

**ASIAN PACIFIC ISLANDER CAUCUS
EXECUTIVE COMMITTEE**

**ANNUAL RETREAT – MAY 29, 2008
SAN DIEGO, CA**

Attendance:

Sean Arayasirikul
Mona Bormet
Domin Chan
Lily Divino
Harry Kwon
Simona Kwon
Jamie Lok
Winston Tseng

INTRODUCTIONS

APIC Executive Committee members began the meeting by telling 2 truths and 1 lie about themselves. Members had to guess which was the lie. Some interesting discoveries were made and hidden talents, uncovered.

REVIEW OF 2008 APHA APIC SCIENTIFIC SESSIONS & EVENTS

Committee members reviewed outcome of scientific session. It was noted that that most sessions had full attendance, averaging 50 attendees. The smallest attendance was 28. At the business meeting, general members commented on the high quality of presentations this year and the greater number of sessions this year due to an increase of abstracts submitted. WINCART was also instrumental in promoting APIC to the Pacific Islander community and resulting in the addition of a roundtable session. In addition, with WINCART co-sponsoring the APIC Social Reception and Award Ceremony, and inviting keynote speakers, Sora Park Tanjasiri and Rose Manglona, attendance was the most APIC has seen.

Suggestions for next year including possibly better room selection and time slots especially for those coming from the Pacific and Alaska to accommodate greater number of attendees and travel and time difference. While APIC has little control over room assignments and time slots which are designated by APHA, APIC can advocate for these concerns highlighting APIC's increased membership and attendance at APIC scientific sessions but it will have to be early in the planning process for the 2009 APHA Annual Meeting. Members recommending inviting senior researchers and past APIC Executive Committee members to moderate oral sessions, to reengage them in APIC activities and to provide networking and mentoring opportunities for student and early career presenters especially since a large portion of APHA members are students.

For the reception, the set-up of the restaurant made it difficult for members to mingle and socialize since most members were seated at tables. The Committee recommended that next year's venue provide space both for seating and socializing, such as less table seating or an designated seating area along with more room for people to walk around.

COLLABORATING WITH OTHER APHA CAUCUSES

The Committee recommending reaching out to other caucuses to co-sponsor scientific sessions and events, in particular the American Indian, Alaska Native and Native Hawaiian Caucus (AIANNH), as well as other caucuses whose research and work share similar themes and communities with APIC. There was a discussion about reaching out to the other minority caucuses – the AIANNH, the Black Caucus of Health Workers, and the Latino Caucus – to identify common issues related health disparities or to collaborate on a panel session or event. Harry Kwon attended the EHOC meeting where some of the other minority caucuses were also in attendance and these issues were brought up. He has a contact at the Latino Caucus with whom he will follow-up.

EXECUTIVE COMMITTEE – ROLES & RESPONSIBILITIES

Winston Tseng asked the Committee to review the roles and responsibilities of each Committee position as outlined in the by-laws. Committee members revised their position description since roles have changed over time as a result of increased APIC activities and membership.

Simona Kwon reported briefly on results from the Membership Survey and noted the need for further discussion of the results at another meeting. One major concern was almost 50% of the members who completed the survey said that APIC is not reaching its mission. Simona will be updating the membership list since she received a large number of completed membership applications. She recommended that the new members be given the survey as well. Another item for discussion is creating a membership directory and having a central location for collecting membership information.

Lily Divino noted that the responsibilities of the Communications Chair requires more than 1 person and recommended creating a subcommittee to help delegate tasks related to publicity and marketing, the website, and the listserv. From the business meeting last night, there were suggestions for a newsletter and social networking through websites such as Facebook, expanding linkages between APIC's website and the websites of partnering universities, hospitals, research institutions, health policy and advocacy organizations and community agencies. Another suggestion was to include a RSS feed on the APIC website providing up-to-date news related to API health issues. She is also currently researching additional technical support to develop a database on the website to collect information re: membership and donations. She already has 2 volunteers who would like to assist with the listserv and website.

The Committee added that depending on the project or the responsibilities of a Committee member, subcommittees may be required. That Committee member will then be responsible for coordinating and delegating activities to the subcommittee members. With increased membership, subcommittees would provide other ways for members to become more involved with APIC such as abstract reviews, moderating sessions, mentoring opportunities, or assisting with events.

Domin Chan commented on responsibilities that she took on that were outside of the role of Treasurer, particularly event planning for the Student Breakfast and the Social Reception & Award Ceremony and being the contact for events. The Committee agreed that these events have not been the Treasurer's responsibility.

Winston reminded the Committee the reason for reviewing the position descriptions so that new Committee members will have a better understanding of the duties involved but also the time commitment needed. Also, this will help when reviewing nominees for Executive Committee elections. It was also recommended to monitor Committee members' attendance and ability to carry out core duties so that the Committee can devise alternative ways or persons to complete these duties.

The position of Secretary needs to be expanded since the description is non-specific and open to interpretation. Roles in the past have been recording meeting minutes, updating the Committee roster, coordinating Executive Committee elections, and acting as a contact for APHA APIC events. Lily to contact a former APIC Secretary to assist in the drafting of the roles and responsibilities.

It was clarified that the responsibilities of the Student Representative are the Best Student Abstract Award and coordinating the plans for the Student & Early Career Professionals Breakfast at the APHA Annual Meeting. The Student Representative also encourages students to not only become involved with APIC but also APHA activities. Jamie Lok is already involved with the Student Caucus at APHA will have more students interested in APIC.

Winston reminded everyone for all Committee members who have not already to submit the revised position descriptions.

APIC 35th ANNIVERSARY PLANNING COMMITTEE & FUNDING

Winston advised the Committee to think of key people to invite for the Planning Committee and potential funders and co-sponsors for APIC's 35th Anniversary which will be celebrated at the 2009 APHA Annual Meeting in Philadelphia, PA which focuses on the theme of "Water." Simona suggested involving former APIC Executive Committee Members in the Planning Committee, inviting them to moderate scientific sessions, or act as a keynote speaker. The Committee agreed that the overview of APIC milestones should be updated to cover the past 35 years.

2009 APHA LEADERSHIP NOMINATIONS

ADDITIONAL ITEMS

Lily requested that new Committee members confirm their emails for the Executive Committee listserv and for their bios to be included on the website. Current Committee members who have any updates re: emails and bios need to be given to her.

NEXT CONFERENCE CALL: To be determined. Winston will contact all APIC Executive Committee Members re: their availability for a conference call and following monthly conference calls.