

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

15 February 2006

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
15, February 2006; 1200 – 1326.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

Note: SC=Sub-committee

*participating via teleconference

CDR Hye-Joo Kim	CDC	SC Chair, Career Development
CDR Narayan Nair*	FDA	MOLC Representative
CDR Astrid Szeto	FDA	Chair
CDR Darius Yorichi*	IHS	SC Chair, Awards & Recognition
LCDR Marjorie Baldo*	CMS	SC Co-Chair, Awards & Recognition
LCDR Soju Chang	FDA	Ex-officio, Past Chair 2004-2005
LCDR Dan-My T. Chu*	FDA	Treasurer, SC Chair, Membership & Nominations
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Ryan Nguyen*	FDA	SC Chair, Recruitment & Retention
LCDR Angela Shen*	FDA	MOLC Representative
LCDR Joanne Shen*	IHS	Executive Secretary
LCDR Jedeon Virata*	HRSA	
LT Gilian Engelson	NIH	Corresponding Secretary
LT Eduardo Lim	FDA	SC Chair, Communications
LT Dianne Paraoan*	FDA	Vice Chair, SC Chair, Leadership & Strategic Planning
LTJG Nazmul Hassan*	FDA	SC Chair, Public Relations

B. MEMBERS EXCUSED

LCDR Karen Bryant	HRSA	
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C. GUESTS

CDR Quirico Cabredo	USCG	
CDR Lee Hanley*	EPA	
CDR David Kim*	CDC	
CDR Joannie Shen*	FDA	
LCDR Bach Nhi Beasley	FDA	
LCDR Connie Jung	FDA	
LCDR Sianat Kamal	HRSA	
LCDR Yoon Kong	FDA	
LCDR Lisa Kwak??	FDA	
LCDR Mei-Ying Li	HRSA	SC Co-Chair, Charter & Bylaws
LCDR Quynh Nguyen*	FDA	
LCDR Soojung Sarah Park	FDA	SC Co-Chair, Recruitment & Retention
LT _____ Ngo ??	FDA	
LT Chauha Pham	FDA	SC Co-Chair, Membership & Nominations
LT Varsha Savalia	FDA	

LT Paul Seo??	FDA	
LT Christina Thompson	FDA	
LT Jeffrey Vang*	IHS	
Mr. Nawab Siddiqui	FDA	SC Co-Chair, Public Relations

D. MEMBERS ABSENT

LCDR Susanna Choi	FDA
LCDR Parmjeet Saini	HRSA
LCDR Jack Sibal	IHS

E. EX-OFFICIOS

CAPT Allan Lock (Ret.)*	NIH	Past Chair 1991-1993
CDR Hung Trinh	FDA	Past Chair 1999

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 15 February 2006 at 1200 hours by CDR Astrid Szeto, APAOC Chair.
- B. MEMBER ROLL CALL: LCDR Joanne Shen, Executive Secretary
- C. APPROVAL OF PAST MINUTES: The minutes from the November 2005 meeting were approved with minor corrections (motioned by CDR Szeto, seconded by LCDR Chang.)

IV. REPORTS:

A. CHAIRPERSON:

1. CDR Szeto welcomed everyone participating at the meeting/telecon. She particularly welcomed Mr. Siddiqui, our brand new general member and the Co-Chair of the Public Relations Subcommittee.
2. CDR Szeto encouraged everyone to send in a contribution to APAOC and passed the hat for collection from the room.
3. Awards Writing seminar today at 1230-1300.
4. Rear Admiral Jerry Michael will present on leadership in March 2006.
5. CAPT Dana Taylor of OCCO will present on officership in the future.
6. Send suggestions for future training/presentations to CDR Szeto.
7. On January 18, 2006, Secretary Leavitt announced his support for the Transformation and Admiral Agwunobi was sworn in as the new Assistant Secretary of Health. Information related to the event is available on the COA website.
8. On January 29 and February 4, 2006 (1400-1600) CDR Szeto, LCDR Wei Guo and LCDR Soju Chang, LCDR Ryan Nguyen, and LT Eddie Lim participated in community outreach at the LakeForest Mall in Gaithersburg during the Chinese Culture and Community Service Center's annual Lunar New Year Celebration.
9. We are again co-hosting the DHHS APANet 7th Annual Leadership Training and Awards Ceremony on May 25, 2006. RADM Moritsugu will be the keynote speaker. It will be held at the FDA Building next to the Parklawn Building, on Fisher Lane. More details to come. There will be training sessions and food sampling. Volunteers will be needed.
10. Co-Chair for the Career Development committee is needed.
11. CDR Hung Trinh will report on the status of the Katrina coin later in the meeting.
12. LT Cheryl Fajardo will report on the status of the APAOC coin later in the meeting as well.
13. CDR Lanchi Nguyen will take names of APAOC people interested in sharing hotel rooms in Denver for COA meeting. Contact info will be sent out in the Weekly FYI listserv.
14. HSO PAC is again trying to organize a Space-A flight from DC area to Denver and possibly also one from Atlanta to Denver.

