

**Minutes for 3/19/04 Conference Call**  
**12:30 – 1:30 pm PST / 3:30 – 4:30 pm EST**

**Future calls to be held on the third Friday of every month at 12:30pm PST/3:30pm EST**

**Attendees:**

Geraldine Aglipay, Butch de Castro, Nadine Chan, Gem Daus, Gilbert Gee, Leslie Hsu, David Inoue, Ninez Ponce, Karen Rezai

= follow-up task

**A**SIAN**P**ACIFIC**I. Welcome / Approval of Minutes**

Minutes were approved.

**II. Membership/Communications (Leslie, David)**

a. In response to email sent out to remind people about renewing membership to the Caucus, we received about 20 additions/renewals. Members requested more information on the website and wanted to be more involved but were unsure how best to do so.

b. Pay-pal will be set up when the bank account is finalized.

c. Nadine will update the Executive Committee roster so that it can be posted online.

d. The Caucus now has an online calendar via Yahoo-groups. Sign-up information was sent to the Executive Committee.

**I**SLANDER**C**AUCUS**III. Treasurer (Ninez, Karen)**

On April 2, 2004, Ninez and Karen will finalize the account transfer. We currently have about \$2000 in the account. The Caucus also made a donation of \$150 to the API Congressional Reception to be held in Washington, DC on March 23, 2004. David Inoue will speak on behalf of the Caucus.

**Awards (David)**

The timeline for creating the Award committee, determining criteria, nominations, selection, and notification of awardees will be posted on the APICaucus Yahoo calendar. We agreed that Award Committee Members must be API Caucus members.

**Special Anniversary Session – Sunday, November 7, 2004 (Gil and Butch)**

a. Room reservation

We have requested a room in the Grand Hyatt from Donna Wright. The special anniversary session will be held on Sunday, November 7, 2004 from 6pm-8pm. It will hold a capacity of about 100 people. We must provide our own computer should we want one. The room can accommodate catering, but the food must be ordered from the hotel. Catering costs are quite high. For example, one buffet station costs about \$700 dollars. The attendant for the station is \$100. Gratuity is usually about 30% more. Hors d'oeuvres at a 50-piece minimum are \$4/piece. If we decide to go with catering in the room, we will need to fundraise or find corporate sponsorship. Alternatively, we could host an off-site reception. However, lest we spend too much time on the catering question, we must remember that our goal is to celebrate the anniversary with recognition of history and anticipation for the future.

b. Format of Anniversary Session

We are still debating the format of the session. Here's one potential idea. Invite someone like Dr. Mohammed Akter or Dr. Walter Tsou to give welcoming remarks. Emcee (e.g. Karen) then briefly shares historical highlights of the Caucus, panel of past chairs giving historical perspective of API issues during their leadership and how it has changed over time, keynote speech. Do we want to make it simpler?

**Business meeting**

The Business meeting is scheduled for Tuesday, November 9, 2004 at the Grand Hyatt.

**Oral and poster sessions**

- a. We received 77 abstracts for the 2004 meeting. The Caucus will have 3 poster sessions, 6 oral sessions (in addition to one business meeting and one special anniversary session). Each poster session can include 10 posters. Each oral session will have a maximum of 4 presentations. We could potentially accept about 50 abstracts.
- b. One consideration is dedicating one of the 6 oral sessions to advocacy/policy issues with a focus on student advocacy. It would be a session with invited speakers, to be led by Rod Lew with assistance from Butch. There is a possibility of including some of the abstracts that were submitted under the Caucus topic priority of activism.
- c. Another consideration is to reserve one of the poster slots for a display dedicated to the 30<sup>th</sup> Anniversary of the Caucus.

**Policy items (Gem)**

- a. API White House Initiative update

The White House is close to releasing a new Executive Order on the API Initiative [which focuses on AAPI businesses](#). The Initiative is very likely to be moved from the Department of Health and Human Services to the Department of Commerce in the Office of Minority Business Development Agency (MBDA).

The Caucus already mailed a letter to the White House voicing our concern about renewal and moving the Initiative.

- We will send a follow-up letter to the White House, MBDA, and Ronald Langston. We will also update and encourage letters from the following people:
  - Caucus members
  - APHA (Walter Tsou, Georges Benjamin)
  - Other APHA Minority Caucuses
- We will also provide a sample letter on the Caucus website and encourage those who are concerned to send letters to their Congressmen as well.
- At the upcoming March Congressional Reception, David and Butch will also bring attention to this issue.

**Other notes**

- a. Letter re: release of original health disparities report
- b. Received revised SPA report on API Health; circulated to Executive Committee
- c. Participated in call on APHA Environmental Justice Session (Karen)
- d. APHA will add our website to Caucus information; they have no options for Caucuses to set up a bank account through them (Sections may, however); other Caucuses reported similar challenges
- e. Reminder: review of APHA abstracts due **3/26/04**

Minutes respectfully submitted by Nadine L. Chan