

API Caucus Executive Committee Conference Call

Friday, June 11, 2010

1 pm EST

Meeting Minutes

Members Present: Luceli, Alek, Kawika, Arnab, Mona, Lily, Domin, Jay, Ann Umemoto (Guest), and Harry

Members Absent: Tana, Winston, Fahina, Sean

I. Officer Updates

- Chair
 - i. May letter to APIC membership was distributed via list serve. Thanks to everyone that helped review the letter.
 - ii. Committee/workgroup/team updates
 - Elections/Nominations: Fahina has agreed to serve as lead this effort. Current positions open for the fall include secretary, policy chair, and student representative. Harry will follow up with Fahina to provide further guidance.
 - Sponsorship: Domin will be leading this effort. Harry and Alek will follow up with Domin to provide further information.
 - Denver Social: Lily will be leading the planning for this effort. Harry will follow up with Lily to provide further information. Mona, Kawika, and Luceli indicated their interest in joining this effort.
 - iii. APHA nominations: APIC submitted 3 nominations in March: Sora Park Tanjasiri for EHOC, Nadine Chan for Science Board, and Nadia Islam for AJPB Editorial Board. Sora was informed that her nomination did not succeed. APIC also supported 2 other nominations (HI Public Health Association for Kawika Liu-Science Board and CHPPD for Roy Grant—AJPB Editorial Board) which were both successful.

- Program Chair
 - i. Luceli provided the following updates:
 - Criteria need to be established regarding co-sponsorship of other section APHA sessions. Some of the issues discussed include that the other session is not in conflict with APIC sessions and sessions that focus on minority communities and indigenous populations should be co-sponsored. It was also brought up that last year, the API Caucus was asked to pay special attention to sessions that discussed international API populations. Further discussion is warranted; can continue via email.
 - Co-sponsorship decisions need to be made by August/September. Other issues include burden on review of other session abstracts.
 - Moderators for the scientific sessions need to be identified by July. Several APIC members, including Jay and Mona, indicated interest in serving as moderators. Need to “advertise” this among members and find moderators outside the caucus; needs to be finalized in July.
 - Criteria/policies for moderators will be established. Discussion included: having a “training” for moderators on how to write learning objectives for the session they are moderating and how to be an effective moderator; all abstracts to be read by the session moderators; can a presenter be a moderator. Dialogue will continue via email.
 - This activity will be coordinated with the Communication Chair.
 - One abstract was withdrawn and a replacement will be identified.
 - All scientific sessions will be at the Hyatt Regency; suggested that the committee stay there.
 - Luceli mentioned the need to schedule a conference call specifically to discuss program tasks.
 - Luceli and Sean will provide the final program, with presenters’ names, and the activities timeline; will provide the students’ abstracts to Arnab.

- Communications Chair--Absent/No report

- Membership Chair

- i. Jay’s computer recently was infected by a virus ☹ and lost all APIC correspondence submitted to him within the past 3 weeks. Harry will resend the membership database to Jay.
- Policy Chair
 - i. Mona provided the following policy related updates:
 - Nations Health drafted a summary article highlighting the May issue of AJPH.
 - Upon request by Mona for an update on OMO, Kawika reported that there have been little correspondence and no relevant updates for APIC.
- Treasurer
 - i. Domin provided the following updates:
 - Current balance is approximately \$7,994.
 - Sponsorship funds were received from VCHPP.
- Secretary—Absent/No report
- Student Representative
 - i. Arnab provided the following updates:
 - In preparation for the best student abstract, Arnab will work with Sean and Luceli to identify abstracts submitted by students and begin the process for review by APIC exec comm. Arnab will provide the criteria for reviews and will facilitate the process.
 - In preparation for the student/young professional breakfast, Arnab suggested the following timeline:
 - a. By mid July—identify topics, vote on final topics, explore what the student assembly is conducting
 - b. By August—Finalize topics and identify speakers
 - c. By September—Finalize details/logistics for breakfast
- Caucus Councilors—No report
 - i. Kawika is leaving Hawaii Dept of Health at the end of the month. He’ll be living & working part-time on Molokai as a Medical Director

II. Additional Items

- Ann Umemoto indicated that there were no updates regarding EHOC.
- Harry will send out a “summer task list” for APIC exec committee.

- Next call will be Friday, July 9 at 1 pm EST.