



**Minutes for 12/03/2004  
12:30 pm PST/ 3:30 pm EST**

**A**SIAN

**Attendees: David Inoue, Gabe Garcia, Geri Aglipay, Karen Rezai, Leslie Hsu-Oh, Nadia Islam, Nadine Chan, and Noilyn Abesamis**

**P**ACIFIC

**I**SLANDER

**C**AUCUS

TOPIC	DISCUSSION	RESOLUTION/FOLLOW UP
Meeting commenced	<p>D. Inoue presided meeting at 12:35 pm/3:35 pm</p> <p>Reminded ExeCom that voting for policy chair needs to be done soon</p> <p>Reminded ExeCom to reply to L. Hsu-Oh about website survey</p>	
Programming 2005	<p><u>Review of Call for Abstracts (G. Aglipay)</u></p> <ul style="list-style-type: none"> <li>a. Draft of Call for Abstracts needs to be finalized by 12/15/04 <ul style="list-style-type: none"> <li>- Remove environmental justice category from list of topics since that was APHA 2004 theme</li> <li>- Remove category "other" from the list</li> <li>- Reword "gerontology" to "aging"</li> </ul> </li> <li>b. Last year's submission <ul style="list-style-type: none"> <li>- Discussion about how abstracts submitted last year fit into topic areas chosen by APIC ExeCom</li> <li>- Large South Asian submission last year</li> </ul> </li> <li>c. Suggestions for 2005 programming process <ul style="list-style-type: none"> <li>- Co-sponsor/Endorse other caucuses sessions since many issues they cover are relevant to APIC</li> <li>- Push early on to get reviewers</li> </ul> </li> </ul>	<p>Endorse Caucus on Refugee and Immigrant Health Caucus sessions; Set up a joint session with American Indian, Native Alaskan, &amp; Native Hawaiian Caucus.</p> <p>Review of Abstracts:</p> <ul style="list-style-type: none"> <li>- Do a call for reviewers on APIC listserv.</li> <li>- ExeCom give nominees of potential reviewers to N. Islam &amp; G. Aglipay</li> <li>- All ExeCom will help in review process</li> </ul>

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TOPIC	DISCUSSION	RESOLUTION/FOLLOW UP
Programming 2005 con't	<p>d. Discussion about APHA's policy on sessions</p> <ul style="list-style-type: none"> <li>- Number of sessions per caucus is determined by # of abstracts submitted, # of people who attend APHA each year, and # of people who attend APIC sessions</li> </ul>	
Secretary of Health	<p>D. Inoue announced to ExeCom that Sec. of Health, Tommy Thompson is stepping down from his position. Mark McClellan is reported to be Bush's choice for new Sec. of Health.</p>	
Finance	<p>K. Rezai sent out invoices to 3 big AAPI orgs</p>	
Membership	<p><u>Updates on membership drive (L. Hsu-Oh)</u></p> <ul style="list-style-type: none"> <li>a. Received many membership forms and donations by mail</li> <li>b. Donations by mail are much larger than previously</li> </ul>	<p>Determine ways to recognize donors</p> <p>Explore ways to do a member call for APIC members who did not attend APHA this year.</p>
Website Redesign	<p><u>Website survey (L. Hsu-Oh)</u></p> <ul style="list-style-type: none"> <li>a. Received half of the website survey from ExeCom</li> <li>b. Clarified question 1 under "content" section in survey</li> <li>c. Further discussion about website once all surveys have been received</li> </ul>	
Approval of Minutes	<p><u>Business Meeting &amp; 11/11/04 Conf. Call Notes</u></p> <ul style="list-style-type: none"> <li>a. K. Rezai sent suggestion to reword reference about meeting with Pat Mail.</li> <li>b. Create pdf versions of all meeting notes and post up</li> </ul>	<p>N. Abesamis made a note of needed changes and will save files as pdf formats. Send to D. Inoue and L. Hsu-Oh to upload to website.</p>

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<b>TOPIC</b>	<b>DISCUSSION</b>	<b>RESOLUTION/FOLLOW UP</b>
Approval of Minutes con't	c. ExeCom approved both Business meeting and 11/11/04 conference call notes	
Revote for Policy Chair	<ul style="list-style-type: none"> <li>a. N. Abesamis will contact 5 nominees for Policy Chair position within the next week to confirm their interest to run for the position</li> <li>b. N. Chan will send sample email correspondence re: elections and voting to N. Abesamis to use as templates</li> </ul>	<p>Revote announcements will be sent out via email to APIC members by Dec. 10<sup>th</sup></p> <p>All votes will be done online</p>
Clarification of Caucus affiliation with APHA	<ul style="list-style-type: none"> <li>a. Point of discussion is whether APIC can say they are affiliated with APHA</li> <li>b. At Caucuses Luncheon, it was announced that caucuses are not officially part of APHA</li> </ul>	<p>N. Chan received written permission from Donna Wright that APIC letterhead can use APHA logo</p> <p>G. Aglipay suggested that we use “independent organization affiliated with American Public Health Association” as opposed to “of APHA”. This is the wording used for the Community Based Public Health Caucus.</p>
APIC By-Laws	<p><u>Review of By-Laws</u></p> <ul style="list-style-type: none"> <li>a. D. Inoue went through by-laws line by line with Execom and asked for feedback</li> <li>b. Determine focus will be on Asian and Pacific Islander in the U.S.</li> <li>- Issue raised because several attendees at the Business asked if APIC is open to people who were not based in the U.S.</li> <li>- Consensus among ExeCom members that focus will be on API populations residing in the U.S. and associated jurisdictions &amp; countries</li> </ul>	<p>Put Mission Statement on website and letterhead</p> <p>Any changes requested by ExeCom cannot be made until next APHA meeting</p> <ul style="list-style-type: none"> <li>- Send out requested changes to APIC members for review 1 month before next APHA meeting</li> <li>- Vote for approval of new by-laws will occur at next Business Meeting</li> </ul>

**Minutes for 11/19/2004 Conference Call  
12:30 pm PST/ 3:30 pm EST**

TOPIC	DISCUSSION	RESOLUTION/FOLLOW UP
APIC By-Laws con't	c. Suggestions for changes to Goals' section <ul style="list-style-type: none"> <li>- add reference to policy under Goal A</li> <li>- reword Goal C to read "Strengthen the professional and leadership development of APHA members and students through networking, information sharing, and mentoring for public health roles"</li> <li>- add "given in a timely manner" for Goal F</li> <li>- remove Goal G because it is redundant</li> </ul> d. Suggestions for objectives' section <ul style="list-style-type: none"> <li>- add a reference about promoting leadership at APHA Executive Level</li> </ul>	Discussion was cut short due to time constraints. Will continue to discuss this over email. Focus can be on different activities and benchmarks to achieve goals in the next 5 years
Links with Public Health Student Caucus	G. Garcia got in touch with representative from PHSC. Will continue dialogue with them	
Other Matters	TFAIR  Next Conference Call: January 21, 2004 3:30 pm	Follow up with Cliff Akiyama about TFAIR issues

Submitted by Noilyn Abesamis

Approved by XXXXX