

**Asian American Psychological
Association
2011-2012 Annual Report**

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PRESIDENT: Richard M. Lee, Ph.D., L.P.

During this first year of my presidency, I set forth to implement my presidential theme of Culture and Prevention. My presidential goals are to (a) increase visibility, (b) broaden scholarship and outreach, and (c) create the next generation of leaders. With these goals in mind, I have worked with the Executive Committee on the following initiatives and projects during the past year. Some initiatives/projects reflect a continuation of past presidential efforts and other initiatives/projects are new collaborations and ventures.

Executive Committee

In August 2011, the Executive Committee approved my nomination of Frances Shen as Membership Officer, Richard Shin as Finance Officer, Ulash Thakore-Dunlap as Communications Officer, and Jane Yang and Shuangmei (Christine) Zhou as co-editors of the AAPA Newsletter. These officers and co-editors have done an outstanding job in strengthening membership registration through the new online registration portal, monitoring the financial health of the organization, and increasing our social media presence. In addition, the newsletter co-editors continue to keep members informed through the quarterly publication of the e-newsletter.

Following the AAPA elections in June 2012, we welcomed Sumie Okazaki as President-Elect (2012-2013), Kevin Nadal as incoming Vice-President for 2013-2015, and two newly elected board members, Cindy Liu-Pan (professional representative) and Zeb Lim (student representative), to replace outgoing board members, Kevin Nadal and Judy Tan. Christina Lee also resigned as Secretary/Historian in June 2012 and I appointed Linda Juang as Secretary/Historian with unanimous approval from the Executive Committee.

AAPA Logo

In an effort to improve our visibility through greater social media presence and to complement the recent launch of our journal, *Asian American Journal of Psychology*, I commissioned the development of a new AAPA logo. As I recall, our old logo was created in the 1990s and it was the first official logo for AAPA. It served us well as we grew into a national organization, but it was time to freshen up and modernize our logo. I hired graphic designer, Alex DeArmond, assistant professor of graphic design at University of Wisconsin-Stout, to design a logo that is usable across multiple formats (e.g., letterhead, journal, website, merchandise). He presented the Executive Committee with a few different options and the Executive Committee agreed upon the current design which we launched at the 2012 AAPA Convention. We are eager to implement this new logo on all AAPA products, especially the website.

AAPA Website and Email

When I assumed office, the AAPA interactive website had just gone live and we subsequently discovered a number of bugs in the system. The Executive Committee voted to terminate our relationship with Smart Solutions who originally developed the website for us because they were no longer responsive and timely. Moreover, we learned through our IT consultant that Smart Solutions took many shortcuts that led to more bugs. The Executive Committee approved the formal hire of Alex Lee who is the husband of Finance Officer, Frances Shen. We discussed the possible conflict of interest but agreed that Alex was the best person for the job since he was already working on fixing many of the bugs at no charge. Additionally, because so much of the membership duties occur through the website, it was good to have Frances and Alex working together on many of the problems. Meifen Wen (past Membership Officer) continued to provide valuable input. Alex finished correcting all the bugs in the website at the start of this summer and gave us a discounted rate for his work. He also agreed to help us draft an advertisement to hire a new website consultant. The two pressing website issues are (1) upgrading to a new content management system because the current version of Joomla is outdated and there may be better software available to meet our need and (2) updating the function and look of the website to include better navigation and our new logo.

Communication

I asked Ulash Thakore-Dunlap to create a new AAPA email account to manage email inquiries and we now will be using *AAPAINquiries.gmail.com*. In addition, we now have capability to send out emails to all our members (not just those subscribed to the listserve) through our AAPA.org domain. We will only use the AAPA.org email for important membership-wide announcements (e.g., elections, e-newsletter).

Asian American Journal of Psychology

Vice-President Anna Lau and I put out a Call for Proposals for a special issue in *Asian American Journal of Psychology* focused on culture and prevention. We received more than a dozen proposals and look forward to co-editing this issue. Dr. Lake Nahme Huang, Senior Advisor in the Office of Policy Planning and Innovation at SAMHSA, has agreed to write a commentary for the special issue.

In addition, I put forth the recommendation to establish an International Section within AAJP to broaden our reach to the international membership of AAPA. Board member Grace Kim drafted a motion and the Executive Committee unanimously approved this addition to the AAJP.

AAPA-APF Okura Mental Health Leadership Foundation Fellowship

The Okura Foundation approved a second three-year funding cycle for the fellowship program. I met with the American Psychological Foundation to determine how to continue funding this program at the completion of this funding cycle, as the Okura Foundation has expressed a desire to no longer fully fund the program.

Leadership and Outreach

The AAPA Leadership Fellows Program remains strong. Grace Kim and Sam Wan have done an outstanding job coordinating this program. Our two fellows, Nellie Tran and Shihoko Hijioka, worked with senior mentors, Sumie Okazaki and Joel Wong, to develop bullying and suicide fact sheets that we were able to distribute to multiple outlets, including NIH, CDC, WHIAAPI, and APA. We plan to continue to develop fact sheets each year to improve the dissemination of current Asian American psychology research and resources.

The Executive Committee appointed AAPA members Helen Hsu and Liang Tien to represent AAPA for a meeting with APA Ethics Committee to address ethnic minority perspectives on ethics. Liang Tien attended the SPSSI conference to present on an ethics symposium and to meet with the APA Ethics Committee.

I was contacted by the National Institutes of Health to provide input on the congressionally mandated National Children's Study which is a longitudinal study that will follow children from birth to 18 years-old. After consultation with the Executive Committee, I agreed to represent AAPA at the December 2011 symposium at NIH where I presented on disparities in Asian American maternal and child health. Incoming board member, Cindy Liu Pan, co-authored this presentation with me.

The White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) contacted AAPA to participate in some program development. Board member Kevin Nadal and APA delegate Alvin Alvarez participated in a WHIAAPI conference call. Sumie Okazaki also attended a WHIAAPI-sponsored bullying conference in New York City.

DJ Ida, Executive Director of the National Asia American Pacific Islander Mental Health Association, requested table space at the AAPA Convention to promote their Friends DO Make a Difference campaign that targets the mental health literacy of Asian American college students. DJ and I spoke about future collaborations to promote this campaign and to coordinate efforts to best reach and serve the Asian American communities. We participated in

a conference call along with the National Asian Pacific American Families Against Substance Abuse (NAPAFASA) to discuss these issues.

I have been in conversation with the Asian Caucus of the Society for Research on Child Development to continue the co-sponsorship of events at the biennial SRCDC Convention in an effort to expand our membership base.

I also have been in conversation with Mary Yu Danico, President of the Association of Asian American Studies (AAAS), to identify points of collaborations. Toward this end, Mary has invited me to be part of an invited symposium at the annual AAAS conference in April 2013. In turn, I intend to invite Mary to participate in a symposium at the upcoming AAPA Convention in Hawaii 2013.

Donations

The Executive Committee voted to provide financial donations (\$500 each) to local organizations responding to the shooting tragedies at Oikos University in Oakland, CA and at the Sikh temple in Oak Creek, WI. We also were approached by the National Latino/Latina Psychological Association (NLPA) with a donation request for the upcoming biennial conference. AAPA voted to donate \$500 toward this conference co-sponsorship. Following these donations, the Executive Committee agreed that AAPA needed to establish guidelines for donations to community organizations.

Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAEEMI)

Alvin Alvarez continues to serve as the AAPA Delegate to the APA Council. With his guidance, in December 2011, I signed a Memorandum of Understanding (MOU) in which AAPA and APA agree to work together to maintain regular communication, to identify projects and activities that may benefit both organizations, and to cooperate and consult on pertinent issues and projects.

AAPA is participating in the CNPAEEMI Leadership Development Institute. For 2012, Anne Saw was selected as a leadership fellow and will be mentored by AAPA Past President Karen Suyemoto. Another AAPA Past President Jean Lau Chin is serving as a mentor for the Division 45 sponsored leadership fellow.

I attended the annual CNPAEEMI meeting with the other ethnic minority psychological association leaders and representatives from the APA Office for Ethnic Minority Affairs (OEMA) and APA Division 45. This meeting occurred during the Division 45 Conference in Ann Arbor, MI on May 23, 2012. During this meeting, it was agreed that any effort by APA to secure APA

Council seats for representatives from the ethnic minority psychological associations should be made independent of the ethnic minority psychological associations. I made the case that AAPA prefers to have a liaison relationship with the APA President and Council rather than a Council seat, as AAPA is an independent, sovereign organization. The MOU signed between APA and AAPA reflects this equal relationship.

AAPA President's Award

I was honored to select the 2012 AAPA President's Award to Dr. Lake Nahme Huang, Senior Advisor in the Office of Policy Planning and Innovation at SAMHSA, and the family of Dr. Xiaojia Ge, Professor at the University of Minnesota, who passed away in 2009.

Mid-Year Meeting

The Executive Committee agreed to hold its mid-year meeting in Seattle, WA this April 2013 instead of the National Multicultural Conference and Summit in January 2013, as a more Executive Committee members were planning to attend SRCD in Seattle, WA.

VICE-PRESIDENT: Anna Lau, Ph.D.

This year, my primary duty for the AAPA was to act as a liaison between the 2012 conference planning committee and the Executive Committee and to support the works of the conference committee. In the process, I communicated frequently via email and phone with the conference co-chairs, Jocelyn Buhain and Matthew Lee, on aspects of the conference planning. These included consultations on the site selection, theme selection, proposed budget for the conference, promotional mass emails, conference program and award banquet program, and so on. I also managed the awards banquet VIP invitations and arranged for the awards to the awardees and outgoing officers.

My other duties for the AAPA included assisting the President with ongoing business (e.g., consulting on various requests made to the organization, editing AAPA statements and reports, re-design of AAPA logo, etc.), participated actively in the EC discussions, decision-making, and votes. In addition, I have collaborated with the President on proposing a Special Issue of the Asian American Journal of Psychology, the official AAPA Journal, consistent with the Presidential Theme on 'Culture and Prevention'. I helped to draft the Call for Papers, and extended outreach to invited contributors. Finally, I have volunteered to represent the EC at the American Psychological Association's eighth annual Science Leadership Conference (SciLC), "Act Locally: Promoting Psychological Science in Our Academic Institutions and Local Communities," hosted by APA's Science Directorate and Board of Scientific Affairs to be held September 27-29, 2012 at the Mandarin Oriental Hotel in Washington, DC.

AAPA Convention

Banquet VIP invitations

It has been customary for the AAPA to invite various VIPs and friends of the association to the awards banquet. In consultation with Sumie Okazaki, we extended complimentary banquet invitations extended to:

Norman Anderson, PhD (APA CEO) + guest

Suzanne Bennett Johnson, PhD (APA President) + guest

Gary VandenBos, PhD (APA publisher)

Gwendolyn Keita, PhD (APA executive director for public interest)

Tiffany Townsend, PhD (APA office of ethnic minority affairs, senior director)

Lisa Straus (APF, executive director)

Ford Kuramoto (Okura Foundation)

Andrew Austin-Dailey (APA MFP director)

Jacqueline Gray, PhD (President, Society of Indian Psychologists)

Cheryl Grills, PhD (President, Association of Black Psychologists)

Milton Fuentes, PhD (President, National Latina/Latino Psychological Association)

(Justin) Doug McDonald, PhD (President of APA Division 45)

Here is the e-mail invitation (sent on June 18).

