

ASIAN PACIFIC ISLANDER CAUCUS FOR PUBLIC HEALTH
AS RECOGNIZED BY THE AMERICAN PUBLIC HEALTH ASSOCIATION
Minutes for 2006 Executive Committee Retreat
July 22, 2006

Attendance: Abhijit Ghosh, Arnab Mukherjea, David Inoue, Jared Maeda, Lily Divino, Nadia Islam, Nadine Chan, Simona Kwon, Winston Tseng

Welcome/Announcements

Shared story of each of our names. After lunch, we shared our first memories of McDonald's and what role it plays today in our lives.

Retreat reimbursements

Give retreat-related receipts to Arnab. **Arnab** will collect and submit them for reimbursement since he works near the office of our fiscal agent, the Asian Pacific Partners for Empowerment, Advocacy, and Leadership. We still need to figure out the process for this and will need to work with **Ninez** and Rod Lew.

APIC Activities at APHA in Boston, MA

Abstracts

The number of abstracts submitted this year matched the record number sent in for 2003 APHA in SF, CA. This year, we received 70 abstracts and accepted 56. One person whose abstract was accepted has declined (which is typical for this time of year).

Attendance for oral sessions

Encourage high attendance to each oral session. APHA representatives count the number of people in attendance. Every year, APHA gives us a number of slotted oral sessions, depending on attendance from the previous year. 2007 APHA meeting will take place in Washington DC. APHA 2008 will take place in San Diego, CA.

APIC event photographer

For the first time this year, we will have a designated photographer – **Abhijit** Ghosh. He will take pictures of oral and poster sessions, and will photograph the business meeting, reception and award winners. **Nadia Islam** will be our backup photographer.

Session learning objectives

Moderators will review the abstracts in their sessions and develop learning objectives for their session. **Learning objectives are due at the end of August.**

Moderators

Moderators for oral sessions must be assigned by this Friday, July 28, 2006.

The 2006 program is available online:

http://apha.confex.com/apha/134am/techprogram/program_544.htm

Suggested moderators for each session:

1. Emerging health issues – **Nadia**, or someone from the Legacy Foundation?
2. South Asian - Shilpa Patel?
3. Pacific Islander – Sora Park-Tanjisiri? Leslie Hsu?
4. Community Partnerships – **Nadine** Chan

5. Human Rights – Rod Lew? Anita Raj?
6. Methodology – **Ninez** Ponce

Moderator training

This year, we will hold a moderator training session via conference call. The training will cover these topics:

- Contacting speakers beforehand (e.g. preparing their bios/introductions).
- Evaluations for attendees (e.g. what do folks want to see in future sessions). **Abhijit** will develop the evaluation.
- Evaluations for moderators (e.g. headcount, what went well, what could have been better). **Abhijit** will develop the evaluation.
- Time-keeping tactics (especially for speakers who tend to run over-time).
- Flyers for reception and business meeting.
- Membership form and collecting membership donations.
- Raffle tickets for filling out membership forms (prize = ipod shuffle, to be awarded at reception).
- Giving out APIC burgundy ribbons with gold lettering for members to stick onto their APHA identification badge.

Hotel accommodations

This year, the APIC sessions will be located in the main hotel next to the convention center at the Westin Boston Waterfront. Nadia recommends booking this hotel quickly as all other hotels are far away. APHA strongly requests that we reserve hotels via their website. http://apha.org/meetings/reg_housing.htm#Housing%20Info

APIC Business Meeting (Tuesday 6:30-8pm) November 7, 2006

Arnab and **Nadine** will draft agenda for the meeting.

Reception (Tuesday 8pm-10pm) November 7, 2006

We will pursue several organizations to solicit co-sponsors and hosts for the reception. The host will ideally provide the location for the reception and donate some funds for reception. Last year, Grace Ma chipped in \$500 for the reception and located a nearby restaurant with banquet room. For Boston, our first choice is for South Cove to host our reception as they are close by and are affiliated with the Asian Pacific Islander American Health Forum.

