

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Final Minutes of the Meeting
21 April 2004

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
21 April 2004; 1204 – 1300 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CAPT Allan Lock*	NIH	
CAPT Arnulfo Manangan*	CDC	Represented by CDR Hye-joo Kim
CDR Elmer Guerrero*	IHS	
LCDR Patricia Garvey*	FDA	Treasurer
LCDR Paul Jung*	FDA	
LCDR Joanne Shen*	IHS	
LCDR Samuel Wu	FDA	Chair
LT Marjorie Baldo*	CMS	Executive Secretary
LTJG Eduardo Lim	FDA	Corresponding Secretary

B. MEMBERS EXCUSED

LCDR Sue Newman IHS

C. GUESTS

CDR Hijo Kim*	CDC	Representing CAPT Manangan
LCDR Soju Chang	FDA	

D. MEMBERS ABSENT

CAPT Surampalli Rao	EPA	
LCDR Jennifer Fan	CMS	Vice Chair
LCDR Koung Lee	FDA	
LCDR Kenneth Sun	IHS	
LT Susanna Choi	HRSA	
LT Janice Kim	BOP	
LT Parmjeet Saini	HRSA	
LT Jack Sibal	HIS	
LT Jed Virata	DIHS	
LTJG Andrew Tran	PSC	
LTJG Jeffrey Vang	IHS	
Gloria Sundaesan	FDA	

E. EX-OFFICIOS

III. STANDARD AGENDA ITEMS:

A. CALL TO ORDER: The meeting was called to order on 21 April 2004 at 1204 hours by LCDR Samuel Wu, APAOC Chair.

B. LCDR Wu welcomed all the APAOC members and guests at the meeting and those participating by teleconference.

- C. MEMBER ROLE CALL: LT Marjorie Baldo.
- D. APPROVAL OF PAST MINUTES: The minutes from the 17 March 2004 meeting was approved.

IV. REPORTS:

- 1. CHAIRPERSON: LCDR Samuel Wu reminded everyone that the official APAOC website is now <http://www.apaoc.org>. With this new website, each voting member now has an e-mail address. LCDR Samuel Wu encouraged everyone to view the new website. Comments are greatly appreciated on the website. Please submit your comments/suggestions to LCDR Samuel Wu regarding the new website. The redesign of the new website will take approximately three months.

LCDR Samuel Wu cautioned the members that anyone wishing to send out messages through the APAOC listserv should be aware that there are people registered to receive messages through the APAOC listserv that are not members of this organization. Anyone can sign up for the APAOC listserv since the NIH listserv is in the public domain, including civilians that are not members of APAOC. Therefore, he advised everyone to be cognizant of sending out e-mails, especially with personal information (i.e., PHS number, name, e-mail address, addresses, and phone numbers), through the APAOC listserv. As a result, future draft minutes will be sent out only to voting members through the APAOC.org e-mail.

LCDR Samuel Wu reported that he has reviewed and revised the APAOC Bylaws. The appropriate sections of the Bylaws will be sent to each member for his/her input (i.e., Awards section will go to LT Marjorie Baldo). The revision of the Bylaws is expected to be completed within the next couple of months.

- 2. TREASURER'S REPORT: LCDR Patricia Garvey reported a current balance of \$789.42. APAOC received several contributions from its members, however, we also had to pay for two award plaques for the month of March. This amount is the total amount after the cost of the award plaques. For members still wishing to donate to APAOC, please send your contributions to LCDR Pat Garvey.
- 3. MOLC REPORT: CAPT Allan Lock reported there will be a MOLC Awards Luncheon at this year's COA Conference in Anchorage, Alaska. CAPT Ruth Etzel, MOLC Chair, has requested the number of APAOC members that will be attending the luncheon. LCDR Samuel Wu will provide this information to CAPT Ruth Etzel.

CAPT Allan Lock reported that the PAC will now plan to meet quarterly with the CPOs to enhance communication between PAC and the CPOs.

CAPT Allan Lock reported that PHS transformation is ongoing and the new directives are already out. The promotion benchmarks have been sent out to members of the promotion boards. He also added that the promotion boards are currently taking place and should be completed soon. The promotion public announcement will be delayed by about a month since the promotion boards started a month later this year. It is expected that the promotion announcements will be made public sometime just before July 2004. CAPT Allan Lock strongly encouraged PHS officers to become active in CCRF and to be cognizant of the items/activities that need to be completed for promotion purposes.

- 4. SUB-COMMITTEE REPORTS:

- a. **AWARDS: LT Marjorie Baldo, Chair of Awards Sub-Committee, reported that the two APAOC awardees will not be able to attend the MOLC Luncheon Awards Ceremony since neither one will be attending this year's COA Conference. Therefore, each plaque award was mailed directly to each APAOC awardee. Both awardees have received their awards.** MEMBERSHIP AND NOMINATIONS: LCDR Wu, Chair of Membership & Nomination Sub-Committee, reported that he is working on the nomination

announcement. He hopes to have this completed soon because he intends to have this published through the DCP Bulletin sometime around June 2004. Note there will be nine (9) members rotating off this year. LCDR Sam Wu also reported that he is working on the awards packet, specifically the certificates of appreciation and the special assignment awards for the outgoing members.

- b. CAREER DEVELOPMENT: LT Parmjeet Saini was not present to provide a report.
- c. CHARTER AND BYLAWS: LCDR Sue Newman was not present to provide a report.
- d. COMMUNICATIONS & PUBLIC RELATIONS: LTJG Jeffrey Vang, Chair of Communications & Public Relations, reported that he is still sending out monthly e-mails to new PHS officers inviting them to attend the APAOC meetings.

LTJG Jeffrey Vang also reported that he is still collecting pictures of APAOC officers for posting on the APAOC website. Please send pictures to LTJG Vang at jvang@sagchip.org

- 5. PAC Reports: No report provided.

V. ANNOUNCEMENTS:

- 1. DC Branch – COA: The Annual Family Day Picnic will be held on Saturday, May 1, 2004 from 11 – 3 at the Walter Reed Medical Center Annex. For further information on this event, please send an e-mail to LCDR Pat Garvey at garvey@cder.fda.gov.
- 2. Asian Pacific American Network 5th Annual Leadership Training Conference: This will be held in the Parklawn Building on Thursday, May 20th.
- 3. APAOC E-mail Notification: To send an e-mail to all 21 APAOC voting members, please use this e-mail address: all-members@apaoc.org

VI. ADJOURNMENT – NEXT MEETING:

LCDR Wu adjourned the APAOC meeting at 1300 hours and announced that there will be no meeting for the month of May. The monthly meeting will resume in June 2004. The next meeting is scheduled for 16 June 2004, at 1200-1330 hours in the Parklawn Building, SG Conference Room 18-59.

IV. HANDOUTS: (Attached to e-mails by LCDR Wu.)

- 1. Agenda for 16 June 2004 APAOC meeting
- 2. List of Roll Call
- 3. Draft APAOC meeting minutes for 21 April 2004.

Submitted by:

LT Marjorie Baldo
Executive Secretary

LCDR Sam Wu
Chair

Date _____

Date _____