

Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: February 15, 2023, 6:00-8:00 PM online via Teams

Facilitator: Tamara Burkovskaia, Council Chair

Attendees	
Council Members	
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
Fernando Garza	Spanish Translator
Anastasia Godsey	Russian Translator
David Jones	Tagalog Translator
Haruka Kawakami	Japanese Translator
Sy Kim	Korean Translator
Maria Lenzi Miori	Portuguese Translator
Jing Liu	Chinese Translator
Renee Liu	At-Large
Trinh Nguyen	Vietnamese Translator
Maria Peña	Spanish Translator
Fleur Prade	At-Large
Sutapa Svetamani	Thai Translator
Tatiana Terdal	Ukrainian Translator
Thao Tu	Vietnamese Translator
Mira Wymer	Korean Translator
Absent	
Rosaline Hui	Chinese Translator
Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections

Agenda Topics, Highlights, & Outcomes	
Topic	Welcome, Tamara Burkovskaia, Chair
Welcome & Housekeeping	Tamara Burkovskaia called the meeting to order at 6:01 pm. She welcomed Council members, reminded them of the housekeeping items about participating in a Teams meeting, and outlined the meeting's agenda.
Topic	Approval of Meeting Minutes, Tamara Burkovskaia, Chair
Approval of December 12, 2022 , Meeting Minutes	<p>Tamara introduced the minutes from the December 12, 2022, 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 December 12, 2022 meeting. David Jones seconded the motion. The minutes were approved by voice vote of members present:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Tamara Burkovskaia, approved • Lois Feurele, approved • Catalina Frank, approved • Fernando Garza, approved • Anastasia Godsey, approved • David Jones, approved • Haruka Kawakami, approved • Sy Kim, approved • Maria Lenzi Miori, approved • Renee Liu, approved • Trinh Nguyen, approved • Maria Peña, approved • Fleur Prade, approved • Sutapa Svetamani, approved <p>There were no voice votes in opposition.</p>
Outcome	Minutes from the December 12, 2022 meeting were approved.
Topic	SOS Staff Report – Kelly Mills, SOS Translations Program Manager
2023 Legislative Session	Kelly provided an update on the Legislative Concept considered by the Council in December 2022. This concept, now known as Senate Bill 169 (SB169), was recently drafted for introduction in the 2023 Legislative Session. SB169 would

	<p>increase voter inclusion through a revision of the language formula. The proposed formula includes the most spoken 5 state languages and the 10 most spoken languages used by at least 300 limited English proficient individuals in each county. Based on preliminary PSU Population Research Center analysis of newly released 2021 American Community Survey (ACS) data, this would likely result in additional languages of translation for Clackamas (Arabic, Romanian, Traditional Chinese characters), Multnomah (Arabic, Japanese, Romanian, Somali, Traditional Chinese characters), and Washington (Japanese, Persian/Dari, Tagalog, Traditional Chinese characters). It would also increase the total state voters' pamphlet languages to eighteen. If passed in its current form, SB169 may include permanent staff position(s), increase the number of Council members, and include a dedicated ethnic media budget. The process will include a Legislative Fiscal Office impact statement, committee hearings, a vote, and final Governor approval. Legislative session ends on June 30, 2023.</p>
<p>Special Elections: March, May, August, November of odd years</p>	<p>Staff are working with the Council to review March 16, 2023, special election translated pamphlets. Kelly thanked participating Council members and reminded members of the odd year elections, scheduled for March, May, August, and November. Kelly provided expected dates for TAC reviews of May 2023 special district election pamphlets and agreed to provide calendars of dates to members.</p>
<p>HB3021 Implementation Report</p>	<p>Kelly referenced the HB3021 Implementation Report shared with members. It provides a road map for priorities and improvements in 2023. Highlights include working with Barbier to improve the feedback loop and to develop a toolbox of resources, including glossaries, style guide, increased elections subject matter expertise, revised review forms and file sharing technology. A new column in the review form will provide a location for translators to indicate accepted or rejected suggestions and comments made by TAC reviewers.</p>
<p>Reminders & Business Follow-up</p>	<p>Kelly shared some basic reminders with the Council, including to complete required training. She emphasized the importance of communication about assigned reviews and deadlines.</p>
<p>Glossary Update</p>	<p>The planned translated elections terminology glossary will result in consistent terminology, a better voter experience, better reviewer experiences, and better translator</p>

	<p>experiences. Work to date includes a 400+ word draft list and statutory definitions, including suggested words from members. During the upcoming March Council in-person meeting, there will be an opportunity to work on and review the glossary translations provided by the vendor. After that is complete, there may be a final stage to translate definitions. Upon completion, revisions will occur annually based on submitted requests for review, with new suggestions accepted any time throughout the year. In response to a question, Kelly confirmed the Secretary of State will own the glossary. It was suggested that the Council work with other states or organizations to connect with elections subject matter experts in various languages, in addition to already referenced resources (King County, WA and Yakima County WA, and LA County, CA, and U.S. Elections Assistance Commission’s glossaries.) Members who are unable to join the March meeting will receive a copy for review.</p>
Topic	Council Bylaws, Tamara Burkovskaia, Chair
Council Bylaws	<p>Tamara reminded members that bylaws outline the Council’s mission, organizational structure and responsibilities, rules of order, and other operational issues. There is a draft document developed by staff, Chair and Vice Chair, for a subcommittee to revise and finalize. It was suggested that the Code of Collaboration be incorporated. There was discussion to clarify the subcommittee’s task and time commitment. Volunteers include Eman Abbas, Lowell Alik, Magda Bejarano, Loie Feurele, Sy Kim, and Fleur Prade. There were no volunteers to serve as coordinator, so that remains open, and those interested should email TAC.info@sos.oregon.gov by Friday.</p>
Topic	Code of Collaboration, Tamara Burkovskaia, Chair
Code of Collaboration	<p>Tamara reintroduced the Code of Collaboration, and commended Fernando for his idea to develop this type of document. The draft has been distributed several times with other meeting materials. She asked for any changes, questions, or suggestions. A member requested the Code be translated, but Tamara confirmed it is for the Council’s use and all members speak English. Hearing no further comments, Lowell Alik moved to vote for the Code of Collaboration and Fernando Garza seconded the motion. The</p>

