**AGENDA FOR EXECUTIVE BOARD MEETING MINUTES**

**TUESDAY 23RD NOVEMBER 2010**

**3PM- 6PM**

**BALI, INDONESIA**

1. Welcome to EBM

President Tomiko Hokama thanked Prof Bambang Wispriyono and his team at University of Indonesia for hosting this conference. She also thanked Walter Patrick and Jay Maddock for setting up the EBM and GA and introduced the agenda. Everyone was thanked for their cooperation.

1. Messages
2. Apologies: Prof Maddock announced the following apologies:

* Prof Carl Anderson Johnson from Claremont Graduate University
* Prof Paula Palmer from Claremont Graduate University
* Prof Liming Lee from the Beijing Regional Office
* Prof Brian Oldenburg from Monash University.
* Dr. Myoungsei Sohn from Yonsei University

1. Proxy Authorizations:

* Prof Jong Uk Won for Prof Sohn

1. Introductions

Attendance:

* Prof Tomiko Hokama
* Prof Dato’ Mohd Amin Jalaludin
* Prof Young Moon Chae
* Prof Jay Maddock
* Dr. Walter Patrick
* Dr. Wah Yun Low
* Dr. Hung Yi Chiu
* Prof Wen-Ta Chiu
* Dr. Phitaya Charupoonphol
* Prof Masamine Jimba
* Dr. Bambang Wispriyono
* Prof Bruce Wilcox
* Prof Jong Uk Won
* Prof Indika Karunathilake
* Dr. Fatma Lestari
* Ms. Misty Pacheco
* Ms. Chrishanne Sebastiampillai
* There was only two absentees; quorum was established.

1. Confirmation of the EBM minutes: Colombo and Taipei

Minutes of Taipei EBM were approved at the Colombo EBM. Prof Indika Karunathilake proposed to approve the Colombo EBM minutes and Prof Bambang Wispriyono seconded. Motion is approved, and the Colombo EBM minutes were approved.

1. Transition Report

Please refer to attached report: Dr. Patrick stated the main points in this report: APACPH Secretariat’s office is now registered in Hawaii and is ready to function fully as an organized body. In the future, the constitution needs to be designed in a way that the Secretariat’s office can be transferred easier. Constitution matters (Executive Board, collaborating centers, membership structure is institutional and not individual) have been addressed in the proposed revision. Dr. Patrick also mentioned that the financial status of APACPH was not very good.

1. Secretariat Report

Please see attached report. Prof Maddock introduced a resolution to recognize the three Australian universities that have put in over 10 years into APACPH as the Directorates office. Prof Mohd Amin Jalaludin supports this resolution. Dr. Patrick seconded it. Prof Hokama relayed a message from Prof Andy Johnson and said he proposed this motion. Prof Jalaludin accepted the motion and welcomed University of Hawaii as the new Secretariat office for APACPH. Dr. Patrick emphasized that APACPH’s strength is the institutions in it. Resolution will be introduced at GA.

Prof Maddock reported that office space at the University of Hawaii is devoted to the Secretariat. He also stated that we need to work on re-engaging Chinese universities that have dropped off in the last few years. Our plan is to increase more partnerships and university members.

Prof Maddock noted that the Melbourne Secretariat was not billed by Sage for two years of back issues, so that is being rectified by the Honolulu Secretariat. Prof Maddock spoke with Sage and they informed him that we spend $261 a year for journal mailings for each member. One possible option is looking at having universities supplement the cost. Royalties from the supplemental issue was a big help this year. Overall, we are losing money on the journal but quality is going up. We need to look seriously at growing our journal and increasing its membership. Prof Maddock went over the balance sheet and the financial review. It is unclear as to what Melbourne Secretariat still has in funds, but he is assuming more funds may be transferred to the Honolulu Secretariat after Melbourne completes de-registration.

Prof Wilcox from the University of Hawaii reported that a collaborating sub-secretariat office is being proposed to be set up at the Mahidol University School of Public Health in Bangkok in Dean Phitaya’s office. He thanks Dean Phitaya and Walter Patrick for their support.

