

## Oregon Secretary of State Translation Advisory Council Meeting

**Meeting Date/Time:** December 12, 2022, 6:00-8:00 PM online via Teams

**Facilitator:** Tamara Burkovskaia, Council Chair

<b>Attendees</b>	
<b>Council Members</b>	
Name	Council Position
Eman Abbas	Arabic Translator
Lowell Alik	Marshallese Translator
Angelo Arredondo Baca	At-Large
Laurie Barajas	At-Large
Magda Bejarano	At-Large
Rhania Bensafia	French Translator
Tamara Burkovskaia	Russian Translator
Lois Feuerle	German Translator
Catalina Frank	Spanish Translator
Anastasia Godsey	Russian Translator
Rosaline Hui	Chinese Translator
David Jones	Tagalog Translator
Sy Kim	Korean Translator
Maria Lenzi Miori	Portuguese Translator
Jing Liu	Chinese Translator
Renee Liu	At-Large
Trinh Nguyen	Vietnamese Translator
Fleur Prade	At-Large
Sutapa Svetamani	Thai Translator
Tatiana Terdal	Ukrainian Translator
Mira Wymer	Korean Translator
<b>Absent</b>	
Fernando Garza	Spanish Translator
Haruka Kawakami	Japanese Translator
Maria Peña	Spanish Translator
Thao Tu	Vietnamese Translator
<b>Guest Speakers</b>	
P.K. Runkles-Pearson	Secretary of State Chief Legal and Risk Counsel
Jessica Ventura	Secretary of State Legislative Director

<b>Secretary of State Staff</b>	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections

<b>Agenda Topics, Highlights, &amp; Outcomes</b>	
<b>Topic</b>	<b>Welcome, Tamara Burkovskaia, Chair</b>
Welcome & Housekeeping	Tamara Burkovskaia called the meeting to order at 6:00 pm and welcomed Council members and outlined the agenda for the meeting. Tamara briefly discussed the Code of Conduct which was sent to Council members prior to the meeting, asking for Council comment outside of the meeting. Any feedback can be provided via email by 1/13/23. She also invited Council members to consider a future opportunity to join a working group for the development of by-laws for the Council.
<b>Topic</b>	<b>Approval of Meeting Minutes, Tamara Burkovskaia, Chair</b>
Approval of <a href="#">September 7 Meeting Minutes</a>	<p>Tamara introduced the minutes from the September 7 TAC meeting. She noted that after the minutes were sent to the Council, a correction was submitted. There was a mis-recording of one of the votes for Council chair and a misspelling of a name. The minutes were amended. Tamara announced a change of procedure from previous meetings on voting for minutes. In the interest of time, while still within the parameters of Public Meetings Law, she will ask for a group voice vote of members (all in favor, all opposed). A quorum was present.</p> <p>Trinh Nguyen moved to accept the minutes from the <a href="#">September 7</a> meeting. Lowell Alik seconded the motion. The minutes were approved by unanimous voice vote:</p> <ul style="list-style-type: none"> <li>• Eman Abbas, approved</li> <li>• Lowell Alik, approved</li> <li>• Angelo Arredondo Baca, approved</li> <li>• Laurie Barajas, approved</li> <li>• Magda Bejarano, approved</li> <li>• Rhanía Bensafia, approved</li> <li>• Tamara Burkovskaia, approved</li> <li>• Lois Feurele, approved</li> <li>• Anastasia Godsey, approved</li> <li>• Maria Lenzi Miori, approved</li> <li>• Jing Liu, approved</li> <li>• Renee Liu, approved</li> </ul>

	<ul style="list-style-type: none"> <li>• Trinh Nguyen, approved</li> <li>• Fleur Prade, approved</li> <li>• Sutapa Svetamani, approved</li> <li>• Tatiana Terdal, approved</li> <li>• Mira Wymert, approved</li> </ul> <p>There were no voice votes in opposition.</p>
<b>Outcome</b>	<b>Minutes from the September 7 meeting were approved.</b>
<b>Topic</b>	<b>Report on 2022 General Election – Kelly Mills, SOS Translations Program Manager</b>
Secretary of State Staff Report	<p>An overall review of the 2022 General Election project was provided. More than 1,500 PDFs and 51 new web pages were created and over 700,000 words were translated. Web page analytics from October 12 - November 8, 2022, indicates an average of 1,000 daily views, with the heaviest traffic 4 days prior to the election when it reached close to 5,000 views. The number of unique page views was 42,854, and visitors spent on average 4 minutes on the web pages. Webpage views by language were Spanish 26%, Chinese 25%, Vietnamese 16%, Russian 7%, tie at 4%: French, Arabic, Korean, tie at 3%: Japanese, Ukrainian, German, tie at 1%: Tagalog, Marshallese, Thai, Portuguese. The biggest challenges to managing the project on limited timelines included receiving 31% more words than projected due to large number of filed local measures in the final stages of the project.</p> <p>No public feedback about translations was submitted through the online feedback form. An email from a member of the public congratulated the Council on the work and other feedback focused on overall expanding language access: increasing languages on voter registration forms, mailing translated pamphlets, increasing translations to all candidate statements, translating ballots, collecting voter language data, providing more neutral voter resources, increasing the list of languages for translations, increasing use of plain language in English text. Many of these public comments were echoed in the Council survey written comments. Survey results and comments were organized into strengths and weaknesses, considerations and limitations, and opportunities for the future. Webpage strengths were navigation ease and clear information, use of fonts, and attractiveness. Weaknesses included many specific technical adjustments and changes which the web</p>

