



OREGON SECRETARY OF STATE TRANSLATION ADVISORY COUNCIL

August 10, 2024, 10:00 AM - 2:00 PM

In-Person, Salem – [Kroc Center](#)
1865 Bill Frey Dr. NE, Salem, OR 97301
503-566-5762

Remote Access – [Click here to join the meeting](#)

Chair: Tamara Burkovskaia

Vice Chair: Renee Liu

AGENDA

- | | |
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| 10:00 | Welcome, Approval of February 21, 2024 Minutes, |
| 10:05 | Introductions & Icebreaker – Tamara Burkovskaia |
| 10:30 | Nomination & Voting: Chair and Vice Chair – Tamara Burkovskaia |
| 10:50 | SOS Staff Report – Kelly Mills |
| 11:05 | Break |
| 11:15 | ShareFile Collaboration – Tamara Burkovskaia, Kelly Mills, Melissa Maebori |
| 11:40 | Best Practices of Translation Review: Tips and Tricks – Tamara Burkovskaia
and Kelly Mills |
| 12:15 | Lunch |
| 12:55 | Small Group Work (Glossary & Style Guide Work or Language Work Group) –
Kelly Mills and Tamara Burkovskaia |
| 1:45 | Open Mic / Community Time – Tamara Burkovskaia |
| 2:00 | Adjourn |