**GENERAL ASSEMBLY MEETING MINUTES**

**Wednesday 24th November 2010**

**8:30am- 2:00pm**

**Bali, Indonesia**

*Session 1 (8:30am – 10:00am)*

1. Welcome to General Assembly (AGM)

Welcome to Bali- President of Universitas Indonesia, Prof Samantri

1. Messages
2. Apologies

Prof Carl Anderson Johnson, Claremont Graduate University

Prof Sian Griffiths, The Chinese University of Hong Kong

Dean, University of Colombo

1. Proxy authorisations

* Malcolm Sim for Brian Oldenburg
* Jong Uk Won for Myongsei Sohn

1. Introductions

A sign in sheet was passed around and signed by those present by university:

* Khairul Mohd Anuar, MAHSA University
* Dwia Ariest, Hasanuddin University
* K. Arulanandem, Eastern University
* Tran Huu Bich, Hanoi School of Public Health
* Young Moon Chae, Yonsei University
* Emily Chan, The Chinese University of Hong Kong
* Phitaya Charupoonphol, Mahidol University
* Wei-Jane Chen, National Taiwan University
* Tung-Liang Chiang, National Taiwan University
* Wen-Ta Chiu, Taipei Medical University
* Emma Frean, Monash University
* William Goggins, The Chinese University of Hong Kong
* Prof Helmi, Andalas University
* Tomiko Hokama, University of the Ryukyus
* Yanyong Inmuong, Khon Kaen University
* Ikram Shah Ismail, University Malaya
* Tinuk Istiarti, Diponegro University
* Mohd Amin Jalaludin, University Malaya
* Masamine Jimba, University of Tokyo
* Ponnampalam Thuraiveerasingam Jayawickramarajah, Eastern University
* Yasuo Kagawa, Kagawa Nutrition University
* Indika Karunathilake, University of Colombo
* J.H. Kim, The Chinese University of Hong Kong
* Fatma Lestari, Universitas Indonesia
* Ron Lu, University of Hawaii
* Jay Maddock, University of Hawaii
* Alimin Maidin, Hasanuddin University
* Tan Malaka, Bina Husada College
* Tri Martiana, Airlangga University Surabaya- Indonesia
* Retneswari Masilaman, University Malaya
* Judith McCool, University of Auckland School of Public Health
* Niramon Muangsom, Khon Kaen University
* Than Myini, Universiti Malaysia Sabah
* Riana Nugrahani, Hasanuddin University
* Misty Pacheco, University of Hawaii
* Domyang Paek, Seoul National University
* Elizabeth Parker, Queensland University of Technology
* Walter Patrick, University of Hawaii
* Sathirakorn Pongpanich, Chulaongkorn University
* Surenthirakumaran Rajendira, Jaffna University
* Pramod Samantaray, National Population Stabilization Fund, India
* Chrishanne Sebastiampillai
* Rohini Seneviratne, University of Colombo
* Malcom Sim, Monash University
* Ningram Sirait, Universitas Sumatra Utara
* N. Sivarajah, University of Jaffna, Sri Lanka
* Nikom Thanomsihang, Khon Kaen University
* Shi-Wei Tsai, National Taiwan University
* Shin-Han Tsai, Taipei Medical University
* Dwiti Vikramaditya, KIIT University
* Bambang Wispriyono, Universitas Indonesia
* Jong Uk Won, Yonsei University
* Lih-Ming Yiin, Tzu Chi University
* Chairil Zaman, Bina Husada College
* Wah-Yun Low, University Malaya

1. Confirmation of General Assembly Minutes (Taipei) dated 3rd December 2009

Dr. Walter Patrick on behalf of EB moved that the minutes were accepted by the EB. Motion was approved by the GA.

1. Induction Ceremony

Dr. Jimba and Dr. Patrick conducted the induction ceremony. Four new members were inducted: KIIT University, MAHSA University, Bina Husada College, and Jaffna University.

1. Photographs and tea

*Session 2 (10:30am – 12:00pm)*

1. Business arising from previous minutes

Prof Maddock reported that there was no outstanding business from the previous general assembly.

1. Summary reports (Full reports available on website and binder):
   1. President’s Report: Please refer to attached report
   2. Acting Secretary’s Report

Prof. Maddock reported that the Honolulu Secretariat’s office is fully functional and staffed. Melbourne Secretariat is still in the process of being de-registered; they needed the updated by-laws and constitution before this can happen. Prof. Malcolm Sim from Monash University distributed a report from Prof. Brian Oldenburg. This is the last Melbourne Directorate report. It included the steps that have and will be being taken to de-register. Prof Sim reported that after the updated by-laws and constitution is ratified they can move ahead and work with Honolulu Secretariat to get the transition completed. Prof Sim also discussed a financial report that was distributed at the GA as well. Prof Jalaludin moved that the report be accepted by the GA. All were in favor, and it was accepted. Prof Jalaludin proposed a motion for a word of thanks to Monash University, QUT(Chaired by Dr. Brian Oldenburg) and Curtin University ( Chaired by Drs. Mark Liveris & Colin Binns), for their good work as the Secretariat.

* 1. Treasurer’s Report including audit statement, fundraising plans, receiving financial statements and budget

Please see attached report. Prof Chiou reported that we need to do fundraising to rebuild our finances. We have had some donations, but they are small. Prof Chiou emphasized that transparency with APACPH finances are a top priority. The Honolulu Secretariat has had a volunteer financial review done and a full audit will be completed at the end of the year. Prof Maddock went over the balance sheet (attached to Treasurer’s report) of the Honolulu Secretariat from May-October 2010. All accepted the Treasurer’s report.

* 1. Secretary General’s Report

Major issue reported by Dr. Patrick was the reorganization of the Constitution. Please refer to constitution documents and the constitution committee report for details.

Prof Jimba gave his membership committee report and mentioned that it is a big challenge for some schools to join APACPH, therefore, the membership committee recommends that two categories of membership be created for institutions and individuals. This is reflected in the revised constitution. There were no comments on the report.

* 1. APACPH Regional Offices’ Report

Prof Phitaya provided a written report for the Thailand regional office.

The Japan regional report was given by Prof Jimba. He discussed the membership issues mentioned in his membership committee report. He also asked that we be very clear as an organization as to what the benefits of APACPH membership are.

Prof Maddock gave the Hawaii & Pacific regional report and said that Prof Lu from the University of Hawaii has been working on recruiting Chinese universities. Fudan University has paid their membership dues and Wuhan University is interested in membership. Dr. Patrick reported that there is an explosion of public health training in China and Prof Liming Lee and Prof Emily Chan would like to work with APACPH to make connections. There is also interest from other areas.

There was no Australia regional report.

China regional report (attached). Prof Liming Lee was not able to attend. Prof Jalaludin read the attached report.

There were no comments, so the regional reports were accepted.

* 1. Chairs of APACPH Committees Reports

-Constitution committee, chaired by Prof Jalaludin, please see attached report. The history of APACPH was discussed and everyone was reminded that it is a participatory organization. The key changes in the constitution and why we need to improve the constitution were discussed by Prof Jalaludin. Copies of the proposed improved constitution were distributed. The EBM would like to propose that if the constitution is approved within the next three months (rectification period) then we can implement it. There were some questions from Prof Sim concerning some laws and regulations laid out in the Constitution. Prof Jay Maddock reported that Hawaii lawyers will be looking through the constitution to make sure that Australian laws and regulations are reconciled with Hawaii law. Prof Hokama proposed that there be three months for rectification. Prof Jalaludin made a motion that this draft of the improved constitution for today will be kept for another three months for members to give comments to EBM electronically. Dr. Patrick seconded. All GA members agreed and the motion was accepted.

Dr. Malcolm Sim and Dr. Elizabeth Parker commented that it is necessary to clarify individual membership criteria and role of individual membership. Dr. Jimba asked them to submit specific revisions to improve them.

* 1. Asia-Pacific Journal of Public Health Report

Prof Low discussed the report (attached) and informed everyone that they have received their impact factor and it can be found in the report. Our rank in the world is 105 because the number of journals has increased over the last year. Prof Low encouraged people to cite our journal so the impact factor will go up. Prof Sim expressed his appreciation and thanked Dr. Low for all the work her and her staff have done on the journal.

* 1. Early Career Network Report

Prof Indika reported (please see attached report).

* 1. International Cyber University for Health Report

Prof Young Moon Chae reported (please see attached report). He discussed the progress of ICUH and the bylaws. Prof Chae mentioned that his university is in the process of changing some of its regulations so more students from other places can be recruited and enrolled. Prof Chae can send copies of contracts/MOU agreements to anyone that would like to see it. There was a question about courses and Prof Chae said as long as the $100 fee and course requirements are fulfilled a student can take classes with credit or no credit and get a certificate. There were various comments supporting the need for public health professionals. It was suggested that member institutions can provide expertise to ICUH and Prof Chae extended sincere gratitude for curricula donated voluntarily.

1. Constitutional amendments: Resolution proposed on behalf of Executive Board by Prof Amin Jalaludin (Constitution Committee chair). Amended constitution on website with track changes on old constitution.

*[Short Break 12:00pm – 12:15pm]*

*Session 3 (12:15pm – 1:30pm)*

1. Election of APACPH Officers - Report of Election Officer (Prof YM Chae)

Prof Chae, election officer, announced the four positions up for election: secretary-general, honorary secretary, first vice president and second vice president. There were 31 institutions who paid their membership and were eligible to vote. Nomination forms were received for all positions. Prof Chae solicited additional nominations from the floor.

Nominations:

-Secretary General: Nominee is Dr. Walter Patrick. Nominated by Prof Tomiko Hokama and seconded. There were no additional recommendations. It was approved and Dr. Patrick has been selected as Secretary General.

-Honorary Secretary: Nominee is Prof Jay Maddock. Nominated by Prof HY Chou from Taiwan Medical Univeristy and seconded by Prof Amin Jalaludin, University of Malaya. There were no other candidates, so nominee was approved and selected.

-First Vice President: Nominee Phitaya Charupoonphol. Nominated by Prof Jay Maddock and seconded by Prof Amin Jalaludin. There were no other candidates. Prof Charanphool was approved and selected.

-Second Vice President: Nominee is Prof Myongsei Sohn; nomination was motioned and seconded. There were no other candidates, and Prof Sohn was approved and selected.

1. Bali President’s meeting – Secretary General’s report and Dean of Public Health, Universitas Indonesia’s report:

Dr. Patrick reported on the President’s meeting on behalf of Prof Bambang Wispriyono This presidential meeting is focusing on what are the needs of public health education from Indonesia’s point of view with input from expertise in the region. The purpose is to address how we will improve on the teaching of health at the university level. Dr. Wen-Ta Chiu is chairing this meeting.

1. Overview of 42nd APACPH conference

Dr. Fatma Lestari reported that there are 833 registered participants (as of 21st of November) and 895 abstracts submitted.

1. 43rd APACPH Conference 2011

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.

16. Other business

University of Colombo presented a proposal to host APACPH conference in Sri Lanka in 2012. Dr. Patrick motioned to accept this proposal and it was seconded by Prof Jay Maddock. It was accepted.

Prof Jay Maddock mentioned that we are in the early planning phases of pacific conference and he would like to see how APACPH can collaborate and get involved. Prof Maddock will send out reminders/updates.

A prayer was done for Prof Silvana from Hasanuddin University.

1. Close of General Assembly

Adjourned by Prof Hokama. She thanked all participants for their cooperation.

Meeting Adjourned at 1:15.