



## Oregon Secretary of State Translation Advisory Council Meeting

**Meeting Date/Time:** August 10, 2024, 10:00 AM - 2:00 PM

In-Person, Salem, OR, Kroc Center

**Facilitator:** Tamara Burkovskaia, Chair  
Kelly Mills, Program Manager

<b>Attendees</b>		
<b>Council Members</b>		
Name	Council Position	Virtual (Teams) or In-Person
Aida Taracena	Translator, Spanish	In-Person Attendee
Catalina Frank	Translator, Spanish	In-Person Attendee
Chantal Portillo	Translator, Spanish	In-Person Attendee
David Jones	Translator, Tagalog	In-Person Attendee
Eilam Hua Hoang	Translator, Vietnamese	In-Person Attendee
Eman Abbas	At-Large, Arabic	In-Person Attendee
Fleur Prade	At-Large, French	In-Person Attendee
Katerina Ingraham	Translator, Russian	In-Person Attendee
Lihong Zheng	Translator, Simplified Chinese	In-Person Attendee
Loie Feuerle	Translator, German	In-Person Attendee
Magda Bejarano	At-Large, Spanish	Virtual Attendee
Meng Lun-Pinkham	Translator, Simplified Chinese	In-Person Attendee
Polina Sergeev	At-Large, Russian	In-Person Attendee
Qi Richmond	Translator, Traditional Chinese	Virtual Attendee
Sydney Taggart	Translator, Korean	In-Person Attendee
Tamara Burkovskaia	Translator, Russian	In-Person Attendee
Tetyana Horner	Translator, Ukrainian	In-Person Attendee
Trinh Nguyen	Translator, Vietnamese	In-Person Attendee
<b>Absent</b>		
Lloyd Lee	Translator, Korean	
Lowell Alik	Translator, Marshallese	
Mira Wymer	Translator, Korean	
Renee Liu	At-Large, Simplified Chinese	
Rhania Bensafina	Translator, French	
Sahar Bassyouni	Translator, Arabic	
Sutapa Svetamani	Translator, Thai	
Sy Kim	Translator, Korean	
Tatiana Terdal	Translator, Ukrainian	
Thao Tu	Translator, Vietnamese	

<b>Secretary of State Staff</b>	
Kelly Mills	Translation Policy Program Manager, Elections
Melissa Maebori	Program Analyst, Elections
Molly Woon	Elections Director, Elections

<b>Guests</b>	
Paty Vasquez Pacheco	Multnomah County Bilingual Consultant to TAC



No members of the public joined in-person or via Teams.

<b>Agenda Topics, Highlights, &amp; Outcomes</b>	
<b>Topic</b>	<b>Welcome &amp; Approval of Minutes</b>
Welcome, Approval of February 21, 2024 Minutes	<p>Tamara Burkovskaia called the meeting to order at 10:10 am. She welcomed all members. She reviewed housekeeping items, the agenda and the process for approval of the February 21st meeting minutes.</p> <p>Tamara Burkovskaia confirmed a quorum of members were present. No amendments of the minutes were requested of the minutes, David Jones made the motion to approve the minutes and Fleur Prade seconded the motion to approve the minutes. A quorum of members voted 'approved' or 'declined' in person or the TEAMS Chat. The motion passed:</p> <ul style="list-style-type: none"> <li>• Aida Taracena, approved</li> <li>• Catalina Frank, approved</li> <li>• Chantal Portillo, approved</li> <li>• David Jones, approved</li> <li>• Eilam Hua Hoang, approved</li> <li>• Eman Abbas, approved</li> <li>• Fleur Prade, approved</li> <li>• Katerina Ingraham, approved</li> <li>• Lihong Zheng, approved</li> <li>• Loie Feuerle, approved</li> <li>• Magda Bejarano, approved</li> <li>• Meng Lun-Pinkham, approved</li> <li>• Polina Sergeev, approved</li> <li>• Qi Richmond, approved</li> <li>• Sydney Taggart, approved</li> <li>• Tamara Burkovskaia, approved</li> <li>• Tetyana Horner, approved</li> <li>• Trinh Nguyen, approved</li> </ul> <p>There were no votes in opposition.</p>
Welcome, Elections Director, Secretary of State Office	Tamara Burkovskaia welcomed guest, Molly Woon, Elections Director at the Secretary of State office. Molly Woon gave greetings and her appreciation for the work of the Council.
<b>Topic</b>	<b>Introductions</b>
Introductions & Icebreaker	<p>Tamara Burkovskaia provided an overview of the Council member appointments, thanked those members whose term was expiring but they decided to continue their membership, and welcomed new members.</p> <p>All new and continuing members provided a short introduction of themselves to the group.</p>



