

Oregon Secretary of State Translation Advisory Council Meeting

Meeting Date/Time: September 7, 2022, 6:00-8:00 PM online via Teams

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

Attendees	
TAC 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
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
Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Marsa Terrell	Administrative Specialist, Elections
Absent	
Rosaline Hui	Chinese Translator

Secretary of State staff and members of the public joined the meeting via Teams as observers.

Agenda Topics, Highlights, & Outcomes	
Topic	Agenda
Welcome	<p>Kelly welcomed Council members to the meeting and outlined the agenda for the meeting.</p> <p>She reminded the Council that this is a public meeting and is being recorded. An overview of how voting will be done via chat or verbally was provided.</p>
Topic	Vote on Meeting Minutes
Approval of August 15 Meeting Minutes	<p>Kelly opened the floor for motions. Anastasia Godsey moved to accept the minutes from the August 15 meetings. Fernando Garza seconded the motion. The minutes were approved by quorum:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Lowell Alik, approved • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Rhanía Bensafia, approved • Tamara Burkovskaia, approved • Lois Feurele, abstained* • Catalina Frank, approved • Fernando Garza, approved • Anastasia Godsey, 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 Wymert, abstained* <p>*During voting, due to technical issues some members were unable to respond.</p>
Outcome	Minutes from the August 15 meeting were approved.
Topic	Translation Review Process Evaluation

<p>Translation Review Process Evaluation</p>	<p>The Council reviewed the initial results (5 responses) of an online survey assessing members’ feedback on the Council reviews to date. A live poll in Teams supplemented the survey with repeated survey questions. Questions included:</p> <ul style="list-style-type: none"> • The online training and written materials about how to provide useful recommendations on translation was: (Excellent, Good, Adequate, Lacking) • The amount of Stage I translated materials assigned to me was: (Appropriate, Too much!, Bring it on!) • The amount of time (2 weeks) the SOS gave me to review General information was: (appropriate, too short) • At this point, how I’m feeling about reviewing more translation is: (Overwhelmed, Energized, Warming up) <p>The majority of the Council participated in the live Team polls.</p>
<p>Open Discussion on Translation Review Process</p>	<p>The group processed some of the poll’s results, focusing on how to prioritize and use limited time efficiently during reviews. Kelly reviewed the feedback loop between SOS-translators-Council-final translations-Secretary of State final approval. She described the post-first-election long term goal to develop an elections language glossary to unify terminology. Kelly clarified that future reviewer comments should include translation suggestions by rubric priorities (minor, critical, and preferential/stylistic.) She asked members to prioritize critical suggestions for efficiency and to ensure reasonable member workload. Council members shared concerns, asked questions, and provided helpful tips to fellow members. Members requested that the rubric’s codes be added to future review sheets, and staff agreed.</p>

Topic	Council Officer Elections
Election of Council Chair	<p>Rhania Bensafia withdrew her nomination for Council Chair. Council chair nominees (Tamara Burkovskaia, Fernando Garza) said a few words about themselves. Renee Liu moved to approve the slate of nominees. Anastasia Godsey seconded the motion. The motion was approved by quorum:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Lowell Alik, approved • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Rhania Bensafia, approved • Tamara Burkovskaia, abstained* • Lois Feurele, abstained* • Catalina Frank, abstained* • Fernando Garza, approved • Anastasia Godsey, approved • Maria Lenzi Miori, approved • Jing Liu, abstained* • Renee Liu, approved • Trinh Nguyen, approved • Maria Peña, approved • Fleur Prade, approved • Sutapa Svetamani, approved • Tatiana Terdal, approved • Thao Tu, approved • Mira Wymert, abstained* <p>*During voting, due to technical issues some members were unable to respond.</p> <p>Voting for Council Chair was conducted via Teams chat feature. Those unable to responded by chat voted verbally.</p> <ul style="list-style-type: none"> • Eman Abbas, Tamara • Lowell Alik, Tamara • Angelo Arredondo Baca, Tamara • Laurie Barajas, Fernando • Magda Bejarano, Tamara • Rhania Bensafia, Tamara • Tamara Burkovskaia, Tamara