Prof Jalaludin congratulated Prof Maddock for a concise report. He would like to produce a summary report of who has paid their membership duesand who has not. Dr. Wah Yun Low asked about the documentation of the supplement journal income on the balance sheet. Prof Maddock said the balance sheet was what came out of the Honolulu Secretariat’s office. We have no records from Melbourne office and we don’t know how much money they have. Prof Jalaludin wants to stress at GA that we have two accounts (Hawaii and Melbourne) due to the fact that Melbourne has not de-registered yet. Dr. Low Wah Yun inquired about who is accountable after the Melbourne office is de-registered. What are the implications to follow? There will be Melbourne representatives at the GA that can respond. By law, the full remaining amount of the Melbourne Secretariat should be transferred to Honolulu. Prof Charupoonphol said that we need to generate income to survive as an organization. He pointed out that at some point we need to be seriously concerned about our finances, in fear of bankruptcy in the future. Dr. Wah Yun Low proposed a motion that we see the accounts before the Melbourne office is de-registered. This will be forwarded to Monash. Prof Jalaludin said we should tell the GA that the account in Melbourne needs to be validated and detailed before it is de-registered and finally handed over to Honolulu. Prof Hokama said this resolution was accepted.

1. Membership & Constitution Report

Please see attached report. We have 4 new members that will be inducted at the GA. Prof Indika Karunathilake reported that the strength of APACPH is using our collaborations and personal interactions to increase interest in APACPH membership. Dr. Fatma Lestari reported that there was a site visit and observation of campus of Bina Husada on 12th of October 2010 and concluded that they have strong collaborations with other universities, strong staff and students, and international programs. Prof Maddock reported that we are trying to build China’s membership and got Fudan University to renew their membership and Wuhan University is close to joining. There is a possibility of hosting the next EBM in China. We need to re-strengthen our ties there and increase our collaboration in China. In mainland USA, we are talking to other universities as well. University of Southern California is interested in re-joining and other University of California schools (Berkeley and Irvine- will be explored). Dr. Wah Yun Low supports the idea about China, saying they play an important role in APACPH previously and we need to re-engage them. She doesn’t know why currently we are seeing less and less attendance from Chinese universities at APACPH meetings. Prof Jalaludin said we should concentrate on traveling to China to re-engage them.

Prof Jimba said that we should be more specific of what the advantages of APACPH membership are. If we are not specific, we may lose old members and not be able to recruit new ones. Dr. Way Yun Low responded and asked if APACPH could play a complementary role rather than a competitor with other Chinese organizations.

Consitution report: Prof Jalaludin reported that the constitution documents will be put on website. Please refer to the documents that include the changes. Key changes proposed are membership structure to include individual: 1) Membership, 2) Expanded Executive Council, 3) Formal establishment of Executive Management Board, and 4) Steps for an easier transition process of the secretariat office. Rather than distribute 27 pages, he suggested to put documents on website so we have three months to rectify and finalize it then bring back to GA. Prof Jalaludin, Prof Jimba, and Dr. Patrick agree that the constitutional documents be reviewed by EBM before having it sent to GA.

After the EBM reviewed the constitution documents, there were no additional comments. Prof Jalaludin proposed that the constitution documents be approved for EBM. This was seconded by Prof Charupoonphol. This was unanimously accepted.

1. Asia Pacific Journal of Public Health Report

Please refer to report. Dr. Wah Yun Low explained a few issues: There are limited editors to approve articles, so Dr. Low has had some of her international members help review to make sure it is timely. Issue: where does money from supplemental issues (10% of approximately $24,000 USD) go? She does not know. Dr. Patrick said that editors need to be renewed to prevent burnout and to help alleviate the work load. Dr. Low suggested that we re-visit our contract with Sage and maybe talk to other publishers that may give us more support. We may need to find a publisher with more influence in the Asia-Pacific region. Prof Maddock said our contract ends in 2012 so it would be a good time to start exploring other publishers. According to his calculations it costs APACH about $20,000USD to run the journal. Prof Karunathilake proposed a motion to congratulate Dr. Low for the great achievements with the journal. It was seconded by all and accepted by Prof Hokama.

Global Ambassador’s Report : Refer to report. Prof Wen-Ta Chiu reported that at the Global health summit, a declaration was signed by 5 organizations (APHA, APACPH, Europe, ASPER, and four PH representatives from Australia and Africa). Dr. Patrick proposed that Prof Chiu be officially designated and recognized as the first APACPH Ambassador of Global Health. This was seconded by Prof Karunathilake and approved unanimously. Prof Chiu traveled to several South and Central American countries and invited them to join APACPH. He will continue to invite members to join APACPH.

1. ICUH Report

Please refer to report: Prof Young Moon Chae reported that 8 APACPH member universities have signed MOUs with ICUH and there will be a board meeting this Friday afternoon. He expressed gratitude to Prof Hokama and Dr. Patrick for the offering of two additional courses. After the offer of $1000 scholarship, enrollment increased. Next year, global MPH program will be started. Issue is the tuition ($5000) because most students can’t afford, so ICUH is giving a 50% discount in addition to some grants from a Korean international agency so that selected students from developing countries will only have to pay $500 per semester for two years. Prof Chae would like the new ICUH bylaws and changes approved. Prof Jalaludin congratulated Prof Chae for advancing ICUH and introducing an MPH program. He recommended to the EBM that they support ICUH. Prof Chiu suggested that in order to increase student registry in program, the dual degree is the only way. Prof Chae said his school regulations will be changed to go forward with joint degree. $100 contributions for ICUH can be given to Misty Pacheco, Executive Officer at the Honolulu Secretariat. Dr. Patrick requested that a core course list be online before next year with priorities on quantitative courses (Biostatistics, Epidemiology) and qualitative measures.

1. ECN Report

Please refer to report.

1. Bali Conference Report

Dr. BamBang reported that for the opening ceremony, the President of the University of Indonesia will be attending and will receive the APACPH award and will be opening the GA. Bali Governor will also be there. Minister of Health will be there as well.

Dr. Fatma Lestari reported that there are 833 registered participants (as of 21st of November) and 895 abstracts submitted. About 1,000 participants and guests are expected at the plenaries.

The conference schedule was distributed and discussed and also posted on the conference website.

1. President’s Meeting Report

President reports will be distributed after the conference.

1. Report from the Melbourne Secretariat

No report sent from Melbourne and no representatives were present at the meeting to give report.

1. 2011 Seoul Conference Report

Prof Jong Uk Won reported that the conference will focus on Public Health Law and Ethics. He presented a Power Point presentation that informed the EBM about the conference facilities, important dates, the location/city, key speakers, accommodations, and social programs. Buttons and brochures were distributed. Date: October 13-15 2011.

1. Financial Report

Please refer to report. Prof Hung Yi Chiou reported on some important issues: No audit (2008-2009) was received in Taipei. In the future, transparency should remain the top priority. Another important issue is fundraising. A fundraising program must be started immediately. He encouraged all members to find financial support for APACPH. The financial report was accepted.

1. New business: Prof Karunathilake proposed that the 2012 APACPH conference be hosted by the University of Colombo in Sri Lanka. Prof Jimba accepted the proposal but emphasized that we respect global culture by not having it on Thanksgiving day. The board approved the proposal and the 2012 conference will be hosted by the University of Columbo.

Dr. Patrick suggested that the conference planning talent be carried over between conferences.

Prof Hokama proposed congratulations to Prof. Colin Binns for his award and thanks for his contributions to APACPH. This was seconded by Dr. Patrick.

Prof Maddock announced that the Secretariate will host dinner following this meeting for all in attendance.

1. Adjourn

Prof Hokama reminded everyone of the 8am registration and 8:30am start for the GA. Meeting adjourned by Prof Hokama.