

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE
Office of the Surgeon General
United States Public Health Service

I. LOCATION/DATE/TIME

Teleconference only; July 16, 2008; 12:05 – 12:55.

II ATTENDANCE:

A. Voting Members

#	RANK	NAME	7/16
1.	CAPT	Sarath Seneviratne	✓
2.	CAPT	Joannie Shen	✓
3.	CAPT	David Kim	Absent
4.	CDR	Paul Jung	✓
5.	LCDR	B. Nhi Beasley	✓
6.	LCDR	Chauha Pham	✓
7.	LCDR	Christina Thompson	EX
8.	LCDR	Mei-Ying Li	EX
	LCDR	Parmjeet Saini, Non-Voting	EX
	LT	Leorey Saligan, Non voting	EX
	LCDR	Fei Xu- Nonvoting	✓
9.	CDR	Paul Kitsutani / LCDR Hyon-Zu Lee	✓
10.	LCDR	Quynh Nguyen	✓
11.	LCRD	Ruby Lerner	✓
12.	CDR	Ryan Nguyen	✓
13.	LCDR	Sally Hu	✓
14.	CDR	Sianat Kamal	Absent
15.	LT	Nazmul Hassan	✓

B. Guest:

- CDR Amy Park, HRSA
- CDR Marvin Guia, BOP-
- CDR Chae Chong, DIHS
- LTJG QuynhNhu Nguyen, FDA
- LCDR Lisa Kwok, FDA
- LCDR Hyon-Zu Lee
- LCDR Thuyanh Vu from FDA

III. STANDARD AGENDA ITEMS:

A. CALL TO ORDER:

The meeting was called to order on July 16, 2008 at 1205 hours by APAOC chair LCDR Sally Hu.

B. MEMBER ROLL CALL:

LCDR Chauha Pham called role. A quorum was met.

IV. Approval of Meeting Minutes

- CAPT Sarath Seneviratne motioned to approve the May 21 minutes prepared by LCDR Parmjeet Saini. CDR Paul Jung seconded the motion and the minutes were approved with noted changes.

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CAPT Joannie Shen, Comment (Approval of Meeting Minutes): The May 21 Meeting Minutes lists "3/19"(March 19) instead of "5/21" (May 21) under Section II, the Attendance Table, right-most column.

V. REPORTS

A. Chairperson: LCDR Sally Hu

1. The summary of COA annual meeting
 - MOLC award luncheon: APAOC presented two APAOC annual awards at the MOLC award luncheon:
 - i. Congratulations again to: CDR Lynn van Pelt for receiving RADM Samuel Lin 2008 Award and LCDR Karen C. Lee for receiving 2008 RADM Kenneth Moritsugu Award
 - ii. Thanks CDR Hawyee Yan for preparing two beautiful award plaques for APAOC
 - iii. Thanks LT Kwang Kim for receiving the award on behalf of LCDR Lee who could not be able to attend the COA meeting and also thanks for CAPT Soju Chang for carrying the award plaque to LCDR Lee
 - iv. Thanks CDR Paul June for preparing the awardees' pictures
 - The MOLC poster: We had a very nice MOLC poster this year and APAOC provided five pictures to it. In addition, thanks for the APAOC members who staffed the MOLC poster at the meeting.
 - APAOC social night: Thanks LCDR Ruby Lerner and LCDR Chauha Pham for organizing the APAOC social event which was very successful since we provided the great opportunity for the APAOC members to meet in person and more than twenty people attended this APAOC event.

- Individual recruiting activities: Thanks LCDR Chauha Pham for successfully recruiting five new APAOC members at the meeting.
- Presenters of APAOC members: CAPT Jonnie Shen and CDR Jenny Doan gave a very nice oral presentation separately at the meeting.
- Awardees of APAOC members: LT Kwang Kim received the 2008 Junior Officer of the Year Award and LCDR Sally Hu received the 2008 Junior Scientist of the Year Award.