Potential sponsors

Nadine will ask the following organizations for sponsorship of \$500 and money for the engraved plaques for the reception:

Dana Farber – contacts: Fred Li and Ngo-Metzer

Harvard School of Public Health – contact: Howard Koh

Nadia will contact Doug Brugge at Tufts University

Keynote for reception

In the order listed, **Nadine** will ask the following strong speakers if one will serve as our keynote speaker at the reception. The first three live in Boston, thus will not need funds for travel or accommodations. We will give the keynote speaker a \$500 cash honorarium and an engraved desk bauble.

- Howard Koh

- Anita Raj
- Fred Li
- Dileep Bal (lives in Hawaii. We should ask him to speak at the 2008 San Diego APHA meeting)

Reception fee/suggested donation

We agreed to charge a minimal fee (except for student members of the APIC) for our reception. This will be done in an effort to boost membership and to provide a benefit for being a member (i.e. reduce fee for attending the reception).

- \$5 for APIC members
- \$10 for non-members
- Free for student members
- (Reminder: Membership is free.)

I-pod raffle for membership

In exchange for filling out a membership form, APIC members will receive a raffle ticket for an i-pod shuffle, to be awarded at the reception. Current APIC Executive Committee officers are not eligible. The purpose is to boost membership. **Who wants to be in charge of getting the ipod shuffle?**

Website

- Lily has PayPal set up on the APIC website. It is ready to accept new members at anytime. **Nadine** will send Lily web-content (past award winners, bios, photos, etc.). **Lily** will post the APIC program sessions onto the website. She will purchase Dreamweaver for her Mac, and will be reimbursed via Kellogg funds.
- At the end of the fiscal year, we should put an annual report together for Kellogg and for ourselves, then post a PDF file of the report onto the website.
- We could post an online compendium of APHA abstracts related to API public health issues on the website.
- Highlight researchers/community leaders who are members of APICaucus in website. The first person we might highlight is this year's keynote speaker. This might draw folks in to the reception. If the keynote isn't already a member, we should invite them to be a member. Develop 5 standard questions to ask them.

Awards

This year, we will have 2 award plaques honoring the best published paper of the year and the best student abstract. Eligible papers for best published paper of the year award will have been published between the last APHA meeting and the upcoming meeting. Thus, papers published in December 2005-November 2006 are eligible for the award. Self-nominations are allowed. **Nadine** will order the plaques. See below for other awards we need to discuss.

Media blast

We plan to work with community partners to publicize the API Caucus reception and this year's award winners. Media targets include mainstream and ethnic media, every API listserv, the APIC website, listserv of each of our own academic or related organizations, and via flyers at our university booths at the APHA expo. **Lily** will build media list for Boston. **Arnab** will put together a listserv list.

Press release

Abhijit will draft a press release. The release will highlight our keynote speaker, award winners, local/Boston community partners and other content. (Do we want to highlight the fact that we received the Kellogg \$10,000 grant this year, which is the first time in our 30 year history?)

Timeline for press release

Abhijit will have a final draft by the middle of September. We will send the release 1-2 weeks before the event to local mainstream media and will have a longer timeframe for community media. We will draft talking points after the press release is done. We will designate an Executive Committee officer as our media contact spokesperson in case there are questions from the media.

Elections

Nadine will ask **Noilyn** what her timeline for elections this year is.

Membership drive

Winston will work with **Lily** to figure out who on our listserv are not members and invite them to join the Caucus. Likewise, we should determine who of our membership are not on the listserv and invite them to join the listserv.

We will invite members of listservs with members interested in API public health issues to join the Caucus.

We will also make a strong push to join the Caucus at our reception this year.

We aim to increase organizational memberships via the sponsorship campaign.

Sponsorship campaign

Winston has drafted letters to be sent to past organization sponsors. We are inviting past sponsors to donate \$500. Past sponsors include AAPCHO, APIAHF, and NCAPACD. We are inviting APPEAL to donate \$500.

Other potential sponsors we do not currently have a relationship but should send an invitation to include the following:

- Is there an Asian Medical Association?
- Filipino Medical Association
- Lance Armstrong Foundation
- Legacy Foundation (in exchange for moderating a session such as the emerging health. Nadia will email her contact at the Legacy Foundation.)
- NAWHO
- NAPALC
- Robert Wood Johnson
- South Asian Medical Associations (3 of them)
- Organizations listed in the Asian American Yearbook
- Research network groups (e.g. AANCART and AETNA)
- Organizations listed in the Office of Minority Health directory
- Johnson and Johnson
- Ford Foundation

APIC as a 501(c)3 nonprofit organization?