Dear _____,

On behalf of the Asian American Psychological Association President Richard M. Lee and the convention planning committee, I would like to invite you to attend this year's awards banquet in as our guest to celebrate the 40th anniversary of AAPA.

Date: Wednesday, August 1st, 2012

Time: seating at 6:45pm

Place: Ming Court Oriental Restaurant (9811 International Dr, Orlando, FL 32819)

The convention theme is "Broadening Scholarship and Outreach," which defines our hope to engage members and non-members of AAPA in dialogue that promotes interdisciplinary research and collaborative partnerships.

The banquet will take place at Ming Court Oriental Restaurant (right across the street from the Rosen Plaza Hotel). We hope you can join us for delicious Chinese cuisine, delightful company, and a wonderful time!

A complimentary seat at the banquet has been reserved for you, but for planning purposes I would very much appreciate your letting me know whether you will accept this invitation by July 15. Please RSVP to me at alau@psych.ucla.edu

If you are able to attend, please indicate if you would you like a vegetarian meal and if you need any special accommodations at the banquet site. Also, please let me know if you are interested in attending the AAPA conference that will take place earlier that day (August 1) at the Rosen Plaza Hotel and Conference Center, and I can supply additional information to you. For more information about our annual convention and awards banquet, visit our website at www.aapaonline.org/conventionmain/.

Sincerely,

Anna S. Lau,
AAPA Vice-President

I corresponded individually with the invitees regarding their RSVPs (and sometimes negotiating the substitutes, whether they could bring guests, etc.). If VIPs wanted to bring guests, we asked the guests to pay at the door. If an invitee turned down the banquet invitation, we replied that it was not necessary to send a substitute to attend the banquet (presidents of SIP and NLPA). However, when the invitee had already invited a substitute to the banquet (president of NLPA and Division 45), we extended the complimentary banquet ticket to that person.

Additional banquet complimentary registrations

The following AAPA awardees were also offered the complimentary banquet registration (once the awards committee had determined the awardees; notified by the awards committee chair):

Joel Wong (early career award)

Oh Myo Kim (dissertation grant)

Neha Navsaria (AAPA/APF Okura fellowship grant)

Razia Kosi (AAPA/APF Okura fellowship grant)

Larke Nahme Huang (President's award)

Family of Xiaoje Ge (President's award, posthumous)

Additional banquet reservations sold to non-AAPA conference attendees

It is customary to extend the AAPA member rate banquet tickets to the following organizations:

APA Division 45 executive committee

APA Minority Fellows (Student Member rate)

Award plaques

I designed and ordered award plaques for the following individuals through an online vendor AccoladeDesigns.com:

Joel Wong* (early career award)

Oh Myo Kim (dissertation grant) – Rich Lee to accept on behalf

Larke Nahme Huang* (President's award)

Family of Xiaojie Ge* (President's award, posthumous)

Neha Navsaria (AAPA/APF Okura fellowship grant)

Razia Kosi (AAPA/APF Okura fellowship grant)

Wei-Chin Hwang (AAPA Fellow)

It has been customary for the AAPA to present tokens of appreciation to the AAPA officers who are rotating off their terms. I elected to make plaques for the outgoing officers, as merchandise such as AAPA t-shirts and mugs are available this year for purchase at the convention.

Christina Lee* (Outgoing Secretary/Historian)

Kevin Nadal (Outgoing Board of Directors)

Judy Tan* (Outgoing Board of Directors)

Jocelyn Buhain (Convention Co-Chair)

The total cost for the 11 plaques was \$431.76.

I contacted the awardees and outgoing officers to see who was attending the conference. I will be mailing the plaques to those who said they were not attending the conference*. I will be submitting reimbursement for shipping costs.

Gifts for Convention Co-Chairs

In consultation with Rich Lee, we decided to present gifts to the Convention Co-Chairs, Jocelyn Buhain and Matt Lee, for their extraordinary service making the Orlando convention happen. These gifts included personal items (novelties) and Amazon gift cards (\$100 value each), totaling \$265.12.

PAST PRESIDENT: Gordon C. Nagayama Hall, Ph.D.

My primary responsibility as past president was to chair the Awards Committee. The 2011-12 Awards Committee members were Arpana Inman, John Moritsugu, and Donna Nagata. Y. Joel Wong of Indiana University at Bloomington received the AAPA Early Career Award and Wei-Chin Hwang of Claremont McKenna College became an AAPA Fellow. I appointed Gayle Iwamasa to chair the Okura Mental Health Leadership Foundation Fellowship Committee, which included Grace Chen, Arpana Inman, Bryan Kim, and Meifen Wei. The Okura Fellowship was awarded to Neha Navsaria of the Washington University School of Medicine in the Division of Child Psychiatry and Razia Kosi of Counselors Helping Asian Indians. These awards were presented by President Richard Lee to the recipients at the AAPA Awards Banquet on August 1, 2012 in Orlando, Florida.

On a personal note, I am honored to have served as president of an organization that has created an identity for Asian American psychology and has provided an intellectual, professional, and social home to me and to so many others. I sincerely appreciate the support of the AAPA Executive Committee and all the members of AAPA during my term. AAPA is in the capable hands of Rich Lee and Anna Lau, and will continue to be in capable hands with Sumie Okazaki and Kevin Nadal along with the many excellent officers on the Executive Committee.

BOARD MEMBER: Grace S. Kim, Ph.D.

My responsibilities for 2011-2012 as a board member of the Asian American Psychological Association have included attending Board meetings and voting on Association business. I have also been serving as the co-chair of the AAPA Leadership Fellows Program and the individual mentor for an AAPA leadership fellow, and have drafted descriptions for the international section of *Asian American Journal of Psychology*.

AAPA Leadership Fellows Program

Co-chair. I have co-chaired the AAPA Leadership Fellows Program with Dr. Sam Wan. In summer of 2011, the selection committee included Drs. Karen Suyemoto, Soni Kim, Sam Wan, and myself. We reviewed applications and selected the third cohort of AAPA Leadership Fellows, Drs. Nellie Tran and Shihoko Hijioka, and made announcements to the AAPA membership. At the 2011 AAPA/APA conventions, we held the orientation for the new fellows.

Throughout the academic year, I oversaw the program, supported the fellow's projects, and facilitated professional development activities for the fellows. In particular, I had monthly telephone meetings with the fellows to provide guidance and support. In working with the EC, I invited Drs. Sumie Okazaki and Joel Wong to be the project mentors, and supported them and the fellows in their projects. I also invited three mentors to participate in professional development conference calls with the fellows: Drs. Soni Kim, Tai Chang, and Christine Iijima Hall. They shared their experiences and wisdom on making professional choices; balancing work and personal/family lives; and working with racism and working with difficult colleagues, respectively.

Dr. Wan and I have drafted the call for applications for the 2012-2013 leadership fellows program and started planning programming for the fourth cohort of the fellows.

Individual Mentor. I served as the individual mentor to Dr. Nellie Tran. We had regular phone and in-person meetings to discuss her professional development and the fellows project.

International Section of AAJP

Per request by Dr. Richard Lee, AAPA president, I drafted the initial description of the International Section of *Asian American Journal of Psychology*, focusing on the transnational experiences of Asian Americans.

BOARD MEMBER: Kevin Nadal, Ph.D.

During my second year as a Board Member of the Asian American Psychological Association, I have been active in the Executive Committee by participating in board meetings and voting on various issues affecting the organization. One of my major goals was to recruit new members, particularly those from underrepresented AAPI subgroups. I have accomplished this by advertising the organization to other sectors of APA, particularly through my involvement in Division 17 and 44 and in the national Asian American community.

Specifically, there were four major projects that I was involved in over the past year:

- 1) I was chair of the AAPA Dissertation Awards Committee
- 2) I was chair of the AAPA Student Travel Award Committee
- 3) I served as a liaison to the White House Initiative on AAPIs
- 4) I served on the founding board of the Division on Filipino Americans

Chair of the AAPA Dissertation Award Committee. For the past two years, I chaired AAPA Student Award Committee, overseeing the AAPA Dissertation Award and the AAPA Student Travel Awards. For the dissertation award, I coordinated the application process, recruited potential candidates, and coordinated an awards selection committee (which consisted of 5 different AAPA members). Through these efforts, we received 4 applications for the award. The award winner and the two honorable mentions represented the best and most promising researchers in the organization.

Chair of AAPA Student Travel Award Committee. The sales from the previous year's AAPA Book Drive yielded a total of \$900.00, which was used for the AAPA Student Travel Award. Award winners were chosen based on type of presentation, involvement in AAPA, financial need, order of authorship, and title of presentation. There were nine applicants; all nine students received awards of \$100.00 each.

Liaison to White House Initiative on Asian Americans and Pacific Islanders. Because the WHIAAPI expressed an interest in promoting mental health issues among AAPIs, I worked with some of their executive committee to discuss ways that WHIAAPI and AAPA could collaborate. First, I helped to organize a symposium on AAPIs and bullying in October 2011 in New York City, in which Dr. Sumie Okazaki represented AAPA. Second, along with Dr. Alvin Alvarez, I provided articles to WHIAAPI involving various Asian American mental health issues, including experiences of discrimination, microaggressions, and coping. Third, I represented AAPA at the first ever Briefing for Filipino Americans at the White House in June 2012.

Cofounder of the Division on Filipino Americans. Since DoFA's official birth in 2010, I worked with the core group of cofounders (namely Alvin Alvarez, Jocelyn Buhain, Richelle Concepcion,

and EJ David) to create bylaws and organizational procedures, recruit new members, and initiate new programs. I helped to maintain communication between the Executive Committee and the DoFA, ensuring that both groups could collaborate and support one another.

MEMBERSHIP OFFICER: Frances Shen, Ph.D.

Current Membership Numbers for 2012 and comparison with previous years:

Membership Category	2012 (to 8/15)	2011 Total	2010 Total	2009 Total	2008 Total	2007 Total	2006 Total	2005 Total
Professional	169	152	117	124	167	256	169	172
Early Career & First Year	54	45	26	39	54	41	23	3
Student	168	210	145	173	228	289	179	132
Lifetime	17	17	17	17	16	14	12	11
Retiree	5	5	4	3	7	7	10	7
Organization	1	1	1	1	1	1	1	1
Total	414	430	310	357	473	608	394	326

For 2011-2012, there are a total of 414 members (up to 8/15/2012). Overall, there has been a slight decrease of 16 (-3%) members compared to 430 total members last year. Note that the decrease in membership from 2011 to 2012 is due to a drop in students registering and renewing their AAPA membership. While the Professional and Early Career/First Year categories have increased in membership (11% to 20%), the Student category has decreased significantly in membership (20%).

