

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

November 28, 2012

I. LOCATION/DATE/TIME:

Location: Teleconference

Date: November 28, 2012

Time: 1230H – 1300H EST

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

II. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on November 28, 2012 at 1230 hours by APAOC vice Chair LT Quynh Nhu 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

Meeting minutes have been routed and will be posted on the APAOC website.

III. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

LT Nguyen had nothing new to report.

2. Vice Chair report: LCDR Aaron Chen

LCDR Aaron Chen had nothing to report.

3. Treasurer: CDR Hyon-Zu Lee

\$30.23 was credited from 2011 and the current balance is \$671.98

4. MOLC: LCDR Andrew Tran and LCDR Kun Shen

The 2012 Summit on the Science of Eliminating Health Disparities was changed from October 31, 2012 to the first week of December due to Hurricane Sandy. Volunteers are still needed. The link to the web site is http://www.nimhd.nih.gov/summit_site/. We highly encourage APAOC members to attend the conference.

5. Standing Sub-committees

a. Awards & Recognition: LCDR Karen Ho Chaves and LT Stephen Chang

LCDR Chaves and LT Chang will send a reminder delineating the process for submitting for th SAA Award.

b. Career Development: CDR Kathryne Feng and CDR Christina Lee

No report given.

c. Charter & Bylaws : CDR Aileen Renolayan

CDR Renolayan reported the Charter is still being reviewed by OSG and the final revisions to the bylaws are being finalized.

d. Communications: CDR Christina Thompson and LCDR Andrew Tran

The Promotion packet has been added to the APAOC website.

e. Leadership & Strategic Planning: CAPT Joannie Shen and CDR Esther Chuh

No report given.

f. Membership & Nomination: CDR Alan Ou and LT Sophia Hsu

CDR Ou reported they will be working on a system to assign voting members to various committee positions. The APAOC website is ready for membership application.

g. Public Relations: CAPT Soju Chang and LCDR Nam Chun

CAPT Soju reported the following:

- APAOC participated in the Fall Health and Community Service Fair sponsored by the Chinese Culture and Community Service Center (CCACC) in Gaithersburg, Maryland, on October 27, 2012. APAOC members gave a seminar on oral health in older adults and staffed the APAOC booth. Special thanks to CAPT Astrid Szeto, CDR Ruby Lerner, CDR Mei-Ying Li, LCDR Ruiqing Pamboukian, LCDR Eduardo (Eddie) Lim, LCDR Shu (Cathy) Cai, LT Hyewon Lee, LCDR Nam (Esther) Chun, and CAPT Soju Chang. An article about the event has been submitted to COA Frontline (expected to be published in the December issue).

Announcements:

- CAPT Paul Jung, former APAOC voting member, has been selected as the new Deputy Director in the Division of Commissioned Corps Personnel and Readiness. He will start his new assignment in early January 2013.
- CAPT Robin Ikeda, deputy director of Office of Noncommunicable Diseases, Injury and Environmental Health, Centers for Disease Control and Prevention, was promoted to Rear Admiral effective 17 August 2012.

h. Recruitment & Retention: LCDR Jerry Zee and LCDR Minglei Cui

LCDR Zee reported the following:

2012 Accomplishments:

1. Actively participated in OBC Open House and Commencement events throughout the year.
2. We had APAOC representative in 8 out of 10 Open Houses.
3. We had APAOC representative in 8 out of 10 Commencements.
4. We had 21 APAOC members representing APAOC in the Open Houses and Commencements.
5. From OBC Open House and Commencements, we recruited 41 new OBC graduates for APAOC.
6. We presented 28 Certificates of Appreciation to 21 APAOC members who represented APAOC at the Open Houses and Commencements.

6. Ad Hoc Subcommittee

a. Education & Training: LCDR Vilma Linsteadt (LCDR Jade Pham)

The December training is scheduled for December 19, 2012 and the topic of discussion will be on "Bullying".

b. R& R Liason – LCDR Chris Lim (CDR David Lau)

No report given.

7. PAC Reports - No report given.

V. Announcements/Other Business – None.

IV. Closing Remarks/Adjournment

The meeting was adjourned at 1250 hours.

Respectfully submitted by:

