

Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: April 15, 2023, 10:00 AM-2:00 PM at the Salem KROC Center

Facilitator: Tamara Burkovskaia, Council Chair

Attendees	
Council Members	
Name	Council Position
Angelo Arredondo Baca	At-Large
Laurie Barajas	At-Large
Magda Bejarano	At-Large
Rhania Bensafia	French Translator
Tamara Burkovskaia	Russian Translator
Loie Feuerle	German Translator
Catalina Frank	Spanish Translator
Anastasia Godsey	Russian Translator
Rosaline Hui	Chinese Translator
David Jones	Tagalog Translator
Haruka Kawakami	Japanese Translator
Sy Kim	Korean Translator
Jing Liu	Chinese Translator
Renee Liu	At-Large
Trinh Nguyen	Vietnamese Translator
Maria Peña	Spanish Translator
Fleur Prade	At-Large
Tatiana Terdal	Ukrainian Translator
Mira Wymer	Korean Translator
Absent	
Eman Abbas	Arabic Translator
Lowell Alik	Marshallese Translator
Fernando Garza	Spanish Translator
Maria Lenzi Miori	Portuguese Translator
Sutapa Svetamani	Thai Translator
Thao Tu	Vietnamese Translator
Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections

Guests	
Hoang Eilam Hua	Vietnamese consultant from Multnomah County Elections
Angie Muller	Spanish consultant from Washington County Elections
Paty Vasquez Pacheco	Spanish consultant from Multnomah County Elections

Agenda Topics, Highlights, & Outcomes	
Topic	Welcome, Tamara Burkovskaia, Chair
Welcome & Housekeeping	Tamara Burkovskaia called the meeting to order at 10:05 am. She welcomed Council members and invited guests. As this was the second in-person meeting for members, and to introduce the guests, Tamara asked everyone to introduce themselves, share their role, and the county where they live.
Topic	Approval of Meeting Minutes, Tamara Burkovskaia, Chair
Approval of February 15, 2023 , Meeting Minutes	<p>Tamara introduced the minutes from the February 15, 2023, TAC meeting. She asked if anyone had any changes to the minutes. Hearing none, Tamara asked for a motion to approve the minutes. A quorum was present. Anastasia Godsey moved to approve the minutes from the February 15, 2023 meeting. Loie Feuerle seconded the motion. The minutes were approved by show of hand of members present:</p> <ul style="list-style-type: none"> • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Rhania Bensafia, approved • Tamara Burkovskaia, approved • Loie Feurele, approved • Catalina Frank, approved • Anastasia Godsey, approved • Rosaline Hui, approved • David Jones, approved • Haruka Kawakami, approved • Sy Kim, approved • Jing Liu, approved • Renee Liu, approved • Trinh Nguyen, approved • Maria Peña, approved • Fleur Prade, approved • Tatiana Terdal, approved • Mira Wymer, approved <p>There were no votes in opposition.</p>

Outcome	Minutes from the February 15, 2023, meeting were approved.
Topic	Glossary Project
Group Work on Glossaries	<p>Tamara opened the group work on the glossaries, reminding everyone that we are working on this project with our vendor Barbier. Seventy-five minutes were set aside for work on glossaries. For languages with more than one person, Council members in those languages were asked to work together on a list of most problematic words to reach an agreement on those words. For languages with only one person, Council members were invited to either work on their glossaries or sit with another group to see how they are working on their words.</p> <p>Everyone was invited to share with the larger group any insights they had, where they had the most discussions, what was interesting, or if there were any questions for clarification.</p> <p>Several items were shared with the larger group, especially around further voter education. One specific example was in Spanish, there had been a term for measure that has been used but in the group discussion, there was a need to change the translation. This would lead to a need to educate voters as they're used to the previous translation, as well as further research and study.</p> <p>Council members were reminded that they could continue working on their glossaries over the next week, and have them returned by Friday, April 21.</p> <p>A question was raised about collaborating with other people. Several members felt it would be worthwhile if there were other contacts that could be used to collaborate and discuss proper translations for the community. County contacts would be a good source, as well as other community resources, as well as other election experts. It would especially be useful as new terms may be added in the future that could be difficult to capture in the various languages.</p>
BREAK FOR LUNCH	
Topic	Workgroup Break-out Sessions
Bylaw and Community Outreach Break-out Sessions	<p>Tamara introduced the next activity, inviting Council members to participate in one of two break-out sessions – Council Bylaws or Community Outreach. These sessions were intended to provide Council feedback to the respective workgroups to help further their work. Seventy-five minutes was set aside for the sessions. Afterwards, each group will</p>

	share with the full Council anything that was decided upon or developed for future consideration.
Topic	Community Outreach Workgroup Report
Community Outreach, Catalina Frank & Renee Lui	<p>The Community Outreach workgroup’s main objective is to create communication tools to increase the awareness of LEP voters about the elections process in Oregon. The breakout session was focused on the communication tools needed for four talking points: How to Vote, Who Can Vote, Why Vote, and Frequently Asked Questions (FAQs). The tools that the group came up with that would be the most effective in their communities were social media, traditional media (newspaper, radio, etc.), brochures or similar handouts, posters, flyers, and QR codes. These tools take into consideration generational differences while helping LEP voters be informed about voting and elections in their own language.</p> <p>The group also discussed media styles that would be used across communication tools. Reviewing branding from the SOS as well as some samples created by a Council member, the participants emphasized the need to keep branding consistent in look and feel. This would be done through colors, fonts sizes, and other visual elements.</p> <p>Future plans for the Community Outreach workgroup is to solidify the ideas collected during the session, work on getting tools set up, determining if TAC members or our vendor would be best to use for translations, and further development of media styles.</p>
Topic	Bylaws Workgroup Report
Council Bylaws, Magda Bejarano & Tamara Burkovskaia	<p>HB3021, Oregon Revised Statutes (ORS), the TAC Handbooks, and the Code of Conduct provide a lot of guidance for the Council’s work. Bylaws are needed to guide all the elements of the Council’ work. The Bylaws workgroup has been working on developing these bylaws from a template that will inform TAC-specific bylaws. There are 10 chapters to the current bylaws draft. The session worked on specific questions the workgroup had on specific chapters of the draft bylaws. Some elements that were focused on to flesh out for the final version were:</p> <ul style="list-style-type: none"> • Composition of the Council – number of members, appropriate number to reflect the needs of language groups, workload consideration, qualifications of members.

	<ul style="list-style-type: none"> • How to fill vacancies – pool of applicants formed, seeking a pool of new applicants • Meeting attendance – how to manage engagement, mechanisms for members who do not attend meetings <p>Future plans for the Council Bylaws workgroup are to incorporate the session discussion into existing draft, work on final form, then share out to the Council.</p>
Topic	Adjournment, Tamara Burkovskaia, Chair
	<p>Tamara thanked everyone for their work. The two workgroups will have more meetings to take what came out of the breakout sessions and incorporate that into their work going forward.</p> <p>The next TAC meeting tentatively will be in Fall 2023. At that time, the two workgroups will present their final projects for approval.</p> <p>Reminder that Glossaries are to be returned by April 21.</p> <p>During the next couple of weeks, web pages for the May 16th election will be finalized, so requests for reviews will be coming.</p> <p>Tamara congratulated the Council on their hard work, as a lot was accomplished for the glossaries and the two breakout sessions.</p> <p>The meet was adjourned at 1:57 pm.</p>

Meeting Handouts

Agenda

Glossaries for group work