We decided not to pursue 501(c)3 status. We would rather spend energy/money/effort on getting more of our Caucus members elected to APHA leadership positions, gain

more recognition within APHA, and grow our membership. Our raison d'être is to advocate and provide a forum to highlight API public health work. As a volunteer caucus, we felt the scope of our work should not expand outside of APHA.

However, **Nadine** and **Ninez** need to formalize an agreement and process with APPEAL, our fiscal agent to ensure that Caucus funds are clearly accounted for.

Some future goals for APIC

- Increase numbers of paid members.
- Consider becoming a section within a certain number of years. (**Nadine** will find requirements for becoming a section in APHA.)
- Develop a compendium of API public health presentations for distribution to Caucus members.

Reasons to join API Caucus

- Effect change on national level
- National networking
- Oldest public health organization with a focus on API health
- Interact with historical and current movers and shakers
- Be active
- Looks great on resume
- Leadership opportunities within Caucus and APHA

What benefits can we offer APIC members?

- Membership card
- Reduced rates for certain products/services/events
- Quarterly newsletter
- Biosketch for each member available on the Caucus website
- Reduced/free entry to reception
- Voting privilege
- Recognition of members who have been with the Caucus (1 year member, 5 year member, 10 year member, 15 year member, etc.)
- Compendium of API abstracts at APHA

Compendium of all API-related abstracts at APHA

We discussed the possibility of creating a compendium of abstracts related to API public health that are being presented at APHA. This will take a great deal of work since it is not easy to search the APHA online program for this information. Using the search terms "Asian American," we generated 16 pages of related abstract titles. Other search terms will generate more pages. For the compendium to be useful, we will need to organize the search results. This includes manually sorting the search results, omitting unrelated abstracts, and arranging them by day of presentation and by oral versus poster presentation. Do we want to provide this for our members this year? This would make a great intern practicum project for a student. (Should we invite a student to do this as their project in exchange for a full scholarship to attend this year's APHA event?) This would also be a good project to request funding for from a future sponsor. **Who wants to be the lead for this?**

Increase caucus presence outside of APHA

- Business cards for each office of the Executive Committee
Nadine will get quotes for Costco business cards using Caucus logo with each person's name, position, email addresses for next group of Executive Committee officers.
- Burgundy ribbons with gold lettering ribbon saying APIC for each member to wear (available via Moderators at each APIC session). **Nadine** will get quote.
- Coordinate a project for the APA Month of May
- Coordinate a project to get students/post-docs at our university affiliates to join the Caucus.

How to draw in former APIC leaders?

One suggestion is to start a new tradition of honoring our former leaders at the reception. Another suggestion is to individually approach each of the former leaders and invite them to attend. **Nadine** will send out the list of former Caucus leaders and we will divide them amongst ourselves and personally invite them to come to the reception.

Creating a minority health section with other minority caucuses?

Meet with minority caucus to talk about working more closely together (to get more voting rights or possibly form a section) and invite each other to our receptions. **Simona** has a contact with the Latino Caucus leadership. Other caucuses we should contact include the American Indian Alaska Native and Native Hawaiian Caucus and Black Caucus of Public Health Workers. In Congress, an alliance or Tri-Caucus was created with the Congressional Asian Pacific American Caucus, the Congressional Black Caucus and the Congressional Hispanic Caucus.

Nadine will email minority caucus leaders to ask if they would like to discuss this.

Student scholarships (WE FORGOT TO TALK ABOUT THIS!)

As part of the Kellogg grant, we requested funds for 2 student scholarships. Each student gets \$400 of travel, \$1000 of hotel accommodations, and \$145 early bird student registration fee. We need to discuss how we want to award these and what the timeline will be. Early bird registrations are due August 24, 2006. **Jared, do you want to take the lead on this?**

Student breakfast/networking event (WE FORGOT TO TALK ABOUT THIS!)

As part of the Kellogg grant, we requested \$285 in funds for a morning breakfast/networking event. We need to discuss how we want to use these funds. **Who wants to take the lead on this?**

Next conference call

Our next APIC conference call is scheduled for Friday, August 18, 2006 at 2pm PST/5pm EST.