Topic	Nominations & Voting
<p>Nomination &amp; Voting: Chair and Vice Chair</p>	<p>Tamara Burkovskaia provided an overview of the work and accomplishments of the last two years as Chair of the Translation Advisory Council. She requested nominations for Council Chair and Vice Chair vacancies.</p> <p>Magda Bejarano nominated herself as Chair and provided an introduction and statement for nomination. There were no other nominations.</p> <p>Chantal Portillo made a motion to vote on the nominee for Council Chair. Aida Taracena seconded the motion. There was a vote by in-person and virtual members to elect Magda Bejarano as the Chair for the next two years. A quorum of members voted ‘yes’ or ‘no’ in person or the TEAMS Chat. The motion passed:</p> <ul style="list-style-type: none"> <li>• Aida Taracena, yes</li> <li>• Catalina Frank, yes</li> <li>• Chantal Portillo, yes</li> <li>• David Jones, yes</li> <li>• Eilam Hua Hoang, yes</li> <li>• Eman Abbas, yes</li> <li>• Fleur Prade, yes</li> <li>• Katerina Ingraham, yes</li> <li>• Lihong Zheng, yes</li> <li>• Loie Feuerle, yes</li> <li>• Magda Bejarano, yes</li> <li>• Meng Lun-Pinkham, yes</li> <li>• Polina Sergeev, yes</li> <li>• Qi Richmond, yes</li> <li>• Sydney Taggart, yes</li> <li>• Tamara Burkovskaia, yes</li> <li>• Tetyana Horner, yes</li> <li>• Trinh Nguyen, yes</li> </ul> <p>There were no votes in opposition.</p> <p>Tamara Burkovskaia requested nominations for the Vice Chair as well.</p> <p>Catalina Frank nominated herself as Vice Chair and provided a short statement in support of her nomination.</p> <p>Fleur Frank made a motion to vote on the nomination of Catalina Frank for the position of Council Vice Chair. Polina Sergeev seconded the motion. There was a vote by in-person and virtual attendees to elect Catalina Frank as the Vice Chair for the next two years. A quorum of members</p>



	<p>voted 'yes' or 'no' in person and in the TEAMS Chat. The motion passed:</p> <ul style="list-style-type: none"> <li>• Aida Taracena, yes</li> <li>• Catalina Frank, yes</li> <li>• Chantal Portillo, yes</li> <li>• David Jones, yes</li> <li>• Eilam Hua Hoang, yes</li> <li>• Eman Abbas, yes</li> <li>• Fleur Prade, yes</li> <li>• Katerina Ingraham, yes</li> <li>• Lihong Zheng, yes</li> <li>• Loie Feuerle, yes</li> <li>• Magda Bejarano, yes</li> <li>• Meng Lun-Pinkham, yes</li> <li>• Polina Sergeev, yes</li> <li>• Qi Richmond, yes</li> <li>• Sydney Taggart, yes</li> <li>• Tamara Burkovskaia, yes</li> <li>• Tetyana Horner, yes</li> <li>• Trinh Nguyen, yes</li> </ul> <p>There were no votes in opposition.</p>
<b>Topic</b>	<b>SoS Staff Report</b>
SoS Staff Report	<p>Kelly Mills provided a report from SoS to all those that attended. This report included an update on Senate Bill 1533 including new languages being added in 2025. She also reported on revisions to the Secretary of State Volunteer Stipend Policy and its impact on members and the Voter Tool Kit created by the Community Outreach workgroup.</p> <p>Kelly Mills also provided an update about Melissa Maebori officially joining SoS Elections team as Program Analyst &amp; Operations Coordinator in a permanent full-time capacity.</p>
<b>Break</b>	<b>Recording Paused for Break</b>
<b>Topic</b>	<b>ShareFile Collaboration</b>
ShareFile Collaboration	<p>Kelly Mills provided an introduction to the ShareFile Collaboration tool. In 2022, following the General Election, members requested a tool to enhance translation review collaboration between TAC members of the same languages. Currently, all documents are provided separately to every member. The SoS Information Systems Division proposed a collaboration option in ShareFile and requested testing and evaluation by the Council.</p>



