

API Caucus Executive Committee Conference Call

Thursday, January 7, 2010

3 pm EST

Meeting Minutes

Members Present: Luceli, Sean, Winston, Alek, Kawika, Arnab, Mona, Tana, Lily, and Harry

Members Absent: Domin, Jay, Fahina

I. Welcome

- Harry welcomed everyone on the call.

II. Officer Updates

- Chair
 - i. January communication priorities—Harry discussed several communication priorities including a letter to new members welcoming them to the caucus as well as current members and sending out reminders regarding the call for abstracts. In addition, the communication activities would link everyone to the website where they can find additional information. Sean added that another priority is to recruit reviewers for abstracts.
 - ii. Communications support team—In order to provide support to communication related activities and for infrastructure development, a communications support team was proposed. The purposes of this team are twofold: 1) To provide assistance to Tana, our Communications Chair, on long term activities and 2) To provide immediate support on short term activities deemed necessary to improve our communication capabilities. Volunteers included Alek, Lily, Sean, and Harry. Harry will lead this team on an interim basis and will coordinate with Tana to outline priorities.

- iii. Timeline of APIC executive committee activities—A draft list of activities across a 12-month calendar was presented. Thanks to Winston for helping to put this together. The committee will review.
- Program Chair
 - i. 2010 Call for Abstracts
 - Sean reported that 1 abstract has been submitted so far.
 - Sean discussed about the abstract review/evaluation criteria. The group acknowledged that the criteria used previously should suffice. Members were encouraged to email Sean regarding additional evaluation criteria or questions related to that.
 - A call for reviewers will be sent out on the list serves shortly. Sean requests that interested/potential reviewers email him no later than January 22.
 - Sean also resent the call for abstracts and asked members to forward to their networks.
- Communications Chair
 - i. Tana will be working with Lily to transition over communication duties and will work with the communication support team in identifying current support needs.
- Membership Chair—Absent/No report
- Policy Chair
 - i. Mona provided the following policy related updates:
 - Regarding the current health care bill, a major sticking point is the issue of a 5 year waiting period for illegal immigrants.
 - In relation to the timeline, Mona indicated that March will be a busy month with our review/response to APHA proposed policies taking place. Mona may request help from the group to review some of these proposals.
 - APIC has not submitted a policy proposal for many years. Winston reported that it takes about a year to go through the whole process. Winston also forwarded previous policy statements to the group.
- Treasurer—Absent/following reported post call:
 - i. Domin provided the following updates in an email:

- Current balance is approximately \$8,410. This does not include the fee from Loews hotel for the student breakfast.
 - An unresolved issue was discussed regarding the locked entryway in the Loews hotel. The locked entryway caused a 30 minute delay in starting the student breakfast. Payment is on hold until we hear a response following a letter to Donna Wright at APHA (coordinates the Annual Meeting) having alerted her to the issue.
 - APIC purple ribbons reprinted for free & they returned the \$11 rush charge that they had previously charged us.
 - Domin will get a PO Box for our mail ASAP. Will try to do so soon. Afterwards Tana will need to update the mailing address on our website.
 - Domin will send UCSF the W-9 form.
- Secretary—Absent/No report
 - Student Representative—No report
 - Caucus Councilors—No report

III. Additional Items

- Learning/mentoring opportunities—several ideas were discussed on how we can offer learning/mentoring opportunities for our member base including providing advice on grad schools, careers, writing abstracts, etc. A major concern was identifying a sound interface for people who want specific mentorship and who can offer that mentorship. Arnab will follow up to see how the mentorship program in the student assembly operates.
- Out of Many One—Winston provided an overview of this national/political advocacy organization that APIC sits on the governing board. Kawika volunteered to be APIC's new representative. We thank Winston for his two years of service as APIC's representative.
- Upcoming APIC activities—Pursuant to the activities outlined on the timeline, awareness was raised in regards to some activities that the group will need to be ready for including nominations for APHA boards/committees.
- Invite APIC nominated APHA boards/committee members for updates—this was discussed quickly due to the lack of time. May invite members for a 5 minute update/sharing experience on a future call.
- Next call—A schedule will be sent out for the next call. Currently it is set for Feb. 4 at 3 pm however that may not work for people.