

Minutes for APIC conference call on February 14, 2003

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, Butch de Castro, Gilbert Gee, David Inoue, Sora Park, Karen Rezai
(I can't recall if Gem called in???)

I. Abstract and program report – Gilbert Gee

Abstracts:

As of Monday, February 10, Gilbert has received 103 submissions. This is an increase compared to the 60+ submissions received two years ago. A few late submissions sent directly to Gil have trickled in as well.

Gil is working on assigning reviewers to each submission. All executive committee members who were present agree to be reviewers. Gil will send out reviewer protocols.

Sessions:

APHA has granted our Caucus the following slots: 6 oral sessions 3 poster sessions and 1 business meeting. If we allotted five speakers per oral session and 10 posters per poster session, we could accept 30 abstracts for the oral sessions and 30 abstracts for the poster sessions.

One suggestion for selecting Moderators for the sessions: Perhaps we could offer Moderator positions to those who's abstracts were not selected but who seem to be promising researchers. This might help get more people to APHA and might them get funded for travel to the meeting.

We should explore field-trip ideas for Caucus members attending the SF APHA meeting. Although we will not be able to announce the trips in the official APHA schedule of events, we can announce them via other means such as at our sessions.

II. Membership update – David Inoue

Since sending out an email last week, David has received five more membership forms. He will send the \$100+ in checks to Karen Rezai. He will also update the membership directory.

III. Treasurer's report – Karen Rezai

We currently have \$1830 in funds. We should formally thank our members for renewing or subscribing to the Caucus.

Butch will draft a thank you letter, which we will review before sending out on letter-heard.

Nadine will create a stationary letterhead for the Caucus.

IV. APIC Objectives

Web-site development

David is waiting to hear back regarding web-space for an APIC website. When he hears back, he and Nadine will plan content for the site.

Mentorship program

Karen is in the research phase of this project. She has asked the APIA Health Forum about their Voices Conference mentorship program, which is tailored for that specific event. She also requested information from the APHA student mentorship program.

Karen will also contact Marguerite for any advice/insight to putting together a mentorship program.

Student nomination for APIC

Butch or Sora will send out an email to the Caucus list soliciting nominations for a student representative for the Caucus.

V. Active involvement with APHA

Nominations for APHA offices

APHA has requested nominations for APHA offices. We brainstormed potential nominees from our Caucus. Elena Yu's name came up but we are not sure if she is in our Caucus, so it may not be appropriate to nominate her.

Sora will email Stella Yu to see if she is interested. From Stella, Sora will get contact information for Jane Lin-Fu and ask if she is interested.

Karen will ask if Rod Lew is interested.

APHA Action Board

Gerald Ohta forwarded information from Michael Smeltzer to keep APIC in the loop about their Action Board activities. The Action Board is focused on implementing the three APHA priorities:

- Eliminating Racial/Ethnic Disparities;
- Improving Public Health Infrastructure; and
- Improving Access to Care.

Their immediate goals of the work group are to

- Develop a tag line to express commitment to this priority
- Develop a list of experts who can be referred to when APHA is talking to legislators
- Develop a list of key partner organizations

Letter of endorsement for Health Technology Section

Dr. Diane L. Adams has asked for our support to establish a Health and Technology Section of APHA. We decided that a letter of endorsement from the Executive Committee reflects an endorsement from our membership. The Executive Committee favorably supports the establishment of the new section.

Butch will draft a letter of support and will send it to the Executive Committee for review.

Respectfully submitted by Nadine L. Chan