



Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: May 17, 2025, 10:00 AM - 2:30 PM

In-Person, Salem, Oregon, Kroc Center

Facilitators: Magda Bejarano, Chair; Catalina Frank, Vice Chair

Attendees		
Council Members		
Name	Council Position	Virtual (Teams) or In-Person
Aida Taracena	Translator, Spanish	In-Person Attendee
Catalina Frank	Translator, Spanish	In-Person Attendee
Eman Abbas	At-Large, Arabic	In-Person Attendee
Fleur Prade	At-Large, French	Virtual Attendee
Hanae Kaneko	Translator, Japanese	In-Person Attendee
Katerina Ingraham	Translator, Russian	In-Person Attendee
Khanh Le	Translator, Vietnamese	In-Person Attendee
Li Gui	Translator, Simplified Chinese	In-Person Attendee
Lihong Zheng	Translator, Simplified Chinese	In-Person Attendee
Lloyd Lee	Translator, Korean	In-Person Attendee
Lois Feuerle	Translator, German	In-Person Attendee
Lowell Alik	Translator, Marshallese	In-Person Attendee
Magda Bejarano	At-Large, Spanish	In-Person Attendee
May Saechao	Translator, Lu Mien	In-Person Attendee
Meng-Lun Chen-Pinkham	Translator, Simplified Chinese	In-Person Attendee
Mira Wymer	Translator, Korean	In-Person Attendee
Nassirullah Safi	Translator, Farsi	In-Person Attendee
Natalya Emery	At-Large, Russian	In-Person Attendee
Phearom Phouk	Translator, Khmer	In-Person Attendee
Polina Sergeev	At-Large, Russian	In-Person Attendee
Renee Liu	At-Large, Simplified Chinese	In-Person Attendee
Sahar Bassyouni	Translator, Arabic	In-Person Attendee
Seong Yun Kim	Translator, Korean	Virtual Attendee
Sutapa Svetamani	Translator, Thai	In-Person Attendee
Tamara Burkovskaia	Translator, Russian	In-Person Attendee
Tatiana Terdal	Translator, Ukrainian	In-Person Attendee
Tetyana Horner	Translator, Ukrainian	In-Person Attendee
Absent		



Chantal Portillo	Translator, Spanish	
David Jones	Translator, Tagalog	
Hoang Hua	Translator, Vietnamese	
Qi Richmond	Translator, Traditional Chinese	
Rhania Bensafia	Translator, French	
Ritu Dhungana	Translator, Nepali	
Sydney Taggart	Translator, Korean	
Trinh Nguyen	Translator, Vietnamese	

Secretary of State Staff	
Kelly Mills	Translation Policy Program Administrator, Elections Division
Melissa Maebori	Program Analyst, Elections Division
Alma Whalen	Deputy Director, Elections Division

Guests	
Tony Canales	City of Portland Elections
Michelle Ciulla Lipkin	National Association for Media Literacy Education

2 members of the public observed the meeting.

Agenda Topics, Highlights, & Outcomes	
Topic	Welcome
Opening & Deputy Director, Elections Division, Secretary of State Office	Magda Bejarano called the meeting to order at 10:02 a.m. and welcomed all members. Alma Whalen, Deputy Director of the Elections Division gave greetings and shared her appreciation for the work of the Council. Catalina Frank then led a grounding exercise to begin the day's activities.
	Introductions
Introductions	<p>The council welcomed new members:</p> <ul style="list-style-type: none">• Hanae Kaneko, Japanese• Khanh Le, Vietnamese• May Saechao, Lu Mien• Ritu Dhungana, Nepali <p>Language groups were also briefly identified so the new members could meet the rest of the Council.</p>
	Approval of Meeting Minutes
Approval of January 9, 2025, Minutes	Magda reviewed the agenda and confirmed a quorum of members were present for voting. Fleur Prade made a motion to approve the minutes, and Natalya Emery