2. Operation report

- Leadership of membership nomination subcommittee: LCDR Christina Thompson is on Maternity leave. Thanks LCDR Chauha Pham and LCDR Quynh Nguyen for stepping up to take the lead on the membership nomination subcommittee.
- APAOC pictures: APAOC VMs are reviewing the pictures of APAOC driven events 2008 and the approved pictures will be posted on our website which is a very effective window to introduce APAOC to the world. It is very important to post these recent pictures of APAOC driven events and APAOC members in action pictures on our website in order to let people know what we are doing and who we are. Please feel free to send us your recent in action pictures such as deployment pictures if you like us to consider to post on our website.
- APAOC merchandise: We are in the process to collect ideas and produce some APAOC merchandise (such as Greeting cards, T-shirt, Polo shirt) which will be used as powerful tools to increase APAOC awareness in the future. Thanks LCDR Lerner for taking the lead on this task and already designing a very nice APAOC T-shirt.
- Appreciation letters:
 - i. We sent out forty six appreciation letters to the officers who supported APAOC driven events this year. Thanks, CAPT Seneviratne will mail the original letters to officers who requested the hard copies of the letters.
 - ii. Especially thanks to the officers listed below (VMs and general members) who took the leadership roles on these APAOC-led events:
LCDR Ruby Lerner
LCDR Chauha Pham
CAPT Astrid Szeto
CDR Paul Kitsutani
LCDR Quynh Nguyen
 - iii. Also special thanks to the officers listed below who participated in at least three APAOC driven events this year:
LCDR Chauha Pham
LCDR Fei Xu
LCDR Ruby Lerner
LCDR Quynh Nguyen

3. Our plan for the remainder of the year

As we mentioned at our first meeting, 2008 APAOC strategy is to focus on external activities (community-outreach/recruiting) during the first half of the year and to focus on the internal issues (membership selection/By-laws/Charter) during the second half of the year.

We are in the process to collect ideas and suggestions from VMs and past APAOC chairs to revise our by-law. We hope that the revised by-laws can:

- a. Provide guidelines for APAOC Chair selection in order to ensure a smooth transition of APAOC every year
- b. Provide guidelines for membership selection in order to select the self-motivated, committed and well-qualified officers to lead APAOC as voting members every year
- c. Provide guidelines for unfilled positions in order to ensure every position be filled so that APAOC will have a fully functional team at the beginning of every year.
- d. Provide guidelines for member resignation process in order to ensure the APAOC can function smoothly when this incident happens.

We need every one of us working together to shape the APAOC future to ensure that APAOC will function very well under any type of leadership and during any kind of time period, especially during the tough and challenging times.

4. Finally, Up Coming Event:

MOLC is planning to have a reception in September for ADM Joxel Garcia who is the Assistant Secretary for Health. This event will serve to welcome ADM. Garcia into his position and to brief him about the mission and accomplishments of the MOLC. APAOC will fully support this event and we will forward you the details once we hear from MOLC.

B. Treasurer: LCDR Ruby Lerner

For the month of June, the following reimbursements were sent to:

Hawye Yan -\$127.10 for MOLC award plaques

Sally Hu - \$34.66 for pictures for MOLC poster at the Tucson conference

Theodora Bradley - \$13 for MOLC booth set-up at the Tucson conference

Total coin sale from the Tucson conference was \$90.

The final balance for June: \$2390.62

For the month of July, APAOC received one coin order and that was from David Young - \$10.

The final balance for July at this time: \$2400.62.

The total # of APAOC coins left is 29. (Not to be added to the minutes:

I just want to comment that Lanchi has 15, Astrid has 11, and I have 3). If anyone is interested in ordering coins, instructions are on the APAOC website, and if anyone is interested in sending donations to APAOC, checks can be mailed to the COF and the address is provided at the weekly FYI sent out every Friday by LCDR Pham.

C. MOLC: LCDR Fei Xu

The last MOLC monthly meeting was held on June 16, 2008. LCDR Sally Hu, LT Leorey Saligan and LCDR Fei Xu joined the call.

MOLC held a conference-call on July 11, 2008 to plan an event to welcome ASH Dr. Garcia into his position and to brief him about the mission and accomplishments of the MOLC. LCDR Sally Hu joined the call.

CDR Sheila Merriweather provided CHAIR Report

- The MOLC luncheon during the COA Meeting went well, SG stopped by, 80 people including RADMs Williams, Romano attended.
- CDR Merriweather was approached by organizers discussing plan to expand COF meeting (i.e. making Monday an all day event)
- CDR Merriweather considered liaison or representative for COA Board for next year in Atlanta.

Cultural Competency working group

- Continue this year's goal to institutionalize cultural competency in force readiness
- Improve web-based resources for cultural competency links – link to MOLC, PHS, OFRD websites

Minority Recruitment working group

- SG has asked MOLC to explore issue of how to leverage existing resources to increase recruitment of minority officers
- CDR Gabriel reached out to CDR Dandridge about this issue to increase funding.
- CDR Merriweather is set to meet with RADMs Romano and Williams in July to discuss these initiatives.

Childhood Obesity Committee working group

- RADM Mishoe is to review white papers for feedback (cultural competency, minority recruitment, and childhood obesity).

OFRD working group

- Tier 3A was on call to support July 4th festivities.

- Planning for Democratic and Republican National Conventions.

D. Standing Sub-committees:

a. Awards & Recognition: CDR Paul Jung

1. I thank everyone for participating in the voting for this year's APAOC awards. I also thank Hawyee Yan for her assistance with ordering this year's award plaques.

2. All voting members should keep track of their APAOC activity in anticipation of their nomination for the Special Assignment Award. Voting members are eligible for one special assignment award during their 3-year tenure if they complete 30-days of official APAOC activity within their term. One official APAOC phone meeting counts as 1-day; otherwise, one day should be considered 8 full hours of APAOC time. You may count and add partial days together (e.g., 4 hours at an APAOC recruitment booth plus 4 hours revising APAOC bylaws, etc.). We will collect nominations in November-December of this year for those voting members who are eligible for nomination. Please contact me with any questions.

b. Career Development: LCDR B. Nhi Beasley

I will be sending a spreadsheet and information on the mentor/mentee program to the EC for approval. Once approved, the information should go out in the weekly announcements. Members interested in the program should fill out the spreadsheet with their contact information. Members are asked to refer to the APAOC website for additional information on promotion.

c. Charter & Bylaws: LCDR Mei-Ying Li , no report

d. Communications Sub-committee: LCDR Nguyen, Ryan

1. LCDR Nguyen congratulated all APAOC voting members and non-voting members who were promoted in this promotion cycle. He congratulated CAPT David Kim, APAOC voting member, on his promotion.

2. APAOC website migration to HHS server is currently underway. Macro International Inc. who is responsible for the migration process is still working on feedbacks that they received from HHS Web Communications Division with regarding to the website redesigned. They promised to update us when they are done. Hopefully APAOC website will be migrated to the new server before the end of 2008.

e. Leadership & Strategic Planning : CAPT Joannie Shen

1. Receipt of 2008 Goals and Objectives from four Subcommittees to date; reminder for submission of the respective 2008 Goals and Objectives to CDR Amy Park, e-mail address Hpark1@hrsa.gov

2. L&SP recommends APAOC build a leadership pipeline (as presented to the Executive Committee during EC meeting 7/8/08) and supports the service and competency requirement for leadership selection. Encourage members to incorporate APAOC service in their career development/ officership long-term planning.

f. Membership & Nomination: LCDR Quynh Nguyen

The Call for Nominations for new APAOC Voting Members for a 3-year term beginning January 1, 2009 was sent via the APAOC listserve on July 1. Nominations will be accepted until August 1 through the APAOC website (<http://www.usphs-apaoc.org>). All persons interested in becoming a Voting Member of APAOC are highly encouraged to apply. Please also see the current APAOC Charter for a description of the various APAOC subcommittees and the APAOC website for more information about APAOC.

g. Public Relations: LCDR Quynh Nguyen

LCDR Quynh Nguyen thanked all the APAOC volunteers who participated in the May 29th event at Parklawn in celebration of Asian Pacific American Heritage Month, which was back in May. This year's event was held in 2 parts. For the May 29th event, volunteers helped make the event a successful one for APAOC in a variety of capacities including set-up of the table display, staffing the booth, helping with the food sampling, and serving as greeters. Special thanks to LCDR Chauha Pham for bringing the APAOC poster and LCDR Paul Kitsutani for bringing the table materials. Thank you also to all the APAOC members who came to hear actor George Takei of Star Trek fame give a speech on the June 3 event which was also in Rockville, MD. The speech was very well-received.

h. Recruitment & Retention: LCDR Paul Kitsutani, LCDR Hyon-Zu Lee, no report.

E. Ad Hoc Subcommittee

Education & Training: CAPT Sarath Seneviratne

RADM Sam Shaker gave a very good presentation for an educational session around Corp's transformation on June 18. Hopefully in the future we continue to have similar excellent presentation.

LCDR Paul Jung had two suggestions:

- The new GI bill was just passed and signed by president. We would like to invite someone familiar with the new GI bill to educate us of the benefits, etc
- Invite someone to refresh us about the political activity restrictions for Corps members.

CDR Joannie Shen: Comment (Education and Training): Education and Training serves as a vital function for our PAC; suggests that APAOC modifies the Education and Training Subcommittee