LCDR Anna Park Date: 12/06/12
Executive Secretary

LT QuynhNhu Nguyen Date
Chair

V. ATTENDANCE:

A. Voting Members

2012 APAOC Attendance Sheet				X = Present E = Excused Absence			
RANK	NAME	1/18/12	3/28/12	5/30/12	7/24/12	9/26/12	11/28/12
CAPT	Soju Chang	X	X	X	X	X	X
CAPT	Joannie Shen	X	X	X	E	X	E
CDR	Aileen Renolayan	E	X	X	X	X	X
CDR	Kathryn Feng	X	X	X	E	X	E
CDR	Christina Lee	X	X	X	X	E	X
CDR	Hyon-Zu Lee	X	X	X	X	X	X
CDR	Kun Shen	X	X	X	X	X	X
CDR	Christina Thompson	X	X	X	E	X	X
CDR	Alan Ou	X	E	X	X	X	E
LCDR	Aaron Chen	X	X	X	E	X	X
LCDR	Karen Ho Chaves	X	X	X	X	E	X
LCDR	Nam Chun	X	X	X	X	X	X
LCDR	Minglei Cui	X	X	X	E	X	X
LCDR	Anna Park	X	X	X	X	X	X
LCDR	Andrew Tran	E	X	E	E	E	E
LCDR	Yang Wang	X	E	X	E	X	E
LCDR	Jerry Zee	X	X	X	X	X	X
LT	QuynhNhu Nguyen	X	E	X	X	X	X
LT	Stephen Chang	X	X	X	X	X	X
LT	Sophia Hsu	E	X	X	X	X	E

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

LCDR Ruiqing Pamboukian FDA
LCDR Renee Shibukawa-Kent FDA

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

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EC Meeting Minutes

November 28, 2012

I. DATE/TIME:

Date: November 28, 2012

Time: 1200H – 1230H EST

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

II. ATTENDANCE:

CAPT Soju Chang
CDR Aileen Renolayan
CDR Christina Lee
CDR Hyon-Zu Lee
CDR Kun Shen
CDR Alan Ou
LCDR Karen Ho Chaves
LCDR Nam Chun
LCDR Minglei Cui
LCDR Renee Shibukawa-Kent
LCDR Anna Park
LCDR Yang Wang
LCDR Jerry Zee
LT QuynhNhu Nguyen
LT Stephen Chang
LT Sophia Hsu

III. AGENDA ITEMS:

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

B) **Chairperson** – **LT QuynhNhu Nguyen**

LT Nguyen thanks the Membership & Nomination Subcommittee for their efforts in putting the packet together for the OSG. Please welcome the following 10 new voting members:

CDR Ryan Nguyen
CDR Stella Wisner
LCDR Junio Colobong
LCDR John Cruz
LCDR Sophia Hsu
LCDR Vilma Linsteadt
LCDR Duong Nhu
LCDR Ruiqing Pamboukia
LCDR Jade Pham
LCDR Eric Zhou

LT Nguyen requested further discussion on the following:

1. **Selection of voting members and their role in APAOC leadership**

LT Nguyen wanted to discuss how our 10 new voting members will be incorporated into APAOC. Previously, all positions for chairs and co-chairs were opened to all voting members to apply; however, LT Nguyen agreed a better system would need to be implemented. Currently, the total number of voting members has increased from 20 to 30. LT Nguyen proposed a two-step approach, which would allow current voting members to

make their selection first, and then allow the remaining voting members to make their selection.

Due to time constraints, LT Nguyen proposed putting a proposal together by mid-December. She will meet with CDR Ou and LT Hsu and present their proposal to the voting members for their input and approval. Also, CDR Ou proposed having an SOP implemented for 2013 on how new voting members will be selected for their leadership roles in APAOC and CAPT Chang further recommended incorporating this into the bylaws to ensure transparency.

Of note, LCDR Cruz, who was accepted as a voting member for APAOC, has also been accepted as a voting member in the PAPAC and therefore would not be joining APAOC as a voting member. CDR Ou is awaiting LCDR Cruz's final decision.

LCDR Zee proposed to lead a whole new working group for social media. CAPT Chang recommended incorporating this working group under the Public Relations Subcommittee as chair and co-chair positions are in place.

2. End of Year Report

LT Nguyen asked all committees and subcommittees to submit their End of Year Reports for review and approval by the voting members. This should entail a summary of all activities accomplished. The goal date for this submission is December 20, 2012 as it will need to be presented to the MOLC and shared with the OSG.

3. Special Assignment Award (SAA)

LT Nguyen requested the LCDR Chaves and LT Chang to please send out a reminder for those wishing to submit for their Special Assignment Award (SAA). Once the voting member has completed the minimum 30 days of APAOC work, they should submit this document with their OSG approval letter. Only one award may be issued per three-year term. Unfortunately, this is not automatic and each voting member must submit one for the award.

4. MOLC Representative

For anyone interested in representing the MOLC, CDR Shen recommended submitting their names by the second week in December for consideration. He has agreed to stay on to allow for a smooth transition. Although a two-year experience in CMAG is preferred, anyone interested should apply. If selected, your duties will entail:

- a). Coordinate the award ceremony at the annual COA meeting
- b). Ensure the room is reserved and appropriately decorated
- c). The program is in order

5. Training and Education

A session is scheduled for December 19, 2012 and the topic will be on "Bullying". We are currently working the presentation but more information to follow.

C) Closing Remarks/Adjournment

The meeting was adjourned at 1230 hours.

Respectfully submitted by:

LCDR Anna Park Date: 12/06/12
Executive Secretary

LT QuynhNhu Nguyen Date:
Chair

DRAFT