The current AAPA website has made the membership registration or renewing process easier and more convenient for AAPA members. The great majority of members register or renew their membership online (94%) rather than mailing in paper-pencil applications (6%), and the website also allows for members to pay membership dues using credit card payments instead of check. Paper-and-pencil membership application forms are also available on the AAPA website for members who prefer to mail in a check payment with their completed membership applications.

Over the past year, several strategies have been taken to increase the recruitment and retention of members. Specifically, periodic reminder emails were sent to the AAPA listserv to encourage members to renew their membership. These emails reminded members of the membership benefits, including the complimentary one-year subscription to the AAJP and the discounts on registration and banquet tickets for the annual AAPA convention. Reminders were sent out to encourage members to renew their membership before quarterly updated members lists were to be sent to APA in time for the publication of the next AAJP issue, and were sent out in the summer months to remind conference presenters and attendees to renew their membership to receive the convention discounts. In addition, a new function was written into the AAPA membership system to send out individualized email reminders to members who had expired memberships. This is scheduled for the first of each month from January to August. This approach also allows us to send reminders to members who have not subscribed to the AAPA listserv. These strategies appear to be effective in encouraging members to renew their membership, as renewals tend to spike in the days immediately following

In the future, several strategies can be implemented to increase membership recruitment and retention. First, emails can be sent to other psychology-related email listserves to recruit new members. This may include APA and other ethnic minority associations. Second, given that the decrease in membership is demonstrated solely among student members, the needs and financial constraints for students to become an AAPA member should be considered. The results of the 2011 membership survey indicate that increasing mentoring, professional development and networking opportunities would most attract new members to join AAPA. Therefore, new mentoring programs can be developed for student members. To address students' financial constraints, a student sponsorship program may be initiated in which professional members can offer to sponsor a student's AAPA membership. Third, other benefits can be provided to AAPA members to encourage membership retention and renewal, such as providing discounted membership fees for renewing early in the membership year or for continued consecutive renewal of their membership. Finally, given that the AAPA executive committee plans to continue to improve the AAPA website and membership system, adding functions such as allowing members to enroll in automated annual membership renewals and payment using international and American Express credit cards may increase the convenience of membership renewal.

Repairs to Membership Website

The contract with Smart Solutions was officially terminated in September 2011. Since then, the remaining unresolved issues with the membership website were addressed by an IT consultant. This included the Search for Members or Referrals function, adding the Division of Filipinos,

adding a “logout” button on every page of website, and other bugs within the membership system.

Complimentary Membership Subscriptions to the AAJP

To ensure that members receive their complimentary subscriptions to the AAJP following their membership renewal or registration, updated member lists are sent to APA quarterly (the first of March, June, September, December). Members with updated mailing addresses or who renewed their membership after the first issue is published are highlighted on the report to ensure that they receive the journals at the appropriate address and that they receive earlier issues from their subscription year. Some members have reported throughout the year that they did not receive earlier issues of the journals published in their subscription year; these incidences were reported to APA and addressed on a case-by-case basis. In addition, there are a couple members who have not yet updated their mailing addresses in our membership system in order to receive their journal subscription.

FINANCE OFFICER: Richard Q. Shin, Ph.D.

It is my pleasure to provide the Executive Committee with the following information about AAPA's financial health. As of July 30, 2012 we have \$25,944.50 in our checking account and \$13,326.85 in our money market account, and \$36,842.71 in our PayPal account for a total of \$76,480.93. I am very happy to report that we continue to enjoy fiscal health!

Since the spring quarter, we transferred \$20,000 from our Paypal account to our checking account to cover any costs associated with the convention. During this time, we received \$12,958.91 in income and spent \$9,194.13. Our primary expenditures were associated with the convention and membership dues owed to divisions. Our primary sources of income were associated with the convention and memberships.

During the first year of my term as Finance Officer, I became familiar with how AAPA's finances are managed. The pattern of income and expenses throughout a given year is fairly straightforward. One area for improvement is related to the various accounts we have associated with our web site management. The move over to aapaonline.org to accept membership dues, convention registration, and donation transactions is relatively new (2011). Perhaps it is not surprising that we are experiencing some growing pains at this point. Fortunately, we received a tremendous amount of assistance from Alex Lee over the past year who is now in the process of helping us formulate a job description for a web site consultant. Thanks so much Alex!

For the upcoming year, I would like to continue the process of consolidating our accounts to maximize efficiency and continuity for the management of AAPA's funds. Another goal that I have is to explore the possibility of allocating a portion of our assets to a higher interest yielding account like a certificate of deposit.

COMMUNICATIONS OFFICER: Ulash Thakore-Dunlap, M.S., LMFT

My role within the AAPA EC team is to oversee and update the AAPA website and content as well as ensure appropriate information is disseminated to the listserv. In 2012, AAPA created an email account (aapainquires@gmail.com) so that all general emails can be sent to this account. This account is accessible to all members, but my role as Communications is to forward relevant emails to the EC team and reply back to the enquiries. In addition, I am also the contact person for all website and list serve enquires.

In August 2011, we launched our social media campaign and are on Facebook, LinkedIn Groups and Twitter. Our social presence will increase visibility and outreach to broader members of the public. My goal for 2012-2013 is to continue social media presence and recruit volunteers to help find relevant materials to use for our social media presence.

With the guidance of the AAPA EC team, I have drafted and disseminated press release statements (such as the Oikos and Wisconsin tragedy) as well as being the point person for communications and resources during this time. Finally, I perform any relevant work needed by the association.

DELEGATE TO APA COUNCIL: Alvin Alvarez, Ph.D.

I have served as the Delegate to the American Psychological Association's Council of Representatives. The central goal of this position is to secure full voting seats for AAPA as well as our sister organizations in the Association of Black Psychologists, the National Latina/o Psychological Association and the Society of Indian Psychologists. To date, I have continued to work with an Ad Hoc Presidential Working Group to develop a long term strategy for securing the aforementioned seats. At its August 2012 meeting, the Council of Representatives voted to approve voting seats and to forward the bylaws amendment to the membership for their review and approval in Fall 2012. I have also served as AAPA's representative to and Chair of the Leadership Development Institute Committee for the Council of National Psychological Associations for the Advancement of Ethnic Minority Interests (CNPAEMI). This is a joint advisory board that has been charged with developing and implementing a leadership institute designed for early career professionals from AAPA as well as the three other ethnic minority psychological associations and Divisions 45 and 17 of APA. I am currently serving as the Director of the Leadership Development Institute which received funding from the American Psychological Association's (APA) Commission on Ethnic Minority Recruitment, Retention, and Training in Psychology Task Force (CEMRRAT). The LDI has selected six Fellows and six Mentors for the 2012-2013 cycle. The LDI was launched at the University of Michigan in May 2012 under the sponsorship of the Division 45 Biennial Conference. The Fellows and Mentors underwent a day-long training which was followed by a year-long program of monthly facilitated workshops and group meetings.

DoSAA CHAIR: Ulash Thakore-Dunlap, M.S., LMFT

DoSAA Executive Committee (voting members)

Chair: Ulash Dunlap, MS, LMFT

Treasurer: Razia Kosi, LCSW-C

Co-Chair: Kusha Murarka, PsyD.

Chair: Natasha Olmos, Ph.D.

Chair-Elect: Anjuli Amin, Ph.D.

Membership/Nominations Chair: Nima Patel, Ph.D.

Secretary/Historian: Sheetal Shah, Ph.D.

Student Representative: Monique Shah Kulkarni, M.A.

Senior Advisory Council (non-voting member): Shamin Ladhani, Psy.D., Neha Navsaria, Ph.D. and Lina Patel, PsyD.

GENERAL POINTS:

The DoSAA Executive Committee (EC) completed its fourth year term in 2011-2012. During 2011-2012, DoSAA EC focused on increasing visibility, networking with other South Asian organizations and associations, increasing it's members and membership involvement, and community interventions. The EC exceeded their goals based on the needs of the organization and the South Asian community. In 2012-2013, The EC hopes that through collaboration of DoSAA's memberships and leadership of the EC, the division will continue to increase membership involvement and community interventions.

Goals completed in 2012:

- Sustainment of board member structure and governance.
- Maintenance of financial standing.
- Continuation of membership and listserv.
- Continuation of outreach efforts.
- Presence at AAPA, APA and other national conventions.
- Third annual DoSAA Student Award.

SPECIFIC COMPONENTS:

1. Sustainment of board member structure and governance.

Process:

- Monthly conference calls conducted by the Chair as well as in person meeting at the AAPA/APA convention.
- Call for Nominations for 2011-2012 EC.

- Conducting Elections for 2011-2012 EC.
- Elections Held June 2012.

2. Maintenance of financial standings.

Treasurer's Financial Report

Our current DoSAA balance as of July 10, 2012

Deposits and withdrawals have occurred as a result of the following:

*** Note:** minimum monthly withdrawal of \$5.00 to purchase an Amazon Gift Card using debit card is made in order to not incur \$16 monthly bank service charge. The gift cards will either be used to purchase items for DoSAA or used as incentives for attending DoSAA events at the AAPA.

Date	Description	Withdrawal Amount	Credit Amount	Running Balance
8/1/11	Amazon Gft Crd	5.00		976.98
8/16/11	Chk-Student Award	100.00		876.98
8/24/11	Deposit-Membership		125.00	1001.98
8/31/11	MonthlyService charge	16.00		
8/31/11	Amazon Gft Crd	5.00		980.98
9/9/11	Ch-Kusha Gujrati-reimbursement for mailing	28.41		952.87
9/19/11	Refund of Service Fee		16.00	
9/19/11	Amazon Gft. Crd	5.00		963.57
10/17/11	Amazon Gft. Crd	5.00		958.57
11/07/11	Ch-Lina Patel reimbursement for mailing	35.41		918.16
12/5/11	Amazon Gft. Crd	5.00		913.16
1/9/12	Amazon Gft. Crd	5.00		908.16
2/21/12	Amazon Gft. Crd	5.00		903.16
3/30/12	Amazon Gft. Crd	5.00		898.16
4/27/12	Amazon Gft. Crd	5.00		894.16
5/08/12	Amazon Gft. Crd	5.00		889.16
5/31/12	Monthly Service Charge	16.00		877.16
6/07/12	Refund of Service Fee		16.00	889.16
6/6/12	Amazon Gft Crd	5.00		884.16
7/09/12	Membership Deposit		256.00	1104.16
7/10/12	Vistaprint	\$40.66		1063.5

Process: The Chair was designated as a co-signer. The check card has to be used once per month in order to prevent us from having a \$16 service fee. Therefore, the check

card was used monthly to buy office supplies or a gift card that can be reinvested in DoSAA.

3. Continuation of membership and listserve.

Membership Report

- We have had about 31 individuals who have renewed as of July 2012. Annual dues are \$15 for all professional members, \$10 for early career professionals, and \$6 for students.
- We have a total of 68 DoSAA members in the AAPA database of which 37 have not renewed.