	<p>team indicates they can implement. Webpage limitations include HB3021’s scope, state web page provider capacity, resources, and visual considerations. The Council rated translations as 19% excellent, 48% good, 26% adequate, 7% (2 members) poor. Translation strengths were meeting voters’ needs and the absence of critical translation or cultural errors. Weaknesses included a need for a glossary and a style guide for uniformity and timesaving. Considerations were the short timelines to complete reviews, and lack of feedback from translators on suggested changes to translation and noted opportunities include pending SOS website redesign project, 2023 Legislative Session and rulemaking, discussions with state web page vendor, improving the feedback loop, glossary and style guide development, and future availability of already translated source text. Council members provided additional examples of errors and areas for improvement and a Council opportunity to promote the web pages.</p>
<p><b>Topic</b></p>	<p><b>Guest Speaker – P.K. Runkles-Pearson, SOS Chief Legal and Risk Counsel</b></p>
<p>Continuing Education Laws, Rules &amp; Elections</p>	<p>The presentation included an overview of Oregon statutes and rules and the impact on the Council and Elections. P.K. provided definitions and references to the statutes and rules directly connected to the Council’s work (ORS 251.167, 251.170, 251.173; OAR 165-024-0005 to -0030) and legal structure of the Council. She pointed out that rulemaking is often more flexible than lengthier changes to statutes through the legislative process. Council members were invited to ask questions.</p>
<p><b>Topic</b></p>	<p><b>Guest Speaker – Jessica Ventura, SOS Legislative Director, Kelly Mills, SOS Translation Program Manager</b></p>
<p>2023 Legislative Concept HB3021 Language Formulas</p>	<p>Jessica gave background information about the purpose of and how the Oregon legislature works including the branches of government (legislative, executive, and judicial branches) and how a bill becomes a law. During Legislative Sessions beginning in January, Jessica’s role is to promote and move the Secretary’s legislative priorities in front of the Oregon Senate and House of Representatives to gain support. Jessica shared what the Secretary’s Legislative priorities for 2023 are, including improving and expanding language access through revised language formulas from HB3021.</p> <p>Kelly shared that HB3021 is being considered for changes in 2023 Session around the language formulas for inclusion in</p>