	seconded it. The January 9, 2025 minutes were approved by unanimous vote.
	Nominations & Voting
Vice Chair Nominations and Voting	<p>Magda announced that the Vice Chair officer position will be vacant as of August 1, 2025, as Catalina's term is ending, and she won't reapply for appointment. Magda thanked her for her service, and Catalina thanked the Council for the opportunity. Catalina provided an overview of the activities and time commitment required to serve as Vice Chair. She encouraged Council members to consider serving in that capacity.</p> <p>Magda requested nominations for the two-year Vice Chair vacancy. Catalina nominated Chantal Portillo, who was not in attendance. Natalya Emery and Fleur Prade each nominated themselves and made brief statements of interest. The vote for Vice Chair will be held at the next TAC Meeting.</p>
	Guest Speaker
Michelle Ciulla Lipkin, Senior Advisor, National Association for Media Literacy Education (NAMLE)	Magda introduced Michelle Ciulla Lipkin, a media literacy educator and advocate at the National Association for Media Literacy Education. Michelle provided an overview of how to navigate the information landscape with media literacy skills. This was followed by small group discussions and the groups later shared discussion highlights with the large group.
Break	
	Small Group Activities
Small Group Activities	Kelly Mills gave an overview of the 2025 Glossary revisions project and provided time for members to work on it independently or in language groups. There was also a small group session for new members to review best practice for writing translation reviews and to finish their new member orientation.
Working Lunch & Member Recognition	<p>Five members received recognition for their diligence in making outstanding written reviews of translations:</p> <ul style="list-style-type: none">• Aida Taracena, Spanish, Most Congenial Award• Hanae Kaneko, Japanese, Most Academic Award• Khanh Le, Vietnamese, Quick Study Award• May Saechao, Lu Mien, Most Flexible Award• Ritu Dhungana, Nepali, Quick Study Reviewer Award



	<ul style="list-style-type: none">• Tamara Burkovskaia, Russian, Pinch Hitter Award• Tetyana Horner, Ukrainian, Most Tenacious Award <p>Glossary work continued through lunch.</p>
	SoS Staff Report
SoS Staff Report	<p>Melissa Maebori presented a comparison of the 2022 and 2024 General Elections' website analytics. She provided data on the number of views, and duration of views on "language pages" and "county pages." Members asked how long people viewed the translated voters' pamphlet PDFs and how many people clicked on them. Due to limitations in the Google Analytics tool used by the SoS this information is not currently available.</p> <p>Kelly outlined the expected vacancies in membership and provided an overview of the recruitment process and timeline. We will fill Somali, Spanish, Tagalog, Simplified Chinese and Vietnamese vacancies. She asked members to share the forthcoming press release and asked them to assist with recruitment.</p> <p>Members moving off the Council in July were recognized for their contributions during their 3-year appointment:</p> <ul style="list-style-type: none">• Catalina Frank, Spanish• David Jones, Tagalog• Renee Liu, Simplified Chinese• Trinh Nguyen, Vietnamese <p>A member asked if the vanity URLs for languages, on outreach materials i.e. OregonVotes.gov/Thai could be modified to work with or without capitalization of letters. Kelly agreed to work with the web team to make this change, if possible.</p>
	Guest Speaker
Language Accessibility Advisory Committee, Los Angeles County Registrar-Recorder/County Clerk Department,	This presentation will be rescheduled.
	Community Time



Community Time	<p>Magda opened the floor to members to share thoughts, ask questions, or suggest improvements for the good of the group.</p> <p>A member requested guidance on the target reading level of voters' pamphlets and asked if members should be focused on this during reviews. Kelly shared that plain language standards usually recommend an 8th grade reading level and she is not sure how that is implemented at the county level. She advised members to follow translation best practices by maintaining the original language register in translations. Providing additional explanation or lowering the register results in a different voters' pamphlet in translation than the English version. She suggested members can provide feedback to their county officials about plain language in voters' pamphlets. She will get more information and provide additional information following the meeting.</p> <p>A member asked about the status of the Council's 2023 project to review translations of voter registration cards and reiterated the importance of the project. Kelly acknowledged that this project continues to be temporarily on hold while new leadership at the SoS establishes priorities and allocates resources. She will pass along Council feedback of the importance of this project to the Director of Elections.</p>
	Closing
Closing & Evaluations	Magda thanked everyone for attending the meeting and encouraged everyone to complete the meeting evaluation, available by QR code and following the meeting.
	Adjourn
Adjourn	Meeting adjourned at 1:52 p.m.

Meeting Handouts

1. [Tip Sheets for Media Literacy](#) from [NASED](#) and [NAMLE](#)
 - a. Reliable Tip Sheet
 - b. Images and Videos Tip Sheet
 - c. Media and Messages Tip Sheet
2. Oregon Translation Advisory Council Handout: What I Wish I Had Known
3. Copy of General Election SoS Website Analytics (2022 & 2024)