B. TREASURER REPORT:

1. Balance: \$1404.41 per LCDR Chu.
2. 4 donations were received last month.

C. MOLC REPORT

1. MOLC breakfast will held on Thursday at 10:30 am at the COA conference.
 - a. Tentative acceptance of invitation to attend was received from ASH Agwunobi. SG Carmona not confirmed.
2. MOLC may not be well understood outside of the minority groups. LCDR Shen suggests an abstract be sent for next year's COA meeting to have a session on MOLC to educate officers and increase the visibility of MOLC and the 4 minority groups.
3. We will need volunteer for staffing the MOLC booth at COA. CDR Nair with Native American minority group will be putting out a call for volunteers.
4. Next MOLC meeting will be February 27, 2006.

D. SUB-COMMITTEE REPORTS:

1. AWARDS AND RECOGNITION:

- a. LCDR Marjorie Baldo will serve as co-chair.
- b. LCDR Soju Chang will serve as a member and advisor.
- c. Deadline for award nominations will be March 10, 2006. Plan to select the recipients by early April 2006 in time for the COA MOLC breakfast.
- d. Of the 3 nominations for the Samuel Lin Award, only one is complete.
- e. Only one incomplete Junior Award nomination was received.
- f. Emails will be sent to ask previous applicants to reapply.
- g. Unit Awards were submitted for the 5-year Strategic Planning and 15th anniversary – however these awards were not approved, but members will receive certificates of appreciation from the Surgeon General.
- h. Special Assignment Ribbon awards were submitted last year by LCDR Chang for those members who met the requirement and submitted activity logs. These were approved by the OSG and waiting for approval by OCCO.

2. CAREER DEVELOPMENT:

- a. CDR Kim is looking for a co-chair and members.
- b. CDR Kim is planning to update mentors and mentees list.
- c. Will update the listing of short and long-term training opportunities.
- d. Would like to work on assimilation guidelines.

3. CHARTER AND BYLAWS:

- a. LCDR Guo sent emails to Voting Members this morning for feedback on submitting SOPs.
- b. EC members/SC Chairs are asked to examine their duties and formally document their standardized work so that future EC and SC members do not have to reinvent the wheel each term.

4. COMMUNICATIONS:

- a. LT Lim having a glitch with Frontpage in his office. Will retry with LCDR Chang this week.
- b. Has an Aide de Camp rope that is available for anyone who needs it.

5. LEADERSHIP AND STRATEGIC PLANNING:

- a. LT Paraoan needs voting members to look at the Business Plan and send comments by March 1, 2006.
- b. She is looking for volunteers to serve on SC.

6. MEMBERSHIP AND NOMINATIONS:

- a. LCDR Dan-My Chu welcomes LT Chauha Pham as her SC Co-Chair.
- b. New membership directory as of Feb 1, 2006 was sent to LTJG Lim for posting on the website.

- c. They plan to update the directory monthly.
- d. There are 7 voting member positions this year and would like to update the on-line voting member application.
- e. New criteria for becoming voting member is to meet OFRD basic readiness standards.

7. PUBLIC RELATIONS:

- a. LTJG Nazmul Hassan welcomes Mr. Nawab Siddiqui and LT Varsha Savalia to APAOC meeting today. He thanks Mr. Nawab Siddiqui for volunteering as his co-chair. He is a civilian worker at the FDA.

8. RECRUITMENT and RETENTION:

- a. LCDR Ryan Nguyen welcomes LCDR Sarah Park as his co-chair. Currently they are working on the 2006 Strategic Plan. It will be sent out soon for comments by the members. He welcomes anyone who wants to join. Please email him.

E. PAC Reports: No reports.

IV. ANNOUNCEMENTS:

- A. CDR Amy Anderson presented workshop on Award Writing. See PowerPoint presentation on the website.
- B. Coins:
 - 1. APAOC Coin has been designed and will be available early April. They will be sold at \$10 each. LT Fajardo wants the first 77 coins pre-sold to ensure that we get our seed money back. Contact LT Fajardo if you are interested in buying coins.
 - 2. LT Paraoan will be in charge of merchandising the APAOC coin.
 - 3. CDR Trinh had to leave before discussion of the Katrina Coin. This coin will also be out in April and will be sold for \$10 each. Information will be forthcoming. COA Foundation will put up seed money for this coin. JOAG or APAOC will be in charge of merchandizing the coin. CDR Trinh will be the contact person for this coin.
 - 4. These coins will also be sold at the COA Conference in Denver.
- C. LT Engelson thanks everyone for emailing her with information for the Weekly FYI. Please keep emailing her with your information. If members send something to the APAOC listserv, it will be held until reviewed by either LT Engelson, LT Paraoan, or CDR Szeto for approval for inclusion in the Weekly FYI, unless it is an urgent/emergent issue.
- D. Next month's meeting will feature Retired Admiral Michael who is a dynamic speaker and will talk about Leadership.

VI. ADJOURNMENT – NEXT MEETING:

CDR Szeto adjourned the APAOC meeting at 1326 hours. Next month's meeting is scheduled for 15 March 2006.

VII. HANDOUTS:

None

Submitted by:

LCDR Joanne Shen Date: 02/15/06
Executive Secretary

CDR Astrid Szeto Date: 02/15/06
Chair