

API Caucus Executive Committee Conference Call
Friday, August 7, 2009
1pm EST
Minutes

Present:

Simona Harry
Sean Arnab
Jamie Domin
Fahina

Excused:

Winston
Lily
Mona

Harry called the meeting to order at 1:02PM EST.
Harry welcomed everyone and there were no announcements.

CHAIR UPDATES: Harry

The restaurant for the 35th Anniversary Social has been decided. They will have a dedicated room and to keep within the APHA rules, we will be using ½ of the room on the main level. The cost of the social for 50 – 75 people including food and tip will be approximately \$1500. Last year it was approximately \$2000. Details for the social will be finalized by next week. The Temple University CAH group will be sponsoring \$1000 of the social.

Organizational Sponsorship letters are being developed and will be sent out in a week to the Executive Committee for recommendations. Winston is currently working on 2008-09 fact sheet to be included in the letters to be sent out. There are currently 20 sponsors on the list. The sponsorship letters should be sent out within the next two weeks.

Best Published Paper draft is currently being worked on and will be sent out for nominations. The papers will have to be published or accepted for publication between October 2008 – October 2009. We will also be looking for Reviewers.

PROGRAM CHAIR UPDATES: Arnab and Sean

Have completed making all the invitation for co-sponsors and many have accepted the invitation. There are a some that have not replied, but expect that they too will be accepting the invitation and maybe just a few may not be able to.

All Moderators have been assigned. All Moderators have sent in their learning objectives with the exception of a few, which will either be turned in today and if not Arnab and Sean will be completing it. Harry will email Sean and Arnab what he has.

Some abstracts were submitted into two different areas with the same description and APHA had it pulled from the API Caucus with no negative reflection on APIC.

Sean mentioned that it was hard to decipher the information on the APHA web pages. Some of the problems and suggestions for easier navigation of the pages and less work are better cross-references, follow up with missing sessions, conflicting areas need to be identified and

fixed, maybe use different colors, update profiles should be across the board once made in one place, co-sponsor pages should be easy to use, so there is unnecessary duplication of efforts.

Action Item: To ask Lily to separate us on the main page of the website so that it is easy to see the difference between the main program and APIC's program.

Harry thanked Arnab and Sean for the time and effort that they have put in to ensure that we have a top-notch and well organized session.

COMMUNICATIONS CHAIR UPDATES: Lily (Excused)

MEMBERSHIP CHAIR UPDATES: Simona

Had sent out charts and graphs on membership and will resend it out again. Simona also wanted to know what we were doing with the Time Line. Harry said that it was one of the things that Lily had on her list of 'to do' list.

POLICY CHAIR UPDATES: Mona (Excused)

TREASURER UPDATES: Domin

Account Balance is \$8043.00. There was 1 membership and a deposit of \$30 was made. Two checks were written, one for the CSAAH conference and the other was a \$48 dollars made to Lily to pay for the website host. Domin will be sending out the expenses for the year. Domin states that we need to update our budget for 2009. We also need to establish some protocol for the next Treasurer. Domin used calendar year in her record keeping. Domin will also put together a budget for next year based on last year's budget.

CSAAH \$500 dollar conference sponsorship allows for 2 conference registration (Lily and Sean have been registered), promotional display, ½ page ad, acknowledgment in program. The conference will be held October 8-9, 2009.

Simona will ask if we need to submit a 'letter of support.' Winston will review and print stuff for the AAHI conference from last year and can use past printed material.

The Student Breakfast Event Food Order has not been ordered. Simona is the contact person and they have not contacted Simona. Simona will find the contact information and if they don not contact her soon, she will contact them.

Question: Does the budget include the \$500 sponsorship? Domin stated that it did not include the \$500 sponsorship.

Lily will be doing the Mental Health section.

SECRETARY UPDATES: Fahina

Questions on where do we go from here on the election. Fahina is not too versed on the Survey Monkey and was not sure how it worked and wanted to know if she or Winston was suppose to announce the winner, etc.

Fahina was told that if you go into Monkey Survey and hit the 'analyze' button, you can see who were the elected officers.

Harry will inform the newly elected officers and also the general membership after the new officers are officially announced at the retreat. All new elected officers will be invited to come to the retreat.

Officers elected were read by Jamie off of the Survey Monkey: API Caucus Executive Committee Elected Officers are:

Chair-Elect:

1) Alek Sripipatana

Program Chair-Elect:

1) Leceli C. Cuasay

Communications Chair:

1) Jonathan "Tana" Lepule

Membership Chair:

1) Jay Aromin

Treasurer:

1) Domin Chan

Student Representative:

2) Arnab Mukherjea

Caucus Councilor (2 openings):

1) Lily Divino

2) Kawika M.K. I. Liu

Jamie will go in to the Monkey Survey and close the voting today at, or after 5:00PM, when the voting closes.

STUDENT REP. UPDATE: Jamie

The results for the student breakfast survey, from 11 surveys, indicated that the top choices were for career option. Others that followed were position for career, cultural leadership. Career and leadership topics were high, but career was the winner with 10 to 6 votes for leadership. Most of the survey participants were recent graduates. This may be the reason for the high interest in career.

Several names were discussed as the presenters and the best way to do the presentation, especially since it will be early in the morning, at 6:30am – 8:00am. We need to find someone that would be willing to wake up that early.

It was suggested to maybe have a professional association person to speak on career. May be a small group panel or round table session. Some of committee members can share their experiences. There were interests in other groups, so we could cover all the basis perhaps one from academic angle, CB nonprofit, policy person, private or government/federal, international/global, advocacy, local and state level, careers in PHARMA. Jamie will create a list of areas/topics and send out suggested names to see if

there are any interest. She will draft letters and send out to potential presenters. Focus on minority health work and if we find a global person, where do we focus? The ideal would be someone that could cover minority health in a broad sense. Both a panel and sit-down session would be good, not to last more than 45 minutes. Breakfast is 6:30 to 8am.

Student Assembly: Mona was the only one that was interested. No other response from program chair. Everything should be OK.

ADDITIONAL ITEMS:

Next APIC meeting will be moved because of Labor Day. Harry will send an email out to see what would be a good day to have the conference call.

Membership survey findings will be reviewed by Harry. Harry will follow up with Lily being many of these items hinges on her.

Meeting adjourned at 2:02pm EST