

## Oregon Secretary of State Translation Advisory Council Meeting

**Meeting Date/Time:** November 1, 2023, 6:00 PM-8:00 PM via Teams

**Facilitator:** Tamara Burkovskaia, Council Chair

<b>Attendees</b>	
<b>Council Members</b>	
Name	Council Position
Eman Abbas	Arabic Translator
Angelo Arredondo Baca	At-Large
Magda Bejarano	At-Large
Rhania Bensafia	French Translator
Tamara Burkovskaia	Russian Translator
Loie Feuerle	German Translator
Catalina Frank	Spanish Translator
Anastasia Godsey	Russian 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
<b>Absent</b>	
Lowell Alik	Marshallese Translator
Laurie Barajas	At-Large
Fernando Garza	Spanish Translator
Rosaline Hui	Chinese Translator
David Jones	Tagalog Translator
Haruka Kawakami	Japanese Translator
Maria Peña	Spanish Translator
Thao Tu	Vietnamese Translator
Mira Wymer	Korean Translator
<b>Invited Guests</b>	
Secretary LaVonne Griffin-Valade	Oregon Secretary of State
Ben Morris	Secretary of State Chief of Staff

Luke Belant	Secretary of State Elections Deputy Director
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Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections

Two other members of the Secretary of State staff and seven members of the public joined the meeting via Teams.

Agenda Topics, Highlights, & Outcomes	
<b>Topic</b>	<b>Welcome, Tamara Burkovskaia, Chair</b>
Welcome & Housekeeping	Tamara Burkovskaia called the meeting to order at 6:00 pm. She welcomed Council members and invited guests. She reviewed housekeeping items and the agenda for the evening.
<b>Topic</b>	<b>Guest Speaker: Secretary of State LaVonne Griffin-Valade</b>
Greetings from Secretary LaVonne Griffin-Valade	<p>Tamara welcomed and introduced Secretary LaVonne Griffin-Valade. Secretary Griffin-Valade was accompanied by Ben Morris, her Chief of Staff, and Luke Belant, the Elections Division Deputy Director. The Secretary greeted the Council and expressed her gratitude for the work of the Council. Council members asked questions which the Secretary and her staff answered.</p> <p>Tamara thanked the Secretary and her staff for joining the meeting and candid conversation and expressed hope for continued interaction, including at the future in-person TAC meeting.</p>
<b>Topic</b>	<b>Approval of Meeting Minutes, Tamara Burkovskaia, Chair</b>
Approval of <a href="#">April 15, 2023</a> , Meeting Minutes	<p>Tamara introduced the minutes from the April 15, 2023, TAC meeting. Hearing no request for changes, a motion was made by Anastasia Godsey to approve the minutes from the <a href="#">April 15, 2023</a> meeting. Catalina Frank seconded the motion. A quorum of members voted ‘yes’ or ‘no’ in the TEAMS Chat, verbally by phone, or by email to <a href="mailto:TAC.info@sos.oregon.gov">TAC.info@sos.oregon.gov</a> to be read aloud by Council staff. The motion passed:</p> <ul style="list-style-type: none"> <li>• Eman Abbas, approved</li> <li>• Angelo Arredondo Baca, approved</li> <li>• Magda Bejarano, approved</li> <li>• Rhanía Bensafia, approved</li> <li>• Tamara Burkovskaia, approved</li> <li>• Loie Feurele, approved</li> </ul>

	<ul style="list-style-type: none"> <li>• Catalina Frank, approved</li> <li>• Anastasia Godsey, approved</li> <li>• Maria Lenzi Miori, approved</li> <li>• Jing Liu, approved</li> <li>• Renee Liu, approved</li> <li>• Fleur Prade, approved</li> <li>• Sutapa Svetamani, approved</li> <li>• Tatiana Terdal, approved</li> </ul> <p>There were no votes in opposition.</p>
<b>Outcome</b>	<b>Minutes from the April 15, 2023, meeting were approved.</b>
<b>Topic</b>	<b>TAC Engagement Survey, Kelly Mills, SOS Translations Program Manager</b>
Results from the Translation Advisory Council Engagement Survey	<p>Tamara recognized that last summer has been a year since the Council’s inaugural meeting in 2022, and that feedback about the work done in the past year is important to have for future improvements.</p> <p>Kelly Mills reminded the Council that there have been two previous surveys that provided feedback from Council members at crucial points throughout the first year. Fifteen Council members responded to this one-year engagement survey and the overall response was quite positive. A copy of the survey was provided with meeting materials.</p> <p>In response to the question about ideas for the future, survey participants suggested translating more county pamphlets, connecting with other state or federal elections offices/Councils who do translation work, and engaging in more community outreach. Kelly addressed each idea in terms of legislative and budget feasibility.</p>
<b>Topic</b>	<b>TAC Bylaws, Magda Bejarano, Coordinator</b>
Translation Advisory Council Bylaws	<p>Tamara introduced the Bylaws workgroup coordinator Magda Bejarano. Magda made a report on behalf of workgroup members Lowell Alik, Tamara Burkovskaia, Lois Feuerle, Sy Kim, and Fleur Prade. She reported that the workgroup met their objective to provide bylaws for consideration at the November Council meeting.</p> <p>Magda reviewed the process the workgroup went through to develop and present the bylaws. She started with noting that the bylaws are built from the guidelines first set forth in House Bill 3021, and currently found in the Oregon Revised</p>