DoSAA continues through social media and informal local chapters to continue to increase visibility and membership support. Other marketing Efforts include:

- DoSAA Listserv.
- AAPA website.
- Sharing information about DoSAA on Division 45, AAPA and SAPNA listservs.
- DoSAA Facebook Page.
- DoSAA LinkedIn Page.
- DoSAA social event at AAPA conference.
- DoSAA membership flyers.

Process: The EC has focused on our Facebook page as a way to market DoSAA and disseminate information to even non-members. Our newsletter continues to be distributed and is sent out via the listserv and through AAPA's listserv to make us more visible and was a great success. Membership numbers continue to be a focus of DoSAA, as we hope to retain and increase membership.

1. Continuation of outreach efforts

Each EC member has either written articles or been interviewed for local and national counseling or psychological associations, conducted presentations and workshops, and outreached to other organizations in order to bring more visibility to DoSAA and issues concerning the South Asian American community. DoSAA has been making an increase effort to connect with other divisions with APA, such as Div 45, as well as working with elder members in the field of psychology to work on ways to increase presence within the community.

2. Planning for AAPA, APA and other national conventions

The AAPA and APA convention time was used to increase visibility of DoSAA, increase DoSAA membership and create activities that had a direct impact on the internal

structure of DoSAA. DoSAA EC members will also be presenting at this year's AAPA and APA conferences.

Process: The EC conducted a mid-year conference call to allow the EC to evaluate the progress of DoSAA thus far, identify the challenges faced, generate potential solutions, revisit our mission and how to integrate our mission and potential solutions into the AAPA/APA conventions activities. This conference call was productive as the EC was able to identify the strengths and weaknesses of DoSAA. It was recognized that the EC must place greater emphasis on increasing membership as it can impact the infrastructure of DoSAA. It was also decided that we would shift our fundraising activities to address DoSAA membership directly (i.e. student award) rather than raise funds for external organizations, given the decreased interest in DoSAA.

DoSAA EC members have been active in being present in other conventions including the American Psychological Association (APA), American Counseling Association (ACA), California Association of Marriage and Family Therapists CAMFT in an effort to recruit a diverse group of mental health professionals.

6. Annual DoSAA Student Award

DoSAA's annual award for students dedicated to exceptional contributions to the field of mental health, psychology, and the South Asian community will be given again this year in addition to a monetary prize. One winner will be announced at the AAPA convention in Orlando, FL.

Process: Following last year's process, a request for submissions for the DoSAA Student Award was sent out on the DoSAA and SAPNA listservs. The request entailed applicants to write a brief summary about research or community work that they are doing with regard to the South Asian population. These submissions will be read and evaluated by the DoSAA EC with a plan to judge submissions prior to the AAPA convention and meet applicants at the convention. Four applications were received this year.

ASIAN AMERICAN JOURNAL OF PSYCHOLOGY EDITOR: Frederick T. L. Leong, Ph.D.

1. Published Issues of the Journal and Manuscripts in the Pipeline

We have successfully published, on schedule, 10 issues of the journal for 2010 (4 issues), 2011 (4 issues), and 2012 (March and June issues). The Table of Contents for these 10 issues can be viewed at the following link-- <http://www.apa.org/pubs/journals/aap/>

Things are continuing smoothly in terms of the editorial team, the assignment of manuscripts, and the review process (see last item below regarding Statistics and Performance Data). Since this is the third year of operation for the journal, we have met the challenge of getting enough high quality manuscripts into the pipeline for publication. At present, we have 16 manuscripts under initial review, 33 manuscripts awaiting author revisions, and 24 manuscripts ready for publication. I would like to take this opportunity to thank my Associate Editors Bobbie Yee and Ed Chang for their tremendous efforts in helping us reach this important milestone of over 70 manuscripts in the pipeline!

2. Special Features

We have continued several special features in the journal including the Book Review section (John Moritsugu serves as the Book Review Editor) and a section on Case Studies (Doris Chang serves as the Case Studies section editor). Following up on a recommendation, we are exploring adding an International Section to the journal. I am in the process of identifying the Editor for this new section. Finally, we have continued with the commissioned Annual Review of Asian American Psychology and the 2011 Review should be published in the December 2012 issue.

3. Special Issues

We have also completed a couple of special issues for the journal. The internal special issue initiated by me focused on the NLAAS data set was published in two parts in the March and June 2012 issues. We received over 18 submissions and accepted 9 articles which could not fit into a single issue. Additionally, I was also able to arrange for David Takeuchi to prepare a commentary article for the 2-part special issue (commentary article appears in the June 2012 Part 2 issue).

We are continuing to work on two external special issues from last year. One of these proposals is from the Asian American Center for Disparities Research, directed by Nolan Zane. This special issue will focus on Asian American Health Disparities and will be co-edited by Anne Saw and

Anna Song. The other special issue is based on an NIMH funded conference grant to Phillip Akutsu, Margaret Shih, and Gilbert Gee and will focus on Asian American Mental Health. This special issue will consist of several of the invited papers from the April 2011 conference as well as submitted papers.

More recently, we have also reviewed and approved three additional special issues. One on “Parenting” from the Tiger Mom plenary panel at the last AAPA convention with Linda Juang, Desiree Qin and Irene Park as Guest Editors. The second special issue will be guest edited by Richard Lee and Anna Lau and focused on “Prevention”. Call for Papers for this special issue on Prevention has just gone out recently. The third special issue is focused on “Leadership” and will be guest edited by Jean Lau Chin.

4. Changes to the Editorial Board

There have been two sets of changes to our editorial board. As you may have noticed in the journal, we have created a Senior Editorial Board recently. Members of this esteemed group include Jean Lau Chin, Christine Hall, Gordon Nagayama Hall, Derald Sue, Stan Sue, Dick Suinn, and Nolan Zane. These members had agreed to join our original editorial board to help us increase our visibility and credibility; they are otherwise too busy to serve as regular editorial board members in terms of reviewing manuscripts. Moving them to the Senior Editorial Board is consistent with this agreement and also follows the model in the Div 45 CDEMP journal. Within the JBO, I have found out that we cannot create a new category and therefore we have decided to designate members of this Senior Editorial Board as INACTIVE. What this means is that we will be using these senior editorial members very sparingly for special reviews, etc.

Second, in order to provide an opportunity for more AAPA members to serve on the editorial board we have rotated off some board members and added some new ones. The editorial board members rotated off with our thanks include: Muninder Kaur Ahluwalia, Kevin M. Chun, Arpana G. Inman, Szu-Hui Lee, William Ming Liu, and Nita Tewari

New editorial board members added include: Arpana Gupta, Debra Kawahara, Paul Leung, Gisela Lin, David Matsumoto, Kevin Nadal, Evelyn Oka, Sumie Okazaki, Munyi Shea, Margaret Shih, Moin Syed, Karen Suyemoto. We have been able to add a larger than usual number of new editorial board members due to the movement of the 7 individuals into the Senior Editorial Board category. We continue to look for more ad hoc reviewers. If you know of colleagues interested in serving as ad hoc reviewers, please refer them to me.

5. Best Paper Award

Another recent addition to the journal is the introduction of the “AAJP Best Paper Award”. With the support of the EC, this award was begun in 2010 and Richard Suinn’s article on

“Reviewing Acculturation and Asian Americans: How Acculturation Affects Health, Adjustment, School Achievement, and Counseling” was selected as the winner of the 2010 AAJP Best Paper Award. The 2011 Best Paper Award will be presented to Linda Juang and Alvin Alvarez for the article on “Family, School, and Neighborhood: Links to Chinese American Adolescent Perceptions of Racial/Ethnic Discrimination”. Members of the editorial board served as judges for the Best Paper Award which is presented at the annual AAPA convention in August. The Award presented at the annual AAPA convention in August. It is also announced in September or December issue of the journal.

6. Journal Citation Reports

The primary challenge for a new journal is getting the word out and getting enough high quality submissions. The APA Journal office has been very helpful in this regard. In addition to publishing important and high quality articles, our current goal is to position the journal for acceptance into Journal Citation Reports from ISI. This will require continuous and timely publication of peer reviewed articles in our journal for 5 years (at which time we will apply for inclusion in ISI). We will be working with Annie Hill, our journal development person at APA towards achieving this goal.

7. Expansion of the Journal

Given the number of manuscripts in the pipeline and the special issues which have been commissioned, I would also like to discuss the possibility of expanding the journal. In general, it is quite expensive to add additional pages for the journal. We currently have 80 printed pages for each issue and 4 issues each year (total of 320 printed pages). In my discussion with other journal editors, I have learned that one way to publish more articles without incurring the exorbitant costs of adding pages is to go to a larger format for the journal. CDEMP had gone through this process as well. By going from the current 7 X 10 format to a 8.5 X 11 format, we can publish more articles in each issue without the high cost of adding pages. There will be cost to going to a larger format but not as much as adding pages. If the EC is supportive of this idea, I will discuss the change with the APA Journal office and get an estimate of the increase in cost and the additional space we would gain in making this change in format. Thoughts, questions, and reactions?

8. Statistics and Performance Data

APA provides us the statistics and performance data in terms of submission numbers, rejection rates, and editorial lag time for the journal. The statistics for June 2011 to June 2012 are appended below for your review. In summary, for the whole year of 2010 we received 95 new manuscripts and our rejection rate was 60%. Our average individual ms review lag time is 93 days (which increased from 57 days last year). This increase in lag time is probably due to the

introduction of Guest Editors managing special issues. The lag time for the Editor and Associate Editors are 72, 84 and 125 days for first submissions. For Guest Editors, the lag time for first submissions ranges from 82 days to 231 days.

I also checked with APA Journals regarding our subscription number and here is the latest information provided by Annie Hill: In 2011, there were 4 institutional print subscribers and 3,192 institutional electronic (PsycARTICLES) subscribers. There were also 425 individual member subscribers.