	<p>voters’ pamphlet translations and the bill’s sponsors would like the Council’s input. She reminded the Council of the sponsors’ 2021 intent for language formulas: based on data, include all counties, provide an opportunity to increase list of languages, and maintaining all languages on the list. The 2023 initiative is based on public and council feedback about the resulting current language lists and gaps for populous language communities which do not fall in the top 5 county languages. Five options for potential language formula were presented, which are expected to either maintain or drop languages, and may increase thresholds for inclusion.</p> <p>Current Formulas (option 1): top 5 State + top County 5 greater than 100 speakers</p> <ul style="list-style-type: none"> <li>○ Option 2: Top 5 State + top County <b>10</b> greater than <b>300</b> speakers, maintain all current languages = 19 state languages, increased county languages</li> <li>○ Option 3: Top 5 State + top County <b>10</b> greater than <b>500</b> speakers, maintain all current languages = 19 state languages, increased county languages</li> <li>○ Option 4: Top 5 State + top County <b>10</b> greater than <b>300</b> speakers, sunset low threshold languages (3) = 16 languages, increases some county languages</li> <li>○ Option 5: Top 5 State + top County <b>10</b> greater than <b>500</b> speakers, sunset some low threshold languages (4) = 15 languages, increases some county languages</li> </ul> <p>Kelly provided specific languages impact based on estimated data. Jessica told the Council that Representative Pham, the bill’s 2021 sponsor, supports expanding languages without dropping any current languages and this is the Secretary’s preference as well. The Council was invited to comment on the possible concept options, without concern with fiscal impacts as funding is determined through the legislative process. Council comments (verbal and in virtual meeting chat) included a need for funds to do outreach to communities, general consensus supporting options that increase language access, using data for decision-making, and not dropping any current languages. Jessica encouraged Council members to send further feedback in writing after the meeting if desired.</p>
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<b>Topic</b>	<b>Glossary &amp; Feedback Loop Project Updates, Tamara Burkovskaia, Chair and Kelly Mills, SOS Translations Manager</b>
Glossary Project & Feedback Loop Project Updates	<p>Tamara reviewed the purpose of the glossary development project and feedback loop projects and explained that this is one of the other duties of the Council, to recommend improvements to the voter pamphlet translation reviews process and assist in the development of Council resources. The glossary will promote consistency in election terminology translations, provide better quality translations, and serve as a long-standing resource for translators in the future. Optional participating Council members, representing Chinese, French, German, Japanese, Marshallese, Russian, Spanish, Thai, Ukrainian, and Vietnamese, are sharing up to 100 words and translations for possible inclusion in the glossary. Kelly reviewed the tentative glossary project milestones and schedule in January, February, March, and April. The project is being planned and implemented with Barbier International. There is a tentative plan for the Council to meet in person to work together on the glossary, probably in February or March.</p> <p>The purpose of the optional feedback loop project is to inform the glossary project by evaluating and improving the effectiveness of the team (Barbier translators, Council, staff) translations feedback loop. Optional Council participants represent Chinese, French, Japanese, Marshallese, Russian, Spanish, Thai, Ukrainian, and Vietnamese, and they are providing data on the frequency of accepted Council recommendations of final translations of the 2022 General Election materials.</p>
<b>Topic</b>	<b>Outreach Activities Reports, Tamara Burkovskaia, Chair and Tatiana Terdal, Ukrainian Translator Member</b>
Outreach Activities	Due to time constraints, Tamara asked for reports on Council outreach efforts to engage voters and promote translated materials to be provided in writing for inclusion with the distribution of minutes.
<b>Topic</b>	<b>Adjournment, Tamara Burkovskaia, Chair</b>
	Meeting adjourned at 8:01 pm Next meeting will be announced, tentatively in February.

<b>Written Reports Provided After the Meeting, for Distribution with the 12/12/22 Minutes</b>	
<p>Russian Speaking Community</p> <p>Tamara Burkovskaia</p>	<p><b>Slavic Family Radio</b></p> <p>As part of its coverage of elections, Slavic Family Radio interviewed candidates who sought out the radio station to speak to Russian-speaking Oregonians. Freelance interpreter, Tamara, was scheduled to interpret for Tina Kotek, candidate for Governor. Unfortunately, at the last minute, the interviewer was suddenly unable to conduct the interview. In a pinch, Tamara graciously agreed to fill in and do her best as both volunteer interviewer and interpreter. The candidate discussed her priorities for the first 100 days, the first year, and by the end of her term in the office. The candidate spoke about how she is going to address community members leaving Oregon because it’s becoming more and more challenging for working families to make ends meet and to keep their families safe. She made a commitment to talk to the community at least once a year – either on the radio or at a community meeting. At the end of the interview, Tamara, in her incidental role as Chair of the non-partisan Secretary of State Translation Advisory Council also let the audience know that voters can learn more about this and other candidates and also about ballot measures on the Secretary of State website where this non-partisan information is now available in the Russian and Ukrainian languages.</p>
<p>Ukrainian Speaking Community</p> <p>Tatiana Terdal</p>	<p><b>Ukrainian Community Outreach</b></p> <p>For the 2022 midterm elections, there was no budget for outreach to the Ukrainian community in local Ukrainian language media, so most of my outreach efforts were via social media and personal networks. My personal networks include Ukrainian media professionals working for US, Ukrainian, and other international media. On November 9<sup>th</sup>, the day after 2022 midterms, I was invited to be part of live post-election coverage on Voice of America (VOA) Ukrainian Service. VOA is the largest US international broadcaster delivering news and information in more than 40 languages reaching over 300 million people. VOA was created in 1942 and started broadcasting in Ukrainian in 1949. They are a highly respected broadcaster watched by Ukrainian language speakers all over the world, including here, in Oregon. When</p>

	<p>I was invited to be part of the VOA live post-election coverage from different US states, I was happy to accept the invitation and used the opportunity to talk about Translation Advisory Council and Ukrainian language translation of Voter's Pamphlets. Even though it was too late for Ukrainians in Oregon to learn about Ukrainian language translation of Voter's Pamphlets for the 2022 elections, they might remember this information and share it with their family and friends during the next election cycle.</p>
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Meeting Handouts

Agenda

December 12 Meeting PowerPoint Presentation