	<ul style="list-style-type: none"> • Lois Feurele, Tamara • Catalina Frank, Tamara • Fernando Garza, Fernando • Anastasia Godsey, Tamara • Maria Lenzi Miori, Tamara • Jing Liu, Tamara • Renee Liu, Fernando • Trinh Nguyen, Tamara • Maria Peña, Fernando • Fleur Prade, Tamara • Sutapa Svetamani, Tamara • Tatiana Terdal, Fernando • Thao Tu, Tamara • Mira Wymert, abstained* <p>*During voting, due to technical issues some members were unable to respond.</p>
<p>Outcomes</p>	<p>Motion to approve slate of candidates was approved.</p> <p>Tamara Burkovskaia was elected to position of Council Chair</p>
<p>Election of Council Vice Chair</p>	<p>Council vice chair nominees (Angelo Arredondo Baca, Tamara Burkovskaia, Renee Liu, and Thao Tu) said a few words about themselves. Tamara was removed from the slate due to being elected Council chair. Maria Peña moved to approve the slate of nominees. Lowell Alik seconded the motion. The motion was approved by quorum:</p> <ul style="list-style-type: none"> • Eman Abbas, approved • Lowell Alik, approved • Angelo Arredondo Baca, approved • Laurie Barajas, approved • Magda Bejarano, approved • Rhanía Bensafia, approved • Tamara Burkovskaia, abstained* • Lois Feurele, abstained* • Catalina Frank, approved • Fernando Garza, approved • Anastasia Godsey, approved • Maria Lenzi Miori, approved • Jing Liu, abstained*

	<ul style="list-style-type: none"> • Renee Liu, approved • Trinh Nguyen, approved • Maria Peña, approved • Fleur Prade, approved • Sutapa Svetamani, approved • Tatiana Terdal, approved • Thao Tu, approved • Mira Wymert, abstained* <p>*During voting, due to technical issues some members were unable to respond.</p> <p>Voting for Council Vice Chair was conducted via Teams chat feature. Those unable to responded by chat voted verbally.</p> <ul style="list-style-type: none"> • Eman Abbas, Angelo • Lowell Alik, Thao • Angelo Arredondo Baca, Angelo • Laurie Barajas, Renee • Magda Bejarano, Thao • Rhanía Bensafia, Renee • Tamara Burkovskaia, Angelo • Lois Feurele, Renee • Catalina Frank, Angelo • Fernando Garza, Thao • Anastasia Godsey, Renee • Maria Lenzi Miori, Renee • Jing Liu, Angelo • Renee Liu, Renee • Trinh Nguyen, Thao • Maria Peña, Angelo • Fleur Prade, Renee • Sutapa Svetamani, Renee • Tatiana Terdal, Thao • Thao Tu, Thao • Mira Wymert, abstained* <p>*During voting, due to technical issues some members were unable to respond.</p>
Outcomes	<p>Motion to approve slate of candidates was approved.</p> <p>Renee Liu was elected Council Vice Chair</p>
Topic	Reminders & Announcements

<p>Update on Stipends</p>	<p>Kelly updated members on status of the volunteer stipend policy. There will be a stipend authorization form for members to complete, working towards first payments in October.</p>
<p>File Sharing and Final Reviews</p>	<p>Council members were reminded that they should download files from the provided link as the file share is not a cloud share.</p> <p>Kelly reviewed the final review stages of the calendar. September will be busy with final reviews, and the deadlines are not flexible. September 19-20 is a 2-day review of Multnomah County files in Chinese, Korean, Russian, Spanish, Ukrainian, and Vietnamese. September 26-30, everyone will receive final files. Whenever possible, Council staff will send out files as early as possible.</p>
<p>Requests from the Secretary of State office</p>	<p>Council members were asked to review a revised file for print pamphlets. Catalina Frank, Magda Bejarano, Rhanja Bensafia, Fleur Prade, Tatiana Terdal, Anastasia Godsey, Sutapa Svetamani, and Trinh Nguyen volunteered to review.</p> <p>Two review assignments related to public service announcements and advertising about voters' pamphlets were offered. Renee Liu Chinese, (Mandarin), Thao Tu, Vietnamese; Maria Peña, Magda Bejarano, & Catalina Frank, Spanish; and Tamara Burkovskaia, Russian, volunteered to review.</p> <p>The Secretary of State Communications office is collecting contacts for advertising about voters' pamphlets to non-English speaking community groups. Council members will share media outlet contacts to Council staff.</p>

Meeting adjourned at 8:00 pm

Next virtual meeting will be after the November 8 election. A Doodle poll is circulating to gather information on what date in late November or early December works for most Council members.

Meeting Handouts

Agenda

August 15 Meeting PowerPoint Presentation