



Oregon Secretary of State Translation Advisory Council Meeting New Members Orientation

Meeting Date/Time: July 11, 2024, 12:00 PM-1:00 PM via Teams

Facilitator: Kelly Mills, Program Manager

Attendees	
Council Members	
Name	Council Position
Chantal Portillo	Spanish Translator
Hoang Eilam Hua	Vietnamese Translator
Kiyoon “Lloyd” Lee	Korean Translator
Meng-Lun Chen-Pinkham	Traditional Chinese Translator
Aida Taracena	Spanish Translator
Lihong Zheng	Simplified Chinese Translator
Sydney Taggert	Korean Translator
Qi Richmond	Traditional Chinese Translator
Polina Sergeev	At-Large Member
Absent	
Katerina Ingraham	Russian Translator

Secretary of State Staff	
Kelly Mills	Translation Policy Program Manager, Elections
Melissa Maebori	Program Specialist, Elections

Three members of the public joined the meeting via Teams.



Agenda Topics, Highlights, & Outcomes	
Topic	Welcome, New Council Members
Welcome	Kelly Mills called the meeting to order at 12:02 pm. She welcomed the new members of the Council. She reviewed housekeeping items and the agenda for the new council members orientation training.
Topic	Council Overview
Council Overview	Kelly Mills provided an overview of the Elections Division at the Secretary of State and what the role of a Council member entails within the Division. Additionally, there was an overview of the translation review process along with valuable statistics and understanding of the common languages around the State of Oregon and how the languages for translation are chosen.
Topic	Looking Ahead to Reviews
Looking Ahead to Reviews	An overview of the translation review process was provided to all that attended.
Topic	Send and Receive Files
Send and Receive Files	Melissa Maebori provided an overview of how to use the Sharefile software for sending and receiving files as a complement to “Getting Started with ShareFile,” in the Translation Advisory Council Handbook,
Topic	TAC Handbook - Paperwork
TAC Handbook - Paperwork	Kelly Mills provided an overview of the additional paperwork that needs to be filed as new Council member, as a complement to Appendices B & C in the Translation Advisory Council Handbook.
Topic	TAC Handbook - Paperwork
Adjourn	Meeting adjourned at 1 p.m.

Next Council meeting will be in-person on August 10, 2024.

Meeting Handouts

- New Member Orientation PowerPoint
- TAC Handbook