

**Oregon Secretary of State  
Translation Advisory Council Meeting**

**Meeting Date/Time:** August 3, 2022, 4-5 PM online

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

<b>Attendees</b>	
<b>TAC Members</b>	
<b>Name</b>	<b>Council Position</b>
Lowell Alik	Marshallese Translator
Maria Lenzi Miori	Portuguese Translator
<b>Secretary of State Staff</b>	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections
<b>Absent</b>	
Noha Aboelmaaty	Arabic Translator

Five individuals joined the meeting remotely

<b>Agenda Topics, Highlights</b>	
<b>Topic</b>	<b>Introductions</b>
Introductions	Members shared information about themselves.
<b>Topic</b>	<b>Introductions &amp; Effective Council Members</b>
Being an Effective Council Member	Kelly Mills reviewed Council protocols and parameters for public service as an appointed public official. This included recognizing service to the public, specifically Oregonians who have limited English proficiency. Council members are not translators but serve as community representatives that ensure translations are accurate (meaning to meaning) and culturally appropriate. Council has many diverse members and viewpoints. Members should be respectful of each other. Engagement with each other, the materials, and meeting

	attendance is important. Council represents the Secretary of State and the State of Oregon, so actions and words matter. Be familiar with relevant laws and Council handbook.
<b>Topic</b>	<b>Elections Division Overview</b>
Introduction to Elections	Kelly shared with the Council an overview of the Elections Division, what they do, and how the Council intersects with the Division through the Voters' Pamphlet.
Introduction to the Voters' Pamphlet	Kelly provided an overview of the pamphlet. Council members were encouraged to explore the online voters' pamphlet and use provided questions to become familiar with contents (Meeting Handouts: Voters' Pamphlet Hunt).
<b>Topic</b>	<b>Translations of Voters' Pamphlets</b>
Voters' Pamphlets & Languages	The State Voters' Pamphlet will be translated into 14 languages (5 most common languages in the state plus 5 most common languages in <u>each</u> county). County Voters' Pamphlets will be translated in both the 5 most common languages in the state plus the 5 most common language in the county, used by at least 100 people. The Languages include Arabic, Simplified Chinese, French, German, Japanese, Korean, Marshallese, Portuguese, Russian, Spanish, Tagalog, Thai, Ukrainian, and Vietnamese.
Calendar of Events	Members reviewed the translation calendar of events for the 2022 General Election with highlights of Council meetings and review dates (Meeting Handouts: TAC Calendar). Timelines are tied to deadlines for state, county, and local elections.
<b>Topic</b>	<b>Organization, Reviews &amp; Wrap up</b>
Council Organization	Council activities are tied to election cycles: 4 meetings during even years; 2 meetings during odd years. The Council is advisory in nature. Council decisions do not bind Secretary but serve as recommendations. The Chair and Vice Chair are elected Council officers. Most meetings will be virtual. The

	Council operates under a quorum of all members (not members present at meeting). All official actions are taken by a vote. Pamphlet reviews are not issues for a vote.
Reviewing Translations	The next meeting in will be held in August to discuss process and training for translations reviews.
Compensation and Travel Expenses	Council members are volunteers but will receive a stipend as recognition of their work; policy is forthcoming. Travel expenses will be reimbursed using the online reimbursement form from the Secretary of State's Business Services Division.

Meeting adjourned at 5:00 pm

Meeting Handouts

Agenda

August 3 Meeting PowerPoint Presentation

Voters' Pamphlet Hunt

TAC Calendar