

**APIC Executive Committee
Monthly Conference Call
November 2007**

Members present: Nadia, Arnab, Nadine, Simona, Domin, Meme, Maria, Lily

UPDATES:

1. Program and Annual Meeting - Nadine
 - a. Call for abstracts will be out in 2 weeks for the 2008 Annual Meeting (San Diego, 10/28/08) and so APHA is pushing up the deadlines.
 - b. We had a positive turnout for all sessions and so we are asking for additional sessions. There was full turnout at the sessions.
 - c. For next Annual Meeting, we should have someone in each of the sessions counting attendees and use those numbers in support of future requested sessions. Also the numbers can be used to compare with other sessions.
 - d. The sessions we had this year: Business meeting, Student Breakfast, 3 poster sessions, 1 roundtable, 5 oral presentations (1 less than last year).
 - e. We are requesting the same as above, but requesting 2 additional oral presentations, or 1 oral and 1 roundtable. The requests for the additional orals are actually equal to what we received in the past.
 - f. We may not have enough abstracts for a good roundtable so we should move towards more oral presentations.
 - g. Time slots were the same as last year and were ideal. APIC should request time slots for the additional sessions that will not interfere with other caucuses (e.g. AIAN Caucus) or request time slots that do not overlap. Exec Committee voiced that preference not to have Tues morning sessions due to potential overlap with AIAN Caucus. If the extra oral presentation would be scheduled for the Wednesday of the Annual meeting, we should request an early session.
 - h. The theme for 2008 Annual Meeting is "Public Health without Borders". More discussion needed and soon due to upcoming Abstracts deadlines.

Potential topics:

1. Policy issues – consider reaching out to Mona Bormet, APIAHF Policy Fellow, to invite her to assist us in identifying speakers, abstracts, issues, etc.
2. Immigrant/Migration Health – refugees, emerging issues, Hep B/Infectious Diseases, etc.

2. Communications – Lily
 - a. Membership Survey Results
 - i. Presented at Business meeting
 - ii. Provided recap and highlights – there were good responses overall to the survey. Total responses = 50 participated, 46 completed.
 - iii. Events and marketing of the events and sessions at Annual Meeting was helpful in increasing interest and attendance.
 - iv. Discussed whether we should share results with the public – post on listserv, website?
 - v. Exec would like the survey to be released again post-Annual meeting. Suggest adding a 1-page description and bullet points regarding the survey, add an incentive. Maria is donating a gift card to Pottery Barn as incentive.
 - b. Listserv and Website Comments
 - i. Need to clean up and update the email list. Concerns about who is and how often emails are screened in the current list serve.
 - ii. Comments regarding website include that the website looks "stodgy" and consider other website templates – look at other API sites, etc.
 - iii. Suggestions:
 1. Addition categories/pages for events, a forum, action alerts.
 2. Add section of page for human interest information, articles, etc
 3. Add section for professional development opportunities or leadership development.
 4. Periodic updates: adding a blog for updates, resource page, updates of Caucuses

5. Addition of an “APIC In the News” page for marketing, etc.
 6. Post pics on the website
 7. APHA link
 8. Press Conference page
 9. List of awards – nomination forms online, list of past awardees
3. Treasurer Report – Domin
 - a. All money from the Annual Meeting was deposited in the bank.
 - b. Transition of past to current Treasurer:
 - i. Need to figure out logistics in updating signature cards for APIC account (Bank of America) telephonically with BofA rep instead of flying in person to resolve.
 - ii. There are other issues of transition including information sharing and orientation of all documents necessary for fiscal operations.
 - iii. Any other issues of transition will be referred to Ninez.
 4. Membership – Simona
 - a. Received many membership forms. Please submit to Simona any outstanding membership forms you collected at the Annual Meeting.
 - b. Need to connect with Communications Chair to check and update the member email list for the listserve.
 5. Student Rep – Meme
 - a. Responsibility is primarily to liaison with the Student Assembly
 6. Policy Chair – Nadia updated in absence of Jared
 - a. Receives emails from Mona Bormet and communicates with her about API policy issues and will work more closely with her on policy alerts, etc.
 7. Chair – Nadia
 - a. MOU Issue – APIC signed the copy and on behalf of APIC
 - b. Kellogg Foundation- contact person is Albert Yee who informed us that they would be not be able to fund APIC.
 - c. Marguerite Ro from APIAHF has expressed an interest in working more with the APIC.
 - d. Exec Committee will be discussing other issues of fundraising in future conference calls.

NEXT STEPS:

1. Thank you letters to sponsors
2. Summary of APHA – provide to Nadia
3. Pictures of APHA events on website.
4. Exec Committee issues to APHA Leadership – Nadia and Winston will discuss offline, talk to Rod/Butch/Mary Nacionales for interest in APHA leadership opportunities.
5. Scheduling future conference calls: inform Nadia of times that you are NOT available, next call in January