	<p>Melissa Maebori reported that she and two TAC members tested the option and she provided a demonstration and information on its capabilities and answered questions.</p> <p>Members asked questions about being able to make written comments, tag colleagues, see and track others' edits, and whether multiple users needed to be in the same session or could work separately.</p> <p>In summary, members indicated that ShareFile appears to be a great potential tool for editing collaboratively with language group teammates, especially for projects other than deadline-driven voters' pamphlet reviews. Additional questions raised were around development of protocols for editing practices during deadline-driven reviews for elections. Members asked for clarification on how final acceptance or rejection of suggestions would be determined. Who says something is final for submission with collaborative reviews/edits?</p> <p>Members agreed it would be beneficial to see the folders and materials of members in their language group. If there is an option to see folders of other languages, that would be a nice additional feature, but not necessary. Kelly Mills clarified the evolution over elections of assigning reviews within languages for workload equity, multiple perspectives on identical materials, and organization methods.</p> <p>Kelly Mills summarized next steps. Staff will take the feedback from the meeting, do some more testing with TAC members, do additional research on questions, and report back. She indicated that implementation would not be organized sooner than 2025. Melissa is requesting additional volunteer user testers for 2025 implementation and asked members to e-mail her if interested.</p>
<b>Topic</b>	<b>Best Practices of Translation Review</b>
Best Practices of Translation Review: Tips and Tricks	<p>Tamara Burkovskaia and Kelly Mills provided an introduction of the activity to assist new and continuing Council members with organizational and review skills. TAC members worked in language-neutral small groups reflecting on their personal experiences and discussing best practices of translation review. Kelly Mills facilitated and recorded small groups' reports of the activity.</p>
<b>Lunch</b>	<b>Recording Paused for Lunch</b>
<b>Topic</b>	<b>Small Group Work</b>



<p>Small Group Work (Glossary &amp; Style Guide Work or Language Work Group)</p>	<p>Members were arranged in five language-specific groups and a language-neutral group. Kelly Mills and Tamara Burkovskaia provided worksheets of discussion topics related to new and revised glossary terminology and the Style Guide based on TAC suggestions to date. Kelly Mills facilitated and documented small group conclusions.</p> <p>Tamara Burkovskaia reiterated that the work on glossaries and the Style Guide will be an ongoing process, and members are encouraged to share their suggestions for improving these resources on an annual basis.</p>
<p><b>Topic</b></p>	<p><b>Open Mic/Community Time</b></p>
<p>Open Mic/Community Time</p>	<p>Tamara Burkovskaia facilitated the opportunity for members to share anything, to ask questions, or suggest improvements for the good of the group.</p> <p>A new member asked about the frequency of Council meetings (2-3 times per year). Kelly Mills returned to the Tips and Tricks small group activity to draw attention to various styles of reviews. She requested feedback on the “accept” box of the review form, which members agreed was useful and should remain.</p> <p>As a new staff member, Melissa Maebori provided additional information to her self-introduction, highlighting her skills and experience that will be useful to the Council.</p> <p>Tamara ran a brief, fun activity to capture individuals’ moods following the meeting and asked members to join a group photo.</p>
<p><b>Topic</b></p>	<p><b>Adjourn</b></p>
<p>Adjourn</p>	<p>Meeting adjourned at 2:05 p.m.</p>

Meeting Handouts

Translation Advisory Council Tips and Tricks Worksheet  
Proposed New Glossary Terms