

Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: July 27, 2022, 1 –4:30 PM at the Oregon State Library, Conference Room 103

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

Attendees	
TAC Members	
Name	Council Position
Angelo Arredondo Baca	At-Large
Laurie Barajas	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
Mika Jarmusz	Japanese Translator
Jing Lui	Chinese Translator
Renee Lui	At-Large
Trinh Nguyen	Vietnamese Translator
Maria Peña	Spanish Translator
Alfonso Pioquinto	Tagalog Translator
Fleur Prade	At-Large
Sutapa Svetamani	Thai Translator
Tatiana Terdal	Ukrainian Translator
Thao Tu	Vietnamese Translator
Mira Wymer	Korean Translator
Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections
Dominic Lopez	Voters’ Pamphlet, Elections
Nikki Fisher	Civic & Elections Education Director, Executive Office

Invited Guests	
Secretary Shamia Fagan	Oregon Secretary of State
Deborah Scroggin	Secretary of State Elections Division Director
Karla Willmschen	Secretary of State Financial Services, Business Services Division
Tasha Petersen	Secretary of State Human Resources Division Director
Melissa Gubbels	Secretary of State Human Resources Division
Erin Holbrook	Secretary of State Human Resource Division
Absent	
Noha Aboelmaaty	Arabic Translator
Lowell Alik	Marshallese Translator
Maria Lenzi Miori	Portuguese Translator

Meeting had a virtual option for members of the public to participate. Nine individuals joined the meeting via Teams.

Agenda Topics, Highlights	
Topic	Objectives
Meeting Goals	<ul style="list-style-type: none"> • Understand the Secretary of State’s mission and role as Chief Elections Officer • Build Community • Understand the Council’s role • Completing onboarding paperwork • Transitioning to translation review work
Topic	Welcome
Welcome from the Secretary of State	<p>Secretary Shamia Fagan greeted the Council and expressed excitement in joining the inaugural meeting of the Council.</p> <p>She shared her mission to build trust between Oregonians and the government, and to give a positive impact on and for everyday people in their daily lives.</p> <p>The Council is one of the ways the mission is carried out, as they make sure translations are relevant to Oregon communities.</p>
Topic	Introductions & Effective Council Members
Introductions	Members participated in a group introductions activity.
Being an Effective Council Member	Kelly Mills reviewed Council protocols and parameters for public service as an appointed public official. This included

	<p>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.</p>
Topic	Elections Division Overview
Introduction to Elections	<p>Deborah Scroggin, Elections Division Director, shared an overview of the Elections Division, what they do, and how the Council intersects with the Division through the Voters’ Pamphlet.</p>
Introduction to the Voters’ Pamphlet	<p>Members participated in a group activity to gain familiarity with voters’ pamphlet contents (Meeting Handouts: Voters’ Pamphlet Hunt).</p>
Topic	Onboarding details
Compensation	<p>Council members are volunteers and will receive a stipend as recognition for work; policy is forthcoming.</p>
Travel Expenses	<p>Members are eligible for reimbursement of travel expenses. Karla Willmschen, Business Services Division, walked through how to submit requests online.</p>
Topic	Translations of Voters’ Pamphlets
Voters’ Pamphlets & Languages	<p>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.</p>

	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.
Topic	Organization, Reviews & Projects
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.
Ongoing Council Work	There will be future Council work to develop glossaries for translations to provide consistency.

Meeting adjourned at 4:00 pm

Members were released upon adjournment to verify I-9 documents with Secretary of State Human Resources staff.

Meeting Handouts

Agenda

July 27 Meeting PowerPoint Presentation

Voters’ Pamphlet Hunt

TAC Calendar