AAJP STATISTICAL REPORT FROM APA

INDIVIDUAL MANUSCRIPT LAG TIMES


06/01/2011 through 06/01/2012

Overall Average: 93 days

MANUSCRIPTS RECEIVED 06/01/2011 through 06/01/2012	
New Manuscripts	95
Resubmissions/Revisions	49
Actions Taken	--
Accepted	36
Withdrawn	1
Pending Decision	32
Rejected With External Review	29
Rejected Without External Review	28
Revise & Resubmit	39 (1 ultimately rejected)
Open Revise & Resubmit	14

**NUMBER OF MEN, WOMEN, AND MINORITY INDIVIDUALS SERVING ON EDITORIAL BOARD IN
2012**

Category	Editor	Action Editor	Consulting Editor	Reviewers
Number of Women	0	1	6	1
Of these, number of minority women	0	1	6	1
Number of Men	1	2	3	0
Of these, number of minority men	1	2	3	0
Total number of persons	1	12	15	1

REJECTION RATE REPORT 06/01/2011 through 06/01/2012	
New manuscripts received	94
Accepted manuscripts	36
Pending as of 06/01/2011	29
Pending as of 06/01/2012	32
Acceptance rate	40%
Rejection Rate	60% 

REJECTION RATE BY EDITOR
06/01/2011 through 06/01/2012

Editor	Acceptance Rate	Rejection Rate	New Manuscripts	Accepted	Rejected	Pending on 06/01/2011	Pending on 06/01/2012
Akutsu, Phillip	n/a	n/a	2	0	0	0	12
Chang, Edward	27%	73%	23	4	22	6	14
Gee, Gilbert	n/a	n/a	2	0	0	0	11
Hall, Gordon Nagayama	n/a	n/a	0	0	0	0	11
Juang, Linda	n/a	n/a	2	0	0	0	12
Leong, Frederick	58%	42%	31	15	28	7	12
Moritsuqu, John	n/a	n/a	1	1	0	0	11
Park, Irene	n/a	n/a	1	0	0	0	12
Qin, Desiree	n/a	n/a	2	0	0	0	13
Saw, Anne	n/a	n/a	0	1	0	2	11

Shih, Margaret	n/a	n/a	1	1	0	0	11
Song, Anna	n/a	n/a	1	0	0	0	11
Yee, Barbara	63%	37%	25	12	6	14	20

FIRST SUBMISSIONS COMPLETED BY ACTION EDITOR Submitted 06/01/2011 through 06/01/2012			
Action Editor	Number of FIRST Submissions	Number Completed	Avg Days to Complete
Phillip Akutsu	2	2	207
Edward Chang	23	20	84
Gilbert Gee	2	2	231
Gordon Nagayama Hall	0	0	0
Linda Juang	2	1	48
Frederick Leong	32	31	72
John Moritsuqu	1	1	47
Irene Park	1	0	0
Desiree Qin	2	0	0
Anne Saw	0	0	0
Margaret Shih	1	1	132
Anna Song	1	1	82

Barbara Yee	25	20	125

REVISED SUBMISSIONS COMPLETED BY ACTION EDITOR
Submitted 06/01/2011 through 06/01/2012

Action Editor	Number of REVISED Submissions	Number Completed	Avg Days to Complete
Phillip Akutsu	2	1	60
Edward Chang	5	5	41
Gilbert Gee	1	1	49
Gordon Nagayama Hall	0	0	0
Linda Juang	0	0	0
Frederick Leong	15	15	75
John Moritsuqu	0	0	0
Irene Park	0	0	0
Desiree Qin	0	0	0
Anne Saw	2	2	75
Margaret Shih	1	1	4
Anna Song	2	2	43
Barbara Yee	21	17	96

AAPA CONVENTION CO-CHAIRS: Jocelyn Buhain, Ph.D. & Matt Lee, Ph.D.

This report represents the activities associated with the planning and execution of the Asian American Psychological Association's (AAPA) 40th Anniversary Convention. The event was held at the Rosen Plaza Hotel in Orlando, Florida on August 1, 2012. After the convention, the dinner banquet and awards presentation was held at Ming Court Restaurant.

The 2012 convention planning committee consisted of 18 volunteers (7 professionals and 11 students) each serving a two-year overlapping term with a partner volunteer as a committee co-chair. The committee assignments were:

Convention Co-Chairs:	Jocelyn Buhain & Matt Lee
Banquet Co-Chairs:	Kayi Hui & Sarah Yi
Book Sale Co-Chairs:	Stephanie Lee & Alex Borgella
Mentor-Mentee Co-Chairs:	Michelle Wang & Shihoko Hijioka
Poster Co-Chairs:	Arpita Ghosh & Seung Yu
Program Co-Chairs:	Ivy Ho & Catherine Hsieh
Registration Co-Chairs:	Frances Shen & Ren Hong
Session Co-Chairs:	Karen Cone-Uemura & Nicole Rider
Volunteer Co-Chairs:	Simon Chung & Fanny Ng

In addition, the convention co-chairs were advised by AAPA President Richard M. Lee and AAPA Vice President Anna Lau. The smooth and organized execution of the convention would not have been possible without the hard work and dedication of all these wonderful individuals. We were fortunate to have so many people committed to the success of AAPA.

Even though we based our projection on 150 individuals since the event had not been hosted in the Orlando area in at least the past 10 years, we were excited to see that our actual attendance exceeded our estimate. There were 176 convention attendees present for the day activities and 200 guests attending the evening banquet and awards presentation. Details regarding the convention and the dinner are provided in the subsequent sections of this summary report. The first section provides information about the logistical pieces of the convention such as projected timeline, location, convention theme, and budget. The second section covers the convention registration process. The third section covers the student volunteers. The programming, which includes interactive sessions, symposiums, and poster presentations, make up the fourth section of the report. The Book Drive is covered in the fifth section. The Early Bird Reception and Mentor-Mentee Reception are discussed in the sixth section. Finally, the Banquet at the Ming Court Restaurant is summarized in the seventh

section. A summary list of recommendations for next year’s convention is provided at the end of the convention report. The appendix section contains the following supporting documents: Call For Proposals, 40th Anniversary AAPA Scavenger Hunt, and Poster Judges Form.

Logistics

Planning Calendar:

In order to coordinate the planning of the convention, the proposed timeline was utilized.

By end of 2011	Fill Co-chair positions; Identify Conference Location & Theme;
End of Jan, 2012	Final Call For Proposals (CFP) Advertise CFP, Update AAPA website
April 15, 2012	Deadline for Proposals Submission Follow-up with missing reviews
May 18, 2012	Confirmation of Presenters, Program, Banquet, and RSVPS due)
July 31, 2012	Pre-Convention Meeting and Dinner

The early stages of the planning process were completed prior to schedule, including the launch of the online registration process. However, there were problems in obtaining feedback from proposal reviewers and miscommunication between convention committee members that delayed the notification of acceptance/ rejection to presenters. Based on recommendations made by the previous convention, the registration portal closed on schedule (two weeks before the convention) in order to provide a guaranteed number of guests for hotel catering and restaurant.

Convention Venue:

Factors influencing venue options for the 2012 Convention were proximity to the APA National Convention, ease of access to local colleges/universities, required meeting space requested, and budget. Two potential sites were identified, and then visited by the Convention Co-Chair Jocelyn Buhain, who is a resident of Orlando, Florida. Located next door to the Orange County Convention Center (site of the APA Convention), the AAPA convention venue selected was:

The Rosen Plaza Hotel
 9700 International Drive, Orlando, FL 32819
 407-996-9700; www.rosenplaza.com

The contract with the Rosen Plaza consisted of three components: room bookings, catering, and audiovisual requests. In regards to room reservations, AAPA booked 20 hotel rooms for the evening of July 31st and August 1, 2012. The room rate was \$149/night for single or double

room. The hotel was unable to offer a lower discounted rate since \$149 was the same rate given to the American Psychological Association for their room block. In order to receive free meeting room rental, AAPA was obligated to fill at least 80% of the 40 rooms by July 1, 2012; AAPA fulfilled this criteria by the specified date.

An additional component of the agreement with the Rosen Plaza Hotel included a contract minimum of \$4000 in food and beverage sales, excluding 24% service charge and the 6.5% sales tax. A 10% discount on catering was provided. The breakfast estimate was based on 100 attendees, the boxed lunch estimate was based on 100 attendees, and the afternoon snack was based on 150 attendees.

The third component of the contract covered audiovisual needs. The hotel provided a 20% discount on audiovisual rental. In addition, the University of Central Florida Counseling Center provided free of charge 6 projectors and 2 laptops for convention use – a savings of over \$2300. Internet use for 2 users were complimentary provided; however, based on previous convention recommendations, we requested a router for wireless connection. We experienced technical problems accessing the internet and were not informed that access was limited to only 6 individuals. AAPA reserved a podium and microphone for the general session room, and LCD support packages for all 6 breakout rooms. Labor rates were \$75.00/hour for set-up and tear-down of equipment and a 24% service charge implemented on all event technology services and equipment.

Convention Theme:

With guidance from AAPA President Richard M. Lee and Vice President Anna Lau, the 2012 convention theme was identified: Broadening Scholarship and Outreach. Utilizing this theme, the Call For Proposals (CFP) was created. Updated information from the AAPA Division of Women and the AAPA Awards Chair was also needed to edit the CFP. In order to prepare the online submission portal, the Program Co-Chairs contacted Andy Elkington (APA IT; aelkington@apa.org) to update the convention information, to correct email contacts for the program chairs, and to update changes to the review forms. The link to access the online submission portal is: <http://forms.apa.org/aapa>

Publicity for the AAPA Convention was done through the AAPA website, listserv, and newsletter.

Budget:

The convention was self-sustaining, such that registration fees covered the expenses associated with the planning and implementation of the event. To help offset expenses, co-sponsorship was obtained from the University of Central Florida (UCF) Counseling Center and the American

Psychological Association Division 45: Society for the Psychological Study of Ethnic Minority Issues. The Counseling Center at UCF covered costs associated with the purchase of poster boards and easels, the printing of convention booklets and banquet programs, the use of projectors and laptops, and the shipment of leftover convention materials to the next convention site; an estimated financial contribution valued over \$3300.00. In addition, the Counseling Center coordinated the administration of continuing education credit for approved CE programs. The American Psychological Association Division 45 provided \$1000.00 toward the mentor-mentee reception, which was used as travel awards for students attending and presenting at the convention. A final tactic for offsetting convention expenses this year was implemented with the help of AAPA Treasurer Richard Shin. AAPA obtained FL tax exemption status as a non-profit organization. AAPA was able to save over \$1000.00 by avoiding payment of the 6.5% Florida sales tax.

In an effort to be mindful of the new convention location and associated higher-cost travel expenses, registration fees remained the same as last year.

<u>Early bird registration</u>	Student non-member \$65
Professional member \$95	
Professional non-member \$120	<u>Banquet</u>
Student member \$45	Professional member \$55
Student non-member \$55	Professional non-member \$65
	Student member \$30
<u>After early-bird (or onsite) registration</u>	Student non-member \$40
Professional member \$115	<u>Other</u>
Professional non-member \$140	Lunch \$15.00
Student member \$55	CE Credit \$15.00

Convention committee members received complimentary registration, lunch, and a dinner ticket in gratitude for their service in planning the event. A chart of the convention expenses is available below. In total, AAPA spent \$16685.03 in the planning and execution of the convention.

AAPA 2012 Convention Expenses

ITEM	Add. Description	Amount	6.5% Sales Tax Saved
AAPA Merchandise	T-Shirts & Mugs	513.84	\$33.40
Ming Court Final Bill	(includes deposit)	7133.10	\$463.65

Ming Court – AV Equipment	Rick Sena	100	NA
Hotel Insurance		210.00	NA
Rosen Plaza Hotel Deposit		5829.49	\$378.92
Rosen Plaza Final Bill	\$7345.95	1196.71	\$77.79
	(\$5027.40 Food + \$1998.80 AV)		
Pre-Convention Meeting	Water	23.66	NA
	Bahama Breeze Dinner	424.32	\$27
Lunch (for 3 people)	Rosen Plaza	47.69	NA
Eventbrite Fees	Total	747.87	NA
Supplies			
First Time Attendee Ribbons	Frances Shen	47.50	NA
Extra Badge Materials	Ren Hong	37.98	NA
Camera Batteries - Convention		9.14	NA
Banquet-Michaels		112.11	\$7.28
Fedex Printing	1 Poster Sign & 20 Karaoke songbooks	134.32	\$8.73
Party Supplies	Second cake given to DoS	17.30	NA
Poster Award		100.00	NA
TOTAL		16685.03	\$997.35

The following chart lists the revenue generated from ticket sales, merchandise, CE credit, donations, sponsorship and book drive proceeds; the net income totaled \$19,746. The difference between income and expenses was \$3,134, which indicated that AAPA made a profit from the 2012 Convention. Some of the generated money (Book Drive & Karaoke Auction = \$1094) could be used to sponsor student travel awards for next year's convention in Hawaii.

