

Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: August 15, 2022, 6:00-8:00 PM online via Teams

Facilitator: Kelly Mills, Secretary of State Translation Policy Program Manager

Attendees	
TAC Members	
Name	Council Position
Eman Abbas	Arabic Translator
Lowell Alik	Marshallese Translator
Angelo Arredondo Baca	At-Large
Magda Bejarano	At-Large
Rhania Bensafia	French Translator
Tamara Burkovskaia	Russian Translator
Hanna Choi	Korean Translator
Lois Feuerle	German Translator
Catalina Frank	Spanish Translator
Fernando Garza	Spanish Translator
Anastasia Godsey	Russian Translator
Rosaline Hui	Chinese Translator
Maria Lenzi Miori	Portuguese Translator
Jing Liu	Chinese Translator
Renee Liu	At-Large
Trinh Nguyen	Vietnamese Translator
Alfonso Pioquinto	Tagalog Translator
Fleur Prade	At-Large
Sutapa Svetamani	Thai Translator
Tatiana Terdal	Ukrainian Translator
Thao Tu	Vietnamese Translator
Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections
Invited Guests	
Melissa Meyer, CEO	Barbier International
Lauren Meyer, Vice President and Operations Manager	Barbier International

Absent	
Laurie Barajas	At-Large
Mika Jarmusz	Japanese Translator
Maria Peña	Spanish Translator
Mira Wymer	Korean Translator

Six members of the public joined the meeting via Teams.

Agenda Topics, Highlights, & Outcomes	
Topic	Agenda
Welcome and Housekeeping	<p>Kelly welcomed Council members to the meeting and outlined the agenda for the meeting.</p> <p>She reminded the Council that this is a public meeting and is being recorded. An overview of basic meeting etiquette for virtual meetings was provided.</p> <p>Marsa asked for individuals on the phone to identify themselves.</p>
Topic	Meeting Protocols
Business and Voting Protocols	Kelly reviewed the process of how to make motions and vote.
Topic	Vote on Meeting Minutes
Approval of July 27 and August 3 Meeting Minutes	<p>Kelly opened the floor for motions.</p> <p>Anastasia Godsey moved to approve the minutes from July 27 and August 3. Meetings.</p> <p>Trinh Nguyen seconded the motion. The minutes were approved by quorum:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Lowell Alik, approved • Angelo Arredondo Baca, approved • Magda Bejarano, approved • Rhanía Bensafia, approved • Tamara Burkovskaia, approved • Hanna Choi, approved • Lois Feurele, Telephone, unable to respond* • Catalina Frank, approved • Fernando Garza, approved • Anastasia Godsey, approved

	<ul style="list-style-type: none"> • Rosaline Hui, approved • Maria Lenzi Miori, approved • Jing Liu, approved • Renee Liu, approved • Trinh Nguyen, approved • Alfonso Pioquinto, approved • Fleur Prade, approved • Sutapa Svetamani, approved • Thao Tu, Telephone- unable to respond* <p>*During voting, some members were unable to respond verbally or in chat due to meeting settings or individual settings. Individual issues were managed, including opening the chat for written vote responses, when possible.</p> <p>Kelly indicated that the meeting setting would be revised for future meetings to provide for full participation.</p>
Outcome	Minutes from the July 27 and August 3 meetings were approved.
Topic	Translation Reviews
Introduction to Translation Reviews	<p>Kelly thanked members for their questions about reviewing translations from the previous meetings. She shared the basic construction of what members can expect:</p> <ul style="list-style-type: none"> • pamphlets are online by state/county and by language • only portions of the pamphlets are translated • there are no word limits or cell/design restrictions for the translations • there will be combined printable PDFs available • candidate names and addresses will not be transliterated • The Secretary of State is responsible for the content and reviews. <p>Kelly clarified that Council members are a part of a larger Secretary of State project</p>

	<p>team. The feedback loop of the team includes the Secretary of State, the translation vendor, and the Council.</p> <p>The Council will maintain their role as reviewers and not assume translation tasks. Members will review translations from their unique cultural perspective and provide an authentic critique. Reviews are an individual activity and draft translations should not be shared outside the team.</p> <p>Kelly provided a priorities rubric for reviews and guidelines for suggesting alternate translations. The categories are minor, critical, or preference. Members will receive their review materials in a three-column document: the original English text, the translated text, and suggestions, comments, and rationale.</p> <p>Kelly confirmed that all Council members will review the State Voters’ Pamphlet translations and the county pamphlets and other materials will be divided up among languages with 2 or more Council members.</p>
<p>Translations Review Guidance</p>	<p>Barbier International, the project translation vendor provided guidance more context for reviews. Melissa Meyer, CEO of Barbier, gave an overview of translation preparation and quality assurance. She explained how Council recommendations will improve translations and become the foundation for glossary development. Lauren Meyer, Vice President and Operations Manager, provided examples of the review forms and guidance for providing suggested alternate translations.</p> <p>Kelly, Melissa, and Lauren responded to questions.</p>
<p>Topic</p>	<p>File Sharing</p>
<p>Introduction to Sharing Files</p>	<p>Marsa shared information on how Council members will receive and return the</p>

	translation review files and provided examples and an accompany document. All files will be in Word and no special software is needed. Council members were reminded to not rename the files before sending them back to the Secretary of State.
Topic	Chair and Vice Chair Nominations
Nominations for Offices of Chair and Vice Chair	<p>Kelly reminded the Council of the duties of Chair and Vice Chair and directed members to review Council member bios. She opened the floor to nominations of officers. The following self-nominated:</p> <ul style="list-style-type: none"> • Angelo Arredondo Baca, Vice Chair • Rhania Bensafia, Chair • Tamara Burkovskaia, Chair or Vice Chair • Fernando Garza, Chair • Renee Liu, Vice Chair • Thao Tu, Vice Chair (by email) <p>Nominations were extended to August 16 by 5 pm, via email, to address verbal technical difficulties. Voting will proceed at Council meeting on September 7, 2022.</p>
Topic	Updates and Reminders
Volunteer Stipends	<p>Kelly provided an update on the Secretary’s efforts to develop a volunteer stipend in appreciation for the time spent providing service and attending required training. It is hoped that this will reduce barriers to participation. An official policy is forthcoming including an annual stipend and a per meeting stipend. Members will need to indicate whether they are public employees and if they are representing their employer. Public employees serving on their own behalf will be eligible for the stipend.</p> <p>Kelly answered questions regarding future meeting formats (virtual).</p>
Administrative / Business Processes	Kelly reminded members about the travel expense reimbursements and encouraged those who have not submitted their

	reimbursements to do so. Members were encouraged to reach out directly to Secretary of State Human Resources and Business Services contacts for assistance.
Questions / Resources	Kelly and Marsa remained online to answer members' questions following adjournment.

Meeting adjourned at 7:23 pm

Next virtual meeting is scheduled by Teams for Wednesday, September 7, from 6-8 pm.

Meeting Handouts

Agenda

August 15 Meeting PowerPoint Presentation