

Consortium for Language Access in the Courts

Executive Committee Minutes

May 12, 2011

Call to order

Brenda Aiken, Chair, called to order a teleconference meeting of the Executive Committee on May 12, 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 the minutes of the January and March meetings were distributed and approved, but she doesn't have notes from a February meeting. Staff is working on the minutes of the annual meeting and the face-to-face strategic planning meeting and will distribute those as soon as possible. Wanda will check with Carola to inquire if she attended the February meeting on Wanda's behalf.

Quarterly budget report

Wanda reported that the 1st quarter budget report, in the new format (thanks to Emy), was distributed to members. After discussion, the committee directed staff to submit quarterly reports to the Executive Committee prior to distribution to the general membership.

COSCA liaison report

Although Pat had nothing to report on the COSCA special committee, she did inform the committee members that the ABA draft standards are moving forward. There is a public teleconference scheduled for May 26, which it appears anyone can join. She plans to call into the teleconference to get a feel for what general reaction is to the proposed Standards and she will share her impressions with Brenda and Wanda after the call. She also noted that she believes that Michigan is being visited by the Department of Justice and suggested that staff reach out to see if there is anything the Consortium or staff can do to assist.

Staff report

Wanda reported her concern over the 2011 budget, explaining that staff doesn't plan to mail the invoices for the 2012 supplemental fees until the Fall, which means that the usual amount of money may not be collected in the current year for the following year's fees. The new, higher fees were not invoiced in 2010 (for 2011) until October 2010 and staff was under the impression that it should wait until later in the year to invoice for 2012. After discussion, it was decided that staff should invoice the 2012 fees immediately. Since 2012 fees collected in 2011 will appear as revenue in the 2011 budget, it was suggested that two rows be provided to illustrate the revenue: one for the collection of 2011 fees and one for the collection of 2012 fees.

2012 budget

Brenda reported that Janica has agreed to work with staff to develop a draft 2012 budget. It was suggested by staff prior to this meeting that the 2012 budget be included in the August 2011 Executive Committee meeting agenda and wrapped up during the September/October teleconferences. That should allow for the membership review, voting, and approval process before the end-of-year holidays.

Election to fill vacant at-large Executive Committee seat

Four representatives were nominated to fill the vacant seat: Katrin Johnson (Washington), Kelly Mills (Oregon), Pam Sánchez (New Mexico), and Camille Wiggins (Indiana). The committee directed staff to contact the four nominees to collect their statements of interest so that the statements can be distributed to the membership under one e-mail. The floor will be opened for voting on May 26 and closed on June 16. Lucy indicated that she could attend the June 9 meeting of the Executive Committee since a replacement will not have been elected yet.

Arizona

Wanda asked whether the Executive Committee wants staff to forward to the membership for approval only the edits to the *Agreements* that have been requested by Arizona, or all suggested edits at this time. After discussion, it was decided that staff should forward only the edits requested by Arizona at this time, and that staff should draft a cover e-mail to the membership for the Executive Committee's review.

Wyoming

Wanda reported that staff has heard nothing from Wyoming, but Emy indicated that she spoke again to a state representative.

Abu Dhabi

Brenda reported that she has heard nothing from Abu Dhabi.

2013 Annual Business Meeting

Wanda reported that both Massachusetts and New York responded favorably to hosting the 2013 meeting of the Consortium. After discussion, it was decided that staff should reach out to both, asking representatives to write something about their site and submit it to staff. Staff will then put the two documents together and distribute to the membership for consideration and a vote.

Executive Committee strategic planning session

After discussion, it was decided that once staff completes the minutes of the face-to-face strategic planning meeting, the members will incorporate John Martin's summary, reference the 2008 strategic plan updates, and reference what's been accomplished since then. Brenda will edit the draft document and pass it onto the next Executive Committee member until everyone has read and edited the document.

Technical Committee report

Emy had no updates, but a meeting of the committee is scheduled in the near future.

Professional Issues Committee report

Carmel reported that the committee has met and that additional interested members have joined the committee since the last Executive Committee meeting. The members are already discussing the possibility of holding another interpreter workshop in 2012, and are trying to predict how much interest there would be and how many might attend a workshop in Little Rock, Arkansas.

The committee will be working on a guide for remote interpreting and will follow up with New Mexico to cement the relationship between the New Mexico Center for Language Access and the Consortium. It will also work on a national training curriculum for judges and attorneys. It has decided the committee will meet every first Thursday of the month.

Annual Business Meeting Committee report

In Mara's absence, Wanda reported that Mara has forwarded the draft 2012 hotel contract and staff is discussing how many attendees to guarantee. Once staff has discussed and has a recommendation, Wanda will advise the committee members.

Adjournment and Next Meeting

The next meeting of the committee was scheduled for June 9, 2011 at 1:00 p.m. Eastern, Noon Central, 11:00 a.m. Mountain, 10:00 a.m. Pacific, and 9:00 a.m. Alaska time.

The meeting adjourned at 3:50 p.m.