

**Minutes for conference call on December 6, 2002**

**3:30pm – 4:50pm Eastern time**

**Future conference calls are set for the second Friday of every month at 3:30pm Eastern time**

= follow-up items

**Attendees:**

Nadine Chan, Gem Daus, Butch de Castro, Gilbert Gee, David Inoue, Sora Park, Karen Rezai

**New officers:**

Congrats and welcome to the new officers Karen Rezai (Chair-elect) and Nadine Chan (Secretary).

There is no program chair-elect position this year. The program chair position is a two-year term. Gilbert Gee is the program chair this year. The position includes one year as the program chair-elect and two years as the program chair.

David will email everyone a copy of the by-laws.

**Review of APIC sessions at this year's APHA meeting in Philadelphia, PA 2002:**

Initial impressions are that they went well. Sessions were well-crafted and decently-attended. Some sessions had good attendance, others had fewer. An 8:30am session had about a dozen. Others had 30 or more. The business meeting was lively. Dinner social went well. Attendance makes a difference in terms of room size and number of slots we get for the next conference.

At the APIC meeting, the Treasurer of APHA (Melvyn Ship?) stopped by to introduce himself as our representative to the APHA executive board. He wanted to hear our concerns/issues. If we want to take a more active role with APHA, we should go through him.

Butch will get name and contact info for the Treasurer of APHA to Nadine.

Does APHA provide a count of the number of attendees in each session? David will email Jenny to find out. Sora recommended taking counts ourselves and providing APHA with them since often the counts APHA do are at the beginning of sessions. We may be at a disadvantage if our sessions are held far from the main convention place and if it takes session attendees extra time to arrive.

**Membership (David) :**

At the APHA APIC meeting, we decided as a group to have a *voluntary* membership fee. The by-laws will be edited to reflect this change. The fee schedule was included in the membership applications, which were emailed out to the list.

Every January, we will update our membership directory.

David added 30 new people to the list-serve. Several people have turned in their membership forms. We will send out an email to list-serve to advertise the membership forms again later. We should also outreach and send to others who could not attend APHA but want to join APIC.

Send email addresses of anyone you know who wants to join APIC to David.

Nadine will send a combined email to the list-serve to include the summary of the APIC meeting as well as membership advertisement (after the board has given her feedback on the draft summary she sent out today).

**Finance (Karen):**

APHA APIC finances are all squared away. Butch contributed some money out of pocket but may decide to donate it rather than being reimbursed. We are doing well financially. Because paid memberships were higher this year, our coffers are healthy.

**Goals of APIC executive committee for coming year:**

1. Mentorship program – to be spear-headed by Karen, the chair-elect. The former chair, Sora, will work with her, as well as those who came up with this idea.
  - Karen will contact the student section to see if there is an existing program with which we can overlap.
2. Website development – membership and communications (David) can manage it and Nadine will provide support/help. Contact and ask Melvyn Ship if APHA can house the APIC caucus website.
  - Nadine/David will email Melvyn about the website when Butch gets the contact info about Melvyn.
  - Sora will update APIC caucus link with new contact info about Butch.
3. Get more involved with APHA  
Gem and Butch will see what policy issues need to be weighed in by APIC in the coming year.

**Program planning (Gil):**

Planning meeting regarding SF conference for 2003

The APHA theme next year will be "Behavior, Lifestyle, and Social Determinants of Health." We were given 6 oral sessions, 3 poster sessions, 1 business meeting. This is a cut from last year. We've been cut 2 years in a row. (In 2002, nearly every caucus was cut due to limited space.) Sora says in past years, we had 10 oral slots. In 2002, we had 8 orals. This coming year we will have 6. Number of session slots are based on attendance, number of submissions, and how big our membership is, among other factors.

- Our APIC call for proposals must be ready by next Saturday, 12/14/02. Gil emailed us last year's call for proposal text. Try to come up with a theme for APIC that fits under APHA's theme. Currently, the topics are all-over the board. Please review and notify Gil about any suggestions by Wednesday 12/11/02. Gil and Butch will craft final version.

FYI: Gil is out of the office from Saturday 12/7/02 to Friday 12/13/02 (not email accessible).

**Alternative events/sessions:**

Aside from the allotted number of APHA slots, we should think about alternative activities we want to host while at the SF APHA. We want to capitalize on opportunities to learn from the myriad Bay Area organizations (e.g. AAPCHO and Health Forum). Good opportunity to advertise our caucus to others. Groups to tap into or keep in mind for the SF APHA include API LGBT organizations and those of Pacific Islanders. It will take time to plan and make contacts for visits etc.

**Ideas for slots and activities:**

Possibilities include holding events in the evening? Happy hour? Field trips?  
Publication workshop on how to submit a manuscript to a journal (geared for community organizations).  
One idea might be to combine this with mentorship program.  
Showcasing community groups in the SF bay area.  
Best student presentation/abstract with \$100 award.  
Site visits. These would be outside of regular sessions and cannot be published in the program book.

**30<sup>th</sup> Anniversary of APIC in 2004:**

Established in 1974, our section is one of the oldest in APHA. Our 30-year anniversary will be in 2004 (APHA will be held in Washington, DC). Who started APHA?? Would Stella Yu know? Rod Lew spoke to

APHA for the 25<sup>th</sup> anniversary of APIC. We should highlight this at the SF conference and think about plans for our celebration.

**Student Representative:**

Need a separate student representative (aside from Nadine) to sit on APIC. Tasks could include helping select student poster/abstract awards, student poster session, and mentoring program. We will put out a call on the list for nominations or self-nominations. Butch will draft language to include it in the email and also in the by-laws.

**Next conference call:**

Second Friday of the month 3:30pm eastern time.

Marguerite Ro will set up calls for the rest of the year. We will check to see if it's a financial burden for her.

Respectfully submitted by Nadine L. Chan

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