	<p>Code of Conduct was approved by voice vote of members present:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Lowell Alik, approved • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Tamara Burkovskaia, approved • Lois Feurele, approved • Catalina Frank, approved • Fernando Garza, approved • Anastasia Godsey, approved • David Jones, approved • Haruka Kawakami, approved • Sy Kim, approved • Maria Lenzi Miori, approved • Jing Liu, approved • Renee Liu, approved • Trinh Nguyen, approved • Maria Peña, approved • Fleur Prade, approved • Sutapa Svetamani, approved • Tatiana Terdal, approved • Thao Tu, approved • Mira Wymer, approved <p>There were no voice votes in opposition.</p>
Outcome	The Code of Conduct was approved.
Topic	Upcoming Council 2023 Activities
Community Outreach	<p>Tamara emphasized the unique nature of the Council and opportunities for more hands-on activities than typical. She reminded the Council of possible additional activities from the Handbook, including ongoing education about elections; recommendations for improvements to the voters’ pamphlet translation process and broader language access; developing Council resources; and advising on culture-specific outreach.</p> <p>The post-election survey and December meeting indicated that many members shared the work of the Council in their networks and would like to engage in community outreach in</p>

	<p>2023. Tamara referenced two recent outreach activity written reports (see December 12, 2022, minutes). Several members shared successful methods used in their civic/volunteer groups including the use of social media, leveraging ethnic community events and civic events like new citizen swearing-in ceremonies, inviting high profile community leaders, consistently scheduling activities, providing print materials for those without internet, accessing community locations such as ethnic supermarkets or community centers, and pursuing elderly and youth programming. Another idea was partnering with those with similar missions, i.e., League of Women Voters.</p> <p>Tamara suggested forming a Community Outreach subcommittee with the task to develop a Council community outreach toolkit for members to use in language communities, networks, and activities. There was discussion about whether the Council could expect a budget and if the Secretary’s media budget can expand beyond the top 5 languages. Kelly is supportive of the idea and shared that SB169 is expected to include an increased ethnic media/outreach budget and she will provide updates on the outcome. A member reminded the Council to be careful about using the term <i>Slavic</i>, which is not inclusive, and use appropriate terminology when speaking about ethnic groups and populations. Tamara acknowledged concerns and advised to use appropriate, inclusive language and descriptions, especially when referring to diverse population groups.</p> <p>There was discussion about the subcommittee’s required time commitment and number of members. Members were assured there is flexibility and no size limit, small groups around 8 people are typically the most productive. Volunteers for the subcommittee are Renee Liu, Haruka Kawakami, Jing Liu, Eman Abbas, Catalina Frank, Fernando Garza, and Sutapa Svetamani. Hearing no other volunteers for subcommittee coordinator, Renee volunteered to serve.</p>
Subcommittees	The new Bylaws and Community Outreach subcommittees will work with Tamara and Renee to establish meeting dates prior to the March Council meeting. The March in-person

	<p>meeting will include time for both committees to have breakout work session time. Tamara also invited Council members to continue thinking of activities the Council can do, and to share them through email.</p>
Topic	Member Updates / Team Building
TAC Member Open Share	<p>Tamara introduced a new, proposed standing agenda item for the end of each meeting, dedicated time for Council members to share updates, ideas, to address issues, or any issues members find important. Tamara opened the community sharing time. Members committed to sharing talents (Adobe designs, drawing, upcoming music recitals).</p> <p>There was a request for a member directory of contact information, which Kelly agreed could be provided with members’ permission for Council work. She will organize that.</p> <p>There were more community outreach platform ideas such as joining other agencies like the DMV, and opportunities at official citizenship ceremonies. This could also be a venue for partnerships with groups with similar goals and available resources like League of Women’s Voters.</p> <p>A member shared her volunteer and professional job where she has the opportunity to provide Vietnamese translations and develop a glossary for the Multnomah County Library and the Multnomah County Elections office. The work is rewarding and challenging, requiring collaboration with translator vendors and different glossaries.</p> <p>Finally, Vice Chair Renee led the group in a fun activity with good member participation.</p>
Topic	Adjournment, Tamara Burkovskaia, Chair
	<p>The March 11 in-person meeting is scheduled at the Kroc Center in Salem. The Kroc Center has a pool, gym, rock climbing, and childcare if anyone would like to bring their family along. Lunch will also be provided for Council members. The agenda tentatively includes glossary and subcommittee workgroups and opportunities to get to know each other more.</p> <p>Meeting adjourned at 8:01 pm.</p>

	Next meeting is in-person, on Saturday, March 11, 10 am-2 pm
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Meeting Handouts

Agenda

February 15, 2023, Power Point Presentation