to this session.
- **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.
- **Agenda:** Committee discussed possible educational sessions for members to be considered:
 - Session on Data Collection –
 - Candidate scores
 - Maintenance of candidate scores and history

Perhaps have members present on how they use a database such as Access or a Global Tracking system.

- Session on Census data –
 - How to use Census data to develop Language Access Plans
 - Definitions of tags and labels according to the Census data
 - How does knowing the Census data help respond to the DOJ requirements?

- **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.

State Reports: Staff will modify and provide committee members with a template by September 14th to facilitate further discussion. Depending on the survey format and possible overlap in questions, this format will also be shared with the Professional Issues Committee so both committees can reach consensus on how to request member participation and the information applicable to each.

Schedule next teleconference: The next meeting is scheduled for Wednesday October 5th at 2 pm EST. The call will be 1-800-503-2899, access code is 8062346.