

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE
Office of the Surgeon General
United States Public Health Service
General Membership Meeting Minutes
May 18, 2011

I. LOCATION/DATE/TIME:

Location: Teleconference

Date: May 18, 2011

Time: 1200H – 1300H EST

Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on May 18, 2011 at 1230 hours by APAOC Chair LT QuynhNhu Nguyen.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Anna Park and a quorum was met.

C. Approval of Meeting Minutes

LT Saligan will obtain October 2010 meeting minutes and circulate for approval.

III. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

- Asian Pacific Heritage Month will be celebrated this month. Please contact LT Nguyen if volunteers are still needed for the upcoming events and she will resend the request for volunteers.
- CPT Shen presented two options how APAOC could provide assistance in relief efforts for Japan:
 - Establish a database of Officers' skill set to possibly assist in long-term public health rebuilding efforts
 - Collect messages of support and encouragement to the communities affected and those who have worked tirelessly to help individuals and families, in the form of a book that can be presented to the Japanese Consulate in DC.

CPT Shen will send an email requesting APAOC members to vote on how they wish to participate in Japan's relief efforts. Please email your responses either CDR Amy Park at amy.park1@us.army.mil or LT Karen Ho at Karen.Ho@AHRQ.hhs.gov. Please note that both efforts will require several volunteers and time. A budget of approximately \$200.00 will also be necessary to coordinate the supplies and work needed for the encouragement book. For those of you planning on attending this year's COF, this will be a great venue to collect and send personal messages of support from fellow officers.

2. Past Chair report: LCDR Roney Won and LT Leo Saligan

LCDR Won and LT Saligan did not have any new information to report.

3. Treasurer: LCDR Hawyee Yan

LCDR Yan reported the current balance for APAOC for the month of May 2011 is \$1706.06.

4. MOLC: CDR Chandak Ghosh

- The MOLC has established an exhibit hall booth at the 2011 Awards program for the Commissioned Officer Foundation Training Symposium (June 20-23, New Orleans, LA).

The Awards ceremony will be a luncheon scheduled for June 22. In addition, four volunteers are necessary to cover the following dates and times at one-hour interval. For those of you interested, please email CDR Gosh at CGosh@hrsa.gov

June 22, 2011 0700 – 0800
June 22, 2011 0800 – 0900
June 22, 2011 0900 – 1000
June 23, 2011 0900 - 1000

5. Second Roll Call: LCDR Anna Park (ONLY for those officers who missed the first roll call)

6. Standing Sub-committees

a. Awards & Recognition: LT Fei Xu and LT Karen Ho

LT Xu reported there were eight nominations and four winners were APAOC members.

b. Career Development: CDR Kathryn Feng

CDR Feng reported mentors are currently being matched with mentees. For anyone still interested, please complete the request form. Matches are currently based on needs and strengths, but every very effort will be made to honor any special request made by a mentee.

c. Charter & Bylaws: LCDR Aileen Renolayan

LCDR Aileen Renolayan reported there were enough volunteers to review bylaws and will move forward next month.

d. Communications: CDR Camille Soondar and LCDR Andrew Tran

LCDR Tran was excused for training.

e. Leadership & Strategic Planning: CAPT Joannie Shen

CAPT Shen proposed leadership training for anyone interested. Noting limited accessibility for those officers in remote areas, she strongly recommended pooling officers with shared skills together. Further discussions will be necessary with CDR Feng.

f. Membership & Nomination: LCDR Parmjeet Saini and LT Sophia Hsu (excused)

No report given as both members were not present for the meeting.

g. Public Relations: CDR Soju Chang and CDR Christina Lee

CDR Lee reported two events coming up:

- May 19, 2011 – [APA Heritage Celebration in Parklawn.](#)
- May 21, 2011- [CCACC Semi-Annual Health and Community Service Fairs outreach program.](#) We have a total of 12 volunteers for this event scheduled from 1500 – 1800. Anyone interested, please contact CDR Alan Ou (alan.ou@fda.hhs.gov) or Public Relation Subcommittee co-chair CDR Christina Lee (Christina.lee@fda.hhs.gov).

h. Recruitment & Retention: LCDR Sherbert Samuels and LCDR Hyon-Zu Lee

LCDR Samuels reported that the R&R Sub-Committee has initiated tracking of activities that R&R Sub-Committee members participate in during this operational year (Jan-Dec 2011). R&R Sub-Committee members will be encouraged to share information about PHS and APAOC during their attendance at events or outreach activities, and if possible, hand-out the APAOC brochure. During the month of May and in the past months, several of our members have or will be participating in activities on behalf of the R&R Sub-Committee.

7. Ad Hoc Subcommittee

a. Education & Training: LT Khang Ngo and LCDR Nam Esther Chun

- CDR Feng reported April 20, 2011 training session was a success with 25 participants.
- A leadership training session has been planned with RADM Giberson for August 2011. Unfortunately, due to a previous commitment, RADM Giberson will not be available until 1230. LT Ngo has requested APAOC members to vote on delaying the meeting from 1230 – 1330 or reschedule for October. Please note that there is no guarantee that RADM Giberson will be available from 1200 – 1300 in October, therefore, LT Nguyen will make a general announcement at the General Meeting for a consensus on how others wish to proceed.

b. OFRD Liason – LT Yang Wang (excused)

No reports have been received.