	<p>Statutes (ORS), Oregon Administrative Rules (OAR), the TAC Handbook, and the TAC Code of Collaboration.</p> <p>The workgroup began meeting in March, when they created the initial draft of bylaws. At the April in-person meeting, they had a work session to collect member input on the draft bylaws. May through July was spent incorporating feedback, revising the draft, and consulting with SOS staff on checking recommendations against statute. In August, the workgroup consulted with SOS Legal Counsel and leadership to ensure that the workgroup’s recommendations were aligned with existing statutes and are conducive to the Council’s mission to provide Oregon voters with culturally sensitive pamphlets at every election. They also received legal advice and language on the general structure of the bylaws.</p> <p>The workgroup focused efforts on the duties of Council members and engagement expectations which are very important for the role of Council members. The workgroup recommended objective criteria for expectations.</p> <p>September was spent on finalizing the bylaws to present to the Council in November.</p> <p>Magda provided the general structure of the nine articles of the bylaws. She highlighted Article 8, which focuses on engagement expectations of Council members:</p> <ul style="list-style-type: none"> <li>• Must respond to emails with the subject lines “action needed” or “response required.”</li> <li>• Can miss one election review per year.</li> <li>• Can miss one TAC meeting per year.</li> <li>• Must complete paperwork, orientation, and training by stated deadlines.</li> <li>• Must notify the SOS and use only official SOS materials when representing TAC outside of meetings.</li> </ul> <p>Failure to meet these expectations can potentially result in a recommendation to the Secretary of State for dismissal from the Council membership.</p>
Approval of Bylaws	<p>Tamara thanked Magda for her report, and the workgroup for their work on the bylaws. Members had time to review the bylaws as presented prior to the meeting. Tamara asked</p>

	<p>for any questions or comments. Hearing none, she asked for a motion to approve the Bylaws. Catalina Frank moved to approve the bylaws. Loie Feurele seconded the motion. A quorum of members voted to approve the bylaws as presented:</p> <ul style="list-style-type: none"> <li>• Eman Abbas, approved</li> <li>• Angelo Arredondo Baca, approved</li> <li>• Magda Bejarano, approved</li> <li>• Rhanía Bensafia, approved</li> <li>• Tamara Burkovskaia, approved</li> <li>• Loie Feurele, approved</li> <li>• Catalina Frank, approved</li> <li>• Anastasia Godsey, approved</li> <li>• Sy Kim, approved</li> <li>• Maria Lenzi Miori, approved</li> <li>• Jing Liu, approved</li> <li>• Renee Liu, approved</li> <li>• Trinh Nguyen, approved</li> <li>• Fleur Prade, approved</li> <li>• Sutapa Svetamani, approved</li> <li>• Tatiana Terdal, approved</li> </ul> <p>There were no votes in opposition.</p>
<b>Outcome</b>	<b>The Council Bylaws were approved as presented.</b>
Bylaws Workgroup Recommendations	<p>Tamara thanked the members for their unanimous approval of the bylaws.</p> <p>Magda finished the workgroup’s report by sharing additional recommendations which would require revisions to statute and/or Oregon Administrative Rules. Magda highlighted recommendations from the workgroup: having at least two members per language to facilitate the peer review process and better share the load of review work; required translation experience qualifications; and type of degrees held.</p> <p>The workgroup requested the Council to consider further reviewing and discussing these topics at a future meeting, with the potential to make a recommendation to the Secretary. In discussion, it was suggested that the number of members per the top 5 pamphlet languages be increased. Magda referred the question to a future discussion on</p>