AAPA 2012 Convention Income

<u>Ticket Type</u>	<u>Numbers</u>	<u>Paid</u>	<u>Comp</u>	<u>Amount</u>
Early Registration, Prof Member (\$95)	62	51	11	\$4,845
Early Registration, Prof non-member (\$120)	8	7	1	\$840
Early Registration, Student Member (\$45)	58	51	7	\$2,295
Early Registration, Student non-member (\$55)	10	10	0	\$550
Late Registration, Prof Member (\$115)	5	4	1	\$460
Late Registration Prof non-member (\$140)	1	1	0	\$140
Late Registration, Student Member (\$55)	10	8	2	\$440
Late Registration, Student non-member (\$65)	3	3	0	\$195
On-Site Registration, Prof Member (\$115)	7	7	0	\$805
On-Site Registration, Student Member (\$55)	7	7	0	\$385
On-Site Registration, Student non-Member (\$65)	2	2	0	\$130
Volunteers On-Site Reg.-5 Student Members (\$55)	5	5		\$275
Check Pay-1 Early Reg, Student Member (\$45)		1	-1	\$45
Check Pay-2 Early Reg, Prof Member (\$95)		2	-2	\$190
Refund-1 Prof Member (\$115)	-1	-1		-\$115
Refund-1 Early Reg, Prof non-Member (\$120)	-1	-1		-\$120
Total Registration	176	157	19	\$11,360
Ordered Lunches (\$15)	78	44	34	\$660

On-Site Lunches (\$15)	9	7	2	\$105
Refund Lunches-Student Volunteers		-2	2	-\$30
Refund Lunches Requested	-1	-1		-\$15
Total Lunches (83 available)	86	48	38	\$720
Banquet, Prof Member (\$55)	59	46	13	\$2,530
Banquet, Prof non-Member (\$65)	5	5	0	\$325
Banquet, Student Member (\$30)	51	42	9	\$1,260
Banquet, Student non-Member (\$40)	4	4	0	\$160
Banquet, Guest Adult (\$65)	12	10	2	\$650
Banquet, Guest Child (\$40)	2	2	0	\$80
Banquet, Comp - Volunteer	17		17	\$0
On-Site Banquet, Prof Member (\$55)	6	6	0	\$330
On-Site Banquet, Student Member (\$30)	9	9	0	\$270
On-Site Banquet, Student Non-Member (\$30)	1	1	0	\$30
On-Site Banquet, Adult Guest (\$65)	5	5	0	\$325
On-Site Banquet, Child Guest (\$40)	3	3	0	\$120
Banquet, Comp - VP	12		12	\$0
Check Pay-16 MPF, Student Member Price (\$30)	16	16		\$480
Check Pay-1 Student APA Member (\$30)		1	-1	\$30
Check Pay-2 Prof APA Member (\$55)		2	-2	\$110
Refund, VP-2 Prof APA Banquet (\$55)	-2	-2		-\$110
Refund, Volunteers-13 Student APA Banquet		-13	13	-\$390

(\$30)				
Total Banquet (195 available)	200	137	63	\$6,200
Total CE Credits	3	3	0	\$45
Donations				\$75
Total Sales				\$18,400.00
Eventbrite Fees				-\$747.87
Net Total				\$17,652.13
Additional Revenue:				
APA Div 45 Sponsorship				\$1,000
Book Drive - Onsite				\$678
Karaoke Auction				\$416
GRAND NET TOTAL				\$19,746
EXPENSES				-\$16,685
REVENUE				\$3,134

The following sections are summaries submitted by the co-chairs of the convention subcommittees.

Registration Committee Report

Co-Chairs: Frances Shen & Ren Hong

Important Registration Dates

- Launch and publish Registration: April 23, 2012
- Early Registration Closed: July 2, 2012

- Lunch, Banquet, and Registration Closed: July 20, 2012 (two weeks before Convention Date)
- Convention Date: Wednesday, August 1, 2012

2012 Registration Totals (Compared to 2011 & 2010 Registration Totals)

	2010	2011	2012	% Change
	San Diego, CA	Washington, DC	Orlando, FL	
Total Conference Registrants	151	219	176	-20%
Early Conference Registration	133	149	138	-7%
Late Conference Registration	12 (3 professionals, 9 students)	49	19	-61%
On-Site Conference Registration	6	21 (12 students, 9 professionals)	21 (14 students, 7 professionals)	0%
First-Time Attendees	51	148	35	-76%
Total Professionals	68 / 59 (conference/banquet)	92 / 100	83 / 70	-10% / -30%
Total Students	71 / 48 (conference/banquet)	127 / 97	95 / 65	-25% / -33%
Total Members	130	174	149	-14%
Lunch	85 (15 vegetarian)	98	86*	-12%
Mentor-Mentee Reception (Yes or Unsure)	92 (49 yes; 43 maybe)	114	140	19%
Banquet	146 (14 vegetarian, 15 nonconfirmed)	197 (16 vegetarian)	200**	2%
CEUs	N/A	11 (4 online, 7 onsite)	3 (1 web, 2 onsite)	-73%

* 83 lunches were available for participants. Since there were an excess of 3 individuals who had purchased the lunch and did not get a designated box lunch, they were given the opportunity to select a personalized lunch at a nearby café with the cost incurred by AAPA. This situation likely occurred because of a miscommunication that convention volunteers would be given a complimentary box lunch along with their complimentary banquet ticket.

** This number includes 16 Minority Fellowship Program guests, 12 VIPs, and 17 student

volunteers who had received complimentary banquet tickets. 13 out of 17 volunteers received reimbursement for their initial banquet ticket purchase as the complimentary banquet ticket incentive was offered after registration opened to increase the number of student volunteers.

Trends and Analysis

Attendance declined across almost every area. This also marked a significant decrease in first-time attendees (-76%). However, this must be met in the context of a significant increase in attendees between 2010 and 2011. If the numbers between 2010 and 2012 were compared, there are increases in convention registration amongst both professionals and students.

Although 2012 demonstrated a markedly lower number of convention participants than 2011, this is not representative in all areas. Between 2011 and 2012, there was no change in the number of total on-site registration for the convention. Additionally, there are increased numbers of participants in both the mentor-mentee reception and the banquet.

Online Registration Service

EventBrite was a successful platform for the AAPA Convention registration in both 2010 and 2011, and it continued to be effective and efficient for the 2012 as well. The registration co-chairs were able to copy the EventBrite registration set-up from 2011 and update the relevant information for the 2012 Convention registration. In addition, the AAPA Paypal account and EventBrite system allowed for not only pre-registration purchases, but also convenience with any necessary refunds, on-site registration using credit cards, and book sale purchases using credit cards. The EventBrite staff was responsive to our questions and registration co-chairs were effectively able to track purchases and create reports.

The “Discount Code” option was helpful for special guests receiving a complimentary discount/ticket. We strongly encourage the discount code option be used next year, having special guests self-register through EventBrite and apply the discount code when registering, in order to reduce workload, avoid confusion, assist in keeping better track of attendees, and collect helpful information (e.g., are they bringing guests, do they want a veg option, etc.). The discount code option was also utilized to register volunteers for their complimentary banquet tickets. This option was helpful in keeping track of volunteers, as a separate code was assigned to each volunteer. However, some problems rose as some volunteers needed lunch and banquet refunds for having already purchased tickets. Currently, the AAPA Treasurer writes checks for individuals who need refunds. However, there may be a more effective and efficient method of offering refunds in the future.

Disadvantages of EventBrite continue to be (1) the fees charged (2.2% to 2.9% + \$0.30) per

ticket plus the PayPal costs; (2) some of the rigidity of the platform (e.g., not being able to insert headers to separate the different programs).

Suggestion: To defray some of the overhead costs, future conventions may consider using Square (squareup.com). Square is a swiping app using a device attached to a smart phone or tablet (e.g. iPhone, Android, iPad). The device is given for free, and Square charges 2.75% per swipe or 3.5% + 15¢ per manual transaction. This may be significantly less than using both Eventbrite and PayPal. With smart phones and tablets becoming increasingly ubiquitous, using Square could decrease the need for additional laptops for registration and could be easier with on-site registration and payment. Furthermore, Square supports American Express while previous platforms do not. Two additional portals being considered include EventBee, which allows for greater customization of menus for registration and creating name badges, in addition to lower fees (\$1 per person and has an option of using or not using PayPal), and Ticketleap, which charges \$2 per person online for events that cost over \$10 per person, and \$1 for the same ticket onsite.

Special Guests

The details for special guests (MFP fellows, VIPs, etc.) contributed to some confusion and difficulty in obtaining final numbers. For example, the number of special guests was not settled until the days leading up to the convention. It would save a lot of time for the Registration Co-Chairs if there is a method to obtain this information earlier and to have the special guests register themselves using the discount code on EventBrite described above. This appears to have been an issue in 2011 as well, and should be better addressed for the 2013 convention. However, this may be difficult to resolve, as many conference plans are made/confirmed last minute by special guests.

This year, the Registration Co-Chairs and Banquet Co-Chairs communicated more via email prior to the convention date so that the number of banquet participants was better anticipated. This could be very beneficial to continue for future conventions to mitigate confusion and uncertainty. Using Googledocs shared between the Registration Co-Chairs, Banquet Co-Chairs, and AAPA VP can also be helpful in tracking updates to the special guest numbers.

Badges

EventBrite has a user-friendly badge making process. However, the badges are created based on the information entered by the registrant and the rigid badge template of EventBrite; therefore, some badges needed to be hand-typed to address problems with spacing and format of the badges. Additional badges were also created for special guests that did not register online using their discount codes.

Stickers were used on the front of the badge to indicate conference registration (red), lunch (green; yellow for vegetarian options), banquet purchases (blue), and first time attendee status (large neon green). Since printing and affixing the appropriate stickers on the badges is a time-consuming process, they were made before the convention. Badge holders were handed out to the registrants at the convention during registration rather than having the badges inserted into the badge holders ahead of time; this saved time and allowed more convenient organization and transport of the badges to the convention site on the day of the convention.

The student volunteers did not receive their blue stickers until after they completed their assigned task for the convention. This was done by the Volunteer Co-Chairs to ensure that the student volunteers completed their assigned tasks.