8. PAC Reports - No report given.

VII. Closing Remarks/Adjournment

LT Nguyen thanked all APAOC members again for their time and commitment.

The meeting was adjourned at 1256 hours.

Respectfully submitted by:

LCDR Anna Park Date: 5/23/2011
Executive Secretary

LT QuynhNhu Nguyen Date 5/23/2011
Chair

VII. ATTENDANCE:

A. Voting Members

2011 APAOC Attendance Sheet				X = Present E = Excused Absence			
RANK	NAME	1/19/11	3/16/11	5/18/11			
CAPT	Joannie Shen	X	X	X			
CAPT	Soju Chang	X	X	E			
CDR	Kathryn Feng	X	X	X			
CDR	Chandak Ghosh	X	X	X			
CDR	Parmjeet Saini	E	X	E			
CDR	Hawyee Yan	X	X	X			
LCDR	Aaron Chen	X	X	E			
LCDR	Hyon-Zu Lee	X	X	X			
LCDR	Anna Park	X	E	X			
LCDR	Aileen Renolayan	E	X	X			
LCDR	Sherbet Samuels	X	E	X			
LCDR	Camille Soondar	X	X	E			
LCDR	Leorey Saligan	X	E	E			
LCDR	Andrew Tran	E	E	E			
LCDR	Roney Won	X	X	X			
LCDR	Fei Xu	X	X	X			
LCDR	Yang Wang	E	X	X			
LT	QuynhNhu Nguyen	X	X	X			
LT	Stephen Chang	X	X	X			
LT	Sophia Hsu	E	E	X			

B. GUESTS (those who notified via email of their attendance)

CAPT Marvin Guia	BOP
CDR Stella Lau Wisner	
LCDR David Lau	ICE
LT Chitra Mahadevan	FDA
LT Ruiqing Pamboukian	FDA
LT Elena Vaouli	EPA

Appendix I: Executive Committee Meeting Minutes

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

EC Meeting Minutes

May 18, 2011

I. DATE/TIME:

Date: January 18, 2011

Time: 1200H – 1300H EST

Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. ATTENDANCE:

CPT Joannie Shen
CDR Kathryn Feng
CDR Chandak Ghosh
CDR Hawyee Yan
LCDR Hyon-Zu Lee
LCDR Anna Park
LCDR Aileen Renolayan
LCDR Sherbet Samuels
LCDR Roney Won
LCDR Fei Xu
LCDR Yang Wang
LT Stephen Chang
LT QuynhNhu Nguyen

III. AGENDA ITEMS:

A) Call to Order: The meeting was called to order at 1200 hours by LT QuynhNhu Nguyen.

B) APAOC Awards

- LCDR Xu noted there were eight nominations for APAOC awards and the three winners from APAOC include LCDR Yang Wang, LCDR David Lau and CDR Soju Chang. Congratulations.
- LT Nguyen proposed developing a core group, to include general members, to review nominations. The Charter and Bylaws were reviewed and no restrictions were noted limiting reviews be conducted solely by voting members. An email for a consensus on this proposal will be distributed.

C) APAOC Japan Relief and Draft Proposal

- CPT Shen presented two options how APAOC could provide assistance in relief efforts for Japan:
 1. Establish a database of Officers' skill set
 2. Collect messages of support

CPT Shen will send an email requesting APAOC members to vote on how they wish to participate in Japan's relief efforts. Please email your responses either CDR Amy Park or LT Karen Ho. In addition, for those of you planning on attending this year's COF, this will be a great venue to collect and send personal messages of support from fellow officers.

D) 2011 COA Symposium

- For anyone attending the meeting, LT Nguyen requested a backup volunteer for CDR Chang. Please contact her if you are interested.

- CDR Ghosh requested four volunteers to assist with the booth. LT Nguyen will follow up with LCDR Won for brochures to be distributed.
- E) Request for volunteer updates
- Asian Pacific Heritage Month will be celebrated this month. Please contact LT Nguyen if volunteers are still needed for the upcoming events and she will resend the request for volunteers.
- F) APAOC Mentoring updates
- CDR Feng noted mentors are currently being matched with mentees. For anyone still interested, please complete the request form. Matches are currently based on needs and strengths, but every very effort will be made to honor any special request made by a mentee.
- G) APAOC Training and Education
- A leadership training session has been planned with RADM Giberson for August 2011. Unfortunately, due to a previous commitment, RADM Giberson will not be available until 1230. LT Ngo has requested APAOC members to vote on delaying the meeting from 1230 – 1330 or reschedule for October. Please note that there is no guarantee that RADM Giberson will be available from 1200 – 1300 in October, therefore, LT Nguyen will make a general announcement at the General Meeting for a consensus on how others wish to proceed.
- H) Approach to increase general member participation
- At the last EC Meeting, different options were proposed to increase general membership. LCDR Andrew Tran provided an email list of general members. LT Nguyen proposed contacting them to determine their interest in APAOC and also meeting with subcommittee members of Recruitment and Retention to discuss other possible options.
- I) Approval of Meeting Minutes
- March Meeting Minutes were approved by CDR Gosh and LCDR Won.
- J) Closing Remarks/Adjournment
The meeting was adjourned at 1230 hours.

Respectfully submitted by:

LCDR Anna Park Date: 5/23/11
Executive Secretary

LCDR QuynhNhu Nguyen Date: 5/23/2011
Chair