	<p>possible recommendations to the Secretary, as it is dependent on statute.</p> <p>Tamara thanked Magda and agreed to include further discussions on these and possible other recommendations at a future meeting and/or create a dedicated workgroup to study the issues.</p>
<p><b>Topic</b></p>	<p><b>Community Outreach Workgroup Report, Renee Lui &amp; Catalina Frank, Coordinators</b></p>
<p>Community Outreach, Catalina Frank &amp; Renee Lui</p>	<p>Tamara introduced the Community Outreach workgroup coordinators Renee Lui and Catalina Frank. Renee and Catalina made a report on behalf of members Eman Abbas, Tamara Burkovskaia, Fernando Garza, Haruka Kawakami, Jing Lui, and Sutapa Svetamani. The group’s objectives were to:</p> <ul style="list-style-type: none"> <li>• provide TAC with a Tool Kit on 4 main topics (How to Vote, Who Can Vote, Why Vote, and FAQs),</li> <li>• meet multilingual, multicultural audience needs, and</li> <li>• collaborate with SOS Communications Team</li> </ul> <p>Renee presented the TAC tool kit, which was created over the summer with the help of Council members and the Secretary of State’s Communications Team. The tool kit will be available to TAC and to community groups who request these resources for their election events. Requests for tool kits will be available via an online form.</p> <p>The tool kit consists of multilingual handouts and swag. The handouts include voting talking points for events; a translated Voting in Oregon handout; and a translated Quick Guide for Voting Accommodations. The plan is to also include translated Voter Registration Cards, which are pending final re-design in 2024. The kit also includes multilingual pens, notepads, and window cling stickers. It was possible to create these items with the end-of-biennium budget funds from the 2021-2023 biennium. The overall cost for the outreach materials was \$22,653.</p> <p>Catalina reported on the collaboration with the SOS Communications Team. They met to review currently available English materials that could be quickly translated and ready to go with the kits. The current handouts are the result of that collaboration.</p> <p>Other opportunities to work in collaboration with the Secretary of State agency came in the form of providing</p>

	<p>input into the redesigning of the agency’s branding. The goal is to continue collaborating with the SOS Communications Team, especially with the Public Service Announcement campaigns.</p> <p>The workgroup recommends expanding tools to include “Why vote” materials, videos, other elections materials, and continue collaboration with SOS Communications.</p> <p>Tamara thanked Renee and Catalina for their presentation and the workgroup for their work, and extended thanks to the SOS Communication Team and Elections Division for their assistance. She encouraged Council members to use the resources available in the tool kit to promote voting and the translated voters’ pamphlets and to submit ideas for the future.</p>
<p><b>Topic</b></p>	<p><b>Glossary and Style Guide, Kelly Mills, SOS Translations Program Manager</b></p>
<p>Glossary</p>	<p>Tamara asked Kelly Mills to provide updates on the status of the Glossaries and the Style Guide.</p> <p>Kelly acknowledged the huge lift the glossary work has been for everyone, and that we were able to partner with bilingual staff in a few counties in the developing of the glossaries. The glossary includes a little under 500 terms and, with definitions, is more than 70 pages, depending on the language. There are three stages to this project. Stage I was choosing the terms to include in the glossary after the November 2022 election, and TAC members provided words they felt should be included in the glossary.</p> <p>Stage II was the translation of these terms. Our April in-person meeting had time for Council members to work on reviewing translations of the glossary terms. For seven of our languages – Arabic, French, German, Japanese, Tagalog, Thai and Ukrainian – their Stage II glossaries are available on the <a href="#">TAC Elections Glossaries</a> website. We are still working on the Marshallese Stage II glossary.</p> <p>Stage III involves translating the definitions for the glossary terms. We have translated definitions for top five languages of the state – Simplified Chinese, Korean, Russian, Spanish, and Vietnamese using end-of-biennium funds. Council members are finishing their reviews, and glossaries will be posted on the <a href="#">TAC Elections Glossaries</a> website. If we have extra funds at the end of the 2023-2025 biennium, we plan</p>

	<p>to have the definitions for the remaining languages translated.</p> <p>The glossaries are dynamic documents, and we know that there will be improvements and additions over time. We and our vendor, Barbier International, feel that it would be a good time to collect all glossary suggestions and pass them along in November, rather than during the May election activities, as originally planned. Council members should submit suggestions by Thanksgiving. After this, Council members are welcome to share suggestions at any time, but they will be considered on an annual basis, rather than a case-by-case basis.</p> <p>Tamara thanked Kelly and noted that she personally noticed that the translations for the November 2023 election were more consistent due to having the glossaries, which streamlines the process and contributes to better quality of translated elections materials.</p>
<p>Style Guide</p>	<p>Kelly reported on the development of the style guide. The style guide has been developed over the past year in response to the need to eliminate inconsistencies in translated materials. We received feedback from both Barbier and Council members on style preferences, with a focus on the end user and making the pamphlets as useful as possible for voting.</p> <p>The current style guide incorporates the following rubrics:</p> <ul style="list-style-type: none"> <li>• Formatting</li> <li>• Abbreviations</li> <li>• Acronyms</li> <li>• Gendered languages</li> <li>• Proper Nouns: City, County, State Names</li> <li>• Addresses</li> <li>• Political districts &amp; campaigns</li> <li>• Regional locales, offices, businesses, organizations</li> <li>• Official political entities</li> <li>• Personal names</li> <li>• Time, currency, dates</li> <li>• Grammatical authorities</li> </ul> <p>We will be sending style guide revisions with glossary changes in December and will accept suggestions for revisions up to Thanksgiving. She reminded members to provide a source or some type of reference for grammatical</p>

	<p>edits as we are committed to making sure translations are grammatically correct. The Style Guide will be improved with input on additional appropriate linguistic authorities by language.</p> <p>Tamara thanked Kelly for the updates on the glossaries and style guide and encouraged members to continue providing their input to perfect these resources.</p>
<p><b>Topic</b></p>	<p><b>Upcoming Dates, Tamara Burkovskaia, Chair, and Kelly Mills, SOS Translations Program Manager</b></p>
<p>Upcoming Dates</p>	<p>Kelly reported that the legislature will be meeting for a short session in February. During that session, Senator Kayse Jama will reintroduce Senate Bill 169 that would increase the number of languages for pamphlet translation from 5 to 10 in counties with at least 300 speakers. This would add 4 languages to the current list of 13 languages. The most recent data indicates that Traditional Chinese, Farsi, Romanian, and Somali would be added. This would primarily affect Clackamas, Multnomah, and Washington counties. There may be opportunities to testify or provide written testimony during the session.</p> <p>Work on a March 2024 election will begin in January. The May 2024 Primary Election will be a large election, comparable to November 2022. That election had over 700,000 words translated as compared to 163,375 words for November 2023 election.</p> <p>Tamara reported that the Council will hold seven Council meetings over the 2023-2025 biennium, including one in-person meeting per year. The next online meeting will be sometime in late January/early February and there will be an in-person meeting in July, as this would be a great time for newly appointed members to attend and to meet current members.</p>
<p>TAC Appointments</p>	<p>Tamara reported that appointment of the first cohort of Council members included 2-year and 3-year terms for succession planning. For the following 13 members their two-year term will expire in June 2024:</p> <ul style="list-style-type: none"> <li>• Eman Abbas</li> <li>• Angelo Arrendondo Baca</li> <li>• Laurie Barajas</li> </ul>

	<ul style="list-style-type: none"> <li>• Lois Feurele</li> <li>• Anastasia Godsey</li> <li>• Rosaline Hui</li> <li>• Haruka Kawakami</li> <li>• Sy Kim</li> <li>• Maria Lenzi Miori</li> <li>• Maria Peña</li> <li>• Fleur Prade</li> <li>• Sutapa Svetamani</li> <li>• Thao Tu</li> </ul> <p>Tamara reminded members that they may be reappointed for up to 6 years and they are to indicate their wish to retire or be considered for reappointment by the new year, so vacancies can be filled by June 2024. Tamara thanked the Council members whose terms will be expiring next summer for their services and encouraged them to share with their community members that there may be opportunities to be part of this Council.</p>
<p>Adjournment</p>	<p>Tamara announced that Marsa Terrell, Administrative Specialist in Elections that supports the Council, is moving to a new role in Elections. Tamara expressed her thanks for all the support Marsa has given the Council and invited her to share a few words. Marsa thanked the Council for their work, and that she enjoyed working with everyone. She shared that part of her new role includes working on the English State Voters’ Pamphlet, so her work with the Council will be useful.</p> <p>Tamara thanked everyone for their time and participation and adjourned the meeting at 8:00 pm.</p>

Next Council meeting will be in late January/early February 2024.

Meeting Handouts

Agenda

April 15, 2023 Draft Minutes

Council Bylaws

TAC Engagement Survey