General Comments and Suggestions

- Like previous conventions, it was very helpful to close registration two weeks in advance of the conference. This allowed the registration co-chairs to create up to date reports and badges prior to the conference.
- An hour is needed to get the registration table fully set-up on the day of the convention primarily due to the amount of people attending the conference and registering first thing in the morning, difficulties obtaining internet access, getting EventBrite loaded, and training volunteers.
- Although Internet access was purchased from the hotel in advance, it was not discovered until after the convention began that there were only a limited number of IP addresses that were available for usage with the Wi-Fi. This led to only a few select devices able to use the Wi-Fi at one time. Therefore, it is recommended to check with the hotel on any potential restrictions in future conventions before giving out access freely to convention participants. Again, it is recommended that we obtain Internet access in advance of the conference—it was needed for onsite registration purchases with credit cards using Eventbrite, onsite membership applications, and book sale purchases. Using devices that attach to a smart phone or tablet, such as Square, may also help to decrease the number of devices needed for Internet access at the conference and thereby reduce Internet costs through the convention site.
- Having an extra laptop available was helpful for attendees who wanted to pay by credit card and for registration co-chairs to verify/clarify an attendee's registration related query. We recommend having at least 3 laptops, ideally 4, — two for credit card registration, one for co-chairs to access files, and one for the book sale. Again, using devices that attach to a smart phone or tablet, such as Square, may also help to reduce the number of laptops needed for on-site registration and booksales.
- During early and late online registrations, the Eventbrite system requires that all items be completed. During on-site registration, it may be helpful to change the mandatory status for the 2nd page of items. By making those items optional or hidden, on-site registration can be significantly faster. Currently, on-site registration with credit cards can take up to

20-30 minutes per person. Again, using devices that attach to a smart phone or tablet, such as Square, may also help to reduce registration congestion.

- It was helpful for to have a list of the schedule of volunteers noting the different shifts. It was helpful to have the first shift of volunteers arrive an hour prior to the start of the convention to receive training and assist with setup. In addition, registration co-chairs and volunteer co-chairs should continue to collaborate in regards to instructions that can be provided to volunteers prior to convention.
- It was a good idea to frontload volunteers in the morning since that is when the majority of registration traffic occurs. This year, we had 5 at the beginning of the morning with 2-3 in the later shifts. This should be replicated next year.
- There was some miscommunication on the incentive for student volunteers. Some believed that the box lunch was complimentary, and they either did not need to register for one or were under the impression that they would be reimbursed for a prior purchase. This needs to be clarified between the Registration Co-Chairs, Volunteer Co-Chairs, and student volunteers prior to the convention.
- It may be useful to intentionally leave a few box lunches available for on-site purchases. This year, several participants did not have the option to purchase a box lunch on-site as they were all accounted for. One option to encourage participants to purchase prior to the convention is to make the on-site cost higher for a box lunch.
- A printer on-site was very useful and should be available next year too. This may also be useful for printing receipts of on-site conference registration and book sales.
- This was the first recent year that AAPA merchandise was sold (AAPA scarves and pins were sold at the last Honolulu conference). Although available for purchase via Eventbrite, there were only 6 mugs and 7 t-shirts (out of 48 of each) sold prior to the convention. Better promotions may increase the number sold prior to the convention.
- It was helpful to have the finance and membership officers available at the registration table. This allowed the membership officer to deal with any questions/confusion registrants had regarding their membership status, or for registrants to register for membership to receive discount membership prices. The finance officer's availability allowed for payment of membership dues in cash or check.
- It was helpful to have the membership roster updated prior to the convention and available on site to cross-reference. It was also helpful to have the membership officer email those who purchased membership prices but had not paid membership dues in advance of the convention, as this cut down on confusion for the day of the convention.
- The onsite registration forms created this year were very helpful and should be adapted for next year's convention.
- CEUs were offered for this year again. If possible, it would be helpful to have convention participants understand how to claim their CEUs prior to registration. Again, it will be helpful to have CEU information ready for purchase when the on-line registration is launched to have sufficient time to advertise and for registrants to purchase the credits.
- Additional ribbons can be purchased to represent volunteers, committee members, keynote speakers, and poster presenters (similarly to APA).
- It was so helpful to have regular phone conference calls and email updates with Jocelyn and Matt; their availability, support, and positive energy were greatly appreciated!

Addendum (added by Jocelyn Buhain):

- We also instituted a cancellation policy to our registration materials: “Attendees must cancel more than 10 business days (or before July 18, 2012) prior to the convention to receive a full refund. Cancellations made 9 or less business days prior to the convention, or failure to appear for the convention, will result in forfeiture of the all registration fees.” Only one person requested a refund due to illness.
- For the day of convention, AAPA Treasurer Richard Shin provided \$200 petty cash for the registration desk.

Volunteer Committee Report

Co-Chairs: Simon Chung & Fanny Ng

Recruitment

Volunteers were recruited through various means, including the registration portal, emails to the AAPA/Division of Students listservs, facebook, and student organizations affiliated with the host institution (i.e. University of Central Florida). Additional assistance from planning team colleagues were also considered in the event of a volunteer shortage.

This year, the decision was made to only offer volunteers a complimentary lunch. Volunteers were asked to use an individualized online discount code as provided by the Registration Co-chairs. In an effort to ensure volunteers fulfill their commitments, we requested and were authorized to provide them additional compensation (i.e. a banquet ticket); they received their 'banquet sticker' on convention day from one of the volunteer co-chairs, after completing their duties.

Volunteer responsibilities were determined after assessing planning team needs, and based on prior year assignments. With the decreased compensation (i.e. lack of reimbursement for registration fee/banquet) contributing to a noticeable decline in volunteer interest this year, we re-structured tasks so that only 27 volunteers were needed. In line with previous years, undergraduate and graduate students were initially targeted to serve as volunteers; professionals were also given the opportunity to volunteer though, as desired. Each assignment totaled approximately 3 hours of service.

Signup Process

The Volunteer Committee email [***aapa.conferencevolunteer@gmail.com***](mailto:aapa.conferencevolunteer@gmail.com) was again used to centralize communications with all volunteers. Specific volunteer assignments were distributed and coordinated using online scheduling website [***signupgenius.com***](http://signupgenius.com). The contact information of confirmed volunteers was collected using a Google-doc based online form.

Finalized assignments and volunteer contact information was forwarded to the relevant planning team co-chairs to facilitate further communication.

Volunteer Assignments

3 AV/Convention Co-Chair Floaters

- Check in with presenters at start of each session to ensure AV needs are met and equipment running smoothly. See if presenters need anything. Assist the Conference Co-Chairs as needed throughout the afternoon or morning

10 Registration Volunteers

- On-site registration, check-in pre-registered people, give packets, and collect money if needed.

2 Book Drive Volunteers

- Unload books and move to Book Drive location, Early morning setup, book sales

2 Early Bird and Registration Volunteers

- Assist with Breakfast setup & Early Bird Meet & Greet between 7-8:45am; On-site registration, check in pre-registered people, give packets, and collect money if needed between 8:45-10am

2 Poster Session/Book Drive Volunteers

- Poster morning set-up between 7:45 - 8:15am; Book sales between 10-12:30pm

2 Book Drive/Mentoring event Volunteers

- Book sales between 12:30-2:15pm; Mentoring session between 4:30-5:45pm

2 Book Drive/Clean-Up Volunteers

- Book sales & Pack up books at end of conference between 4-5pm; Clean up poster session and mentoring event between 5-6:45pm

2 Book Drive/Banquet Volunteers

- Book sales between 2:15-4:30; Check-in/Take Tickets at banquet 6:45-7:30pm

2 Volunteer Co-Chair Floaters

- Provide additional assistance to Volunteer Co-Chair and other planning committee members as needed

Helpful Changes Implemented

Communication with volunteers

- Collecting volunteer contact information assisted with convention day coordination

- Volunteers provided the contact information (i.e. cell phone) of Volunteer Co-Chair in the event of any last-minute changes/questions on convention day
- Volunteer Co-Chairs made a concerted effort to remain visible and accessible for as much of the convention as possible
- Encouraged planning team co-chairs to contact their assigned volunteers prior to convention day, in order to coordinate/elaborate on task expectations
 - Instruction sheets created by Registration Co-Chairs were quite helpful in orienting their assigned volunteers

Coordination of volunteers

- This year we assigned 2-3 floaters that reported directly to one of the Volunteer Co-Chairs, allowing her to route assistance to convention areas as needed
- Although a few volunteers still communicated convention-day time conflicts, reminders during the volunteer task selection process encouraged most to take into account their own presentations and/or sessions they wished to attend prior to committing to specific volunteer responsibilities
- Many volunteers were assigned to more than one convention committee in order to minimize the number of volunteers required to fulfill expected need, but also to allow them to experience different facets of the convention experience
- Recruitment process should continue to begin as early as possible (e.g. early April) in order to limit confusion pertaining to registration and/or reimbursement

Recognition

- Volunteers were thanked formally for their assistance/involvement with convention day activities

Suggestions/Recommendations

Compensation

- We strongly suggest the return of registration or banquet ticket reimbursement as volunteer compensation in addition to the free lunch offered, as recruitment was significantly more laborious this year
 - Numerous students who were initially interested in volunteering, declined upon being informed of the decreased financial compensation
 - Confusion for some confirmed volunteers who expected reimbursement to remain the same as previous years
 - Understandably, a complimentary box lunch alone may not be perceived as adequate compensation for students with limited resources to dedicate nearly half the convention (i.e. 3 hours) to volunteering rather than attending sessions/events
- Use of discount codes for complimentary box-lunches confused some volunteers, despite instruction to use them during registration or to request a lunch after online registration closes
 - It might be beneficial to make lunches available to all volunteers whether or not they remember to opt-in, especially since some volunteers are asked to work through the designated lunch period

Communication with planning team

- Increased and more substantial communication from other planning team members prior to convention day would ensure their specific areas are adequately staffed and/or not unnecessarily overstaffed
 - Requests to elaborate on specific needs and/or confirm the sufficiency of volunteer assignments were mostly unaddressed by the planning team, resulting in certain areas being understaffed on convention day (e.g. poster session cleanup), and less time for Volunteer Co-Chairs to organize tasks
 - Some volunteers assigned to positions with other planning team members were relieved of their duties early in the day, being informed they were not needed. Though these volunteers were utilized later in the day, the lack of notice meant that certain volunteers could not be reassigned due to other time conflicts.
- More frequent tele-conferences with the entire planning team would likely create more cohesiveness between committees (i.e. synchronizing goals, reducing misunderstandings, and avenue for clarifying decisions)
 - Volunteer Co-Chairs in particular would have benefitted from inclusion in weekly meetings between Convention Co-Chairs and Registration Co-Chairs, as decisions made on all levels affected how volunteers were recruited, assigned, and/or compensated

Coordinating volunteers

- Recommend planning team co-chairs to remain accessible and visible to their assigned volunteers during convention day, as some volunteers indicated having difficulty locating them, and were consequently confused about expectations and on how to address problems as they arose
- As was already suggested last year, badges or some method of identifying planning team members would assist volunteers in locating the committee chairs they were assigned to
- Future Volunteer Co-Chairs may wish to have volunteers check-in with them prior to their shift, rather than at its conclusion to help orient them

Program

Co-Chairs: Ivy Ho & Catherine Hsieh

This year there were 18 programming slots. This year some changes were made to the online submission portal. Prior submission entries and review information had to be cleared, and we added a text box for learning objectives, specifically for programs that could be considered for continuing education credits, asking “Would you like to offer continuing education credit for psychologists at your session?”

- In 2012 we reserved program slots for the following sessions:
 - 1) Leadership Fellows

- 2) Dissertation Awardees
- 3) Invited Session - as per the President's request, would prefer to have it in same room as keynote after keynote address

- In 2011 – We offered a slot to each Division (Division on Filipinos-Kevin Nadal; Division on Women-Agnes Kwong; Division on Students-Fanny Ng; Division of South Asian Americans -Lina Patel). Additional slots included Dissertation Awardees-Kevin Nadal, Practice Task Force-Winnie Hsieh, and Invited Session on Tiger Parenting. No Leadership Fellows therefore no Fellows slot.
- In 2010 DoS and DoW had slots (traditionally two divisions are offered slots and it rotates).
- Lunch Breakout Rooms – DoF, DoS, DoSAA, DoW, Editorial Board of AAJP, Task Force on Social Justice & Advocacy, Early Career Professionals, Practice Task Force

Rooms were set-up theatre style with head table & media (LCD projector, screen, microphone/podium, internet).

Reviewers

- We had 39 volunteers to review this year's submissions.

Changes and Recommendations

1. Invited Sessions and Divisional Program Hours
 - a. This year, divisions did not have an hour of programming in this year's convention program, but instead put forth submissions that were reviewed together with non-divisional submissions.
2. Online Data Base
 - a. The logo was updated to reflect the new AAPA logo
 - b. Session authors this year did not have the option of having their submissions considered for poster presentation, should their session submissions not be accepted. This decision was made because of spacing issues.
 - c. There were a few authors who submitted more than 1 proposal as the primary author/presenter. The committee accepted the first proposal that was entered into the system. It is recommended that a reminder to be added on the homepage of the Online Portal to remind folks that each person can only submit ONE proposal as the primary presenter/author. This was also an issue/recommendation from the 2011 convention. Multiple primary author submissions by the same individual cause confusion and extra work for the

program co-chairs. It is highly recommended that the one-primary-author-submission-per-person stipulation be emphasized in the future.

- d. Some authors received error messages during the submission process. It is recommended that authors be reminded not to use “special characters” on MS Word, as these might trigger error messages.

3. Systematic Recommendations -

- a. Roles and responsibilities of the Program Committee as a whole. It seems like there are a lot of overlaps and can be confusions between the roles of the program, sessions, and poster co-chairs. This led to delays in notifying authors whose submissions were accepted for presentation. It may be helpful for the convention co-chairs to meet with the program co-chairs soon after the 2012 convention to discuss a clearer structure of the role and responsibility divisions. The deadline for notification of accepted proposals must be clearly indicated on the registration portal and then adhered to by Program staff in future years.
- b. Recognitions of the Convention Committee. There were no official recognitions of the Convention Committee during the banquet in the 2012 Convention, except for well-deserved recognition of the hard work by the two Convention Co-Chairs. However, it is recommended that each of the committee co-chairs (program, session, poster, volunteer, etc.) receive some recognition during the award ceremony and be given a certificate. Similarly, all the volunteers should receive such certificate and recognitions as well, during the award ceremony at the banquet. This was also a recommendation from the 2011 convention.

Sessions Report

Co-Chairs: Karen Cone-Uemura and Nicole Rider

Statistics:

Sessions Submitted:	11	Sessions Accepted:	5
Symposia Submitted:	16	Symposia Accepted:	9
Invited Sessions:	2		

Rating System

Reviewers judged each proposal on the following seven criteria:

- Choice of Topic
- Membership Appeal
- Format of the Session
- Innovation and Creativity
- Theoretical Framework

- Contributions to the Field
- Relationship to the Theme

These criteria were rated using a 5-point scale with 5 being a high score and 1 being a low score. Reviewers also provided a response on their overall impression of the proposals acceptability using the following items: definitely accept, accept if space is available, accept as poster, or reject. Lastly, reviewers were encouraged to provide comments and constructive feedback on the proposals.

Summary of Process:

The program chairs posted the call for proposals and solicited reviewers. Once the submission deadline passed, reviewers were assigned proposals, which were rated on a portal. Each session co-chair was responsible for either the interactive sessions or symposia. Both co-chairs used the reviewers' recommendations to "Definitely accept", "Accept if there is room", or "Reject" as the first method of rank-ordering the proposals. Any proposal that had a "reject" recommendation was not invited to present at the convention. Of the 11 sessions, three proposals received a "reject" recommendation. Those proposals that received a recommendation of "definitely accept" by all reviewers were given an invitation to present at the convention. Five invitations were sent, and all presenters accepted their invitation except for one.

The interactive sessions that did not receive a recommendation to "definitely accept" by all reviewers or received a "reject" were ranked from highest average score from all reviews to lowest average score. The submission with the highest score was offered an invitation to present as an alternate. The first alternate declined the invitation but the second accepted.

Of the 16 symposia, two proposals received a "reject" recommendation. Nine of the remaining 14 submissions received a recommendation to "definitely accept" by all reviewers and were invited to present at the convention. All presenters accepted their invitations.

The presenters who accepted their invitations were asked to submit media requests and consider offering continuing education (CE) credits. The presentation rooms were equipped with LCD projectors with laptop accessibility. Three presentations were accepted to offer one CE credit. Interactive session and symposium proposals were not given the option to be presented as a poster this year.

Problems

- Confusion about responsibilities (e.g., who sends out notifications of acceptance/rejection, when are notifications sent out, etc.)
- Submission portal was not working properly on the last day to submit proposals
- Confusion about the date and time of the deadline extension due to inconsistent messages being sent out
- Concerns of sending rejection notifications to individuals who received scores from reviewers that had a high average but one “reject” recommendation

Recommendations

- Define separate responsibilities and roles for the program co-chairs, session co-chairs, and poster co-chairs
- Create a timeline of deadlines including submission of proposals, completion of reviews, notification of acceptance/rejection, presenter notifications to attend, etc.
- Make sure program co-chairs, session co-chairs, and poster co-chairs have access to this document.
- Return to the previous method of rank-ordering proposals to minimize subjectivity and confusion about scores on criteria versus reviewer recommendations.
 - First, calculate the average score received by all reviewers for each proposal.
 - Then, rank-order the proposals from highest to lowest average score.
 - Use the reviewer recommendations (“definitely accept”, “reject”) as a second ranking system. If a proposal receives a recommendation of “reject” by all reviewers, then this should be taken into consideration.
 - Program co-chairs, session co-chairs, and poster co-chairs should come to an agreement of how they will determine acceptance/rejection or rank order on those proposal which receive inconsistent reviewer recommendations (one reviewer suggests “definitely accept” but a second suggests “reject”).
- Inform session co-chairs before the rank-ordering process of how many slots are available for each presentation type (interactive session and symposia)
- Allow submissions to be presented as posters if the authors indicate interest and there is physical space to allow for more posters
- Set a due date for presenters to edit titles or authorship

Poster Session

Co-Chairs: Arpita Ghosh (senior) & Seung Yu (junior)

Numbers regarding the 2012 poster presentations

- 37 Proposals received
- 28 Proposals invited (1 poster presentation no-show) = 27 posters attending
- Volunteers
 - Conference committee helped with easel assembly
 - 4 assigned volunteers (2 volunteers each for early morning and late afternoon)
 - Many additional “floating” volunteers and helpful citizens aided with breakdown of easels, etc.
- 8 Poster Judges: Linda Juang, Derek Kenji Iwamoto, Grace Kim, Anna Lau, Matthew Miller, Richard Shin, Nellie Tran, Hyung Chol (Brandon) Yoo
 - Returning judges from the AAPA Conference in 2011: Grace Kim, Richard Shin, & Nellie Tran
- 1 Poster Award
 - 1 Acknowledgement of quality work (essentially the #2 poster). This decision was an impromptu decision made by the convention and poster chairs, fueled by the positive sentiment of the poster judges regarding the “#2 poster.”

Additional documents accompanying this final report:

1. Original list of presenters as circulated in late July and printed in the conference program
2. Judge evaluation form template
3. Greeting message to judges (given upon in-person registration at conference)

Pre-Convention Proceedings

- Unlike 2011, unaccepted presentation/paper proposals did not feed into the submission for poster proposals.
- Communications with relevant parties were maintained by poster co-chairs and, when appropriate, by conference co-chairs:
 - Acknowledgement of proposal submission
 - Announcement of proposal review decision
 - Making changes regarding presentation details
 - Unfortunately, one oversight regarding authorship acknowledgement could not be corrected prior to the printing of conference programs
 - Fielding questions from poster presenters
 - Recruitment of poster judges

Poster Details

- Changes were recommended for this year’s poster dimensions to match those of APA posters.
 - As per this recommendation, dimension requirements were changed from 3x5 (AAPA in 2011) to 4x6 (APA for 2012).
 - During and after the conference, the general sentiment regarding the size seemed to lean in favor of returning to the original 3x5 dimensions. Among

those who expressed this sentiment were Rich Lee (unofficially), current AAPA president, and Seung Yu, continuing co-chair for the poster session.

- Seung is officially advocating for 3x5 in anticipation of space limitations for the following year. It would seem that neither the 2011 nor the 2012 conference experiences give hope that the physical circumstances for the 2013 AAPA poster session will mimic (even proportionally) those of the APA. More specifically, APA conference poster sessions typically provide a spaciouly ideal setting allowing posters to be read from a greater distance (with 4x6, rather than 3x5). This affordance of “elbow room” was not the case in Orlando this year, nor in Washington, D.C. despite the overall space at last year’s venue being much bigger.
- The University of Central Florida provided easels and 4x6 cardboard backboards upon which posters could be displayed.
 - These supplies were returned to UCF after the conference by Jocelyn Buhain.

Poster Event: Logistical Details

- In general, significant help (beyond the normally apportioned volunteer assistance) was needed the day before convention and during clean up. This was primarily due to our display mechanism.
- On the day before the conference, the entire organizing committee assisted in the assembly of newly arrived easel’s upon which posters were to be placed.
- At the time of clean up, easels needed to be disassembled and carried to Jocelyn Buhain’s SUV for transport to UCF the following day. Extra “floating” volunteers were recruited for assistance.
- If not for the above, assigned volunteers would likely have been sufficient.
 - 2 early morning poster volunteers for 1 hour for set up.
 - The morning volunteers did not have too much to do given the easel’s had already been made.
 - 2 afternoon poster volunteers for 1 hour for break down and clean up.
- Physical constraints
 - The second floor hotel hallway connecting conference presentation rooms served as the venue for the poster session. Hotel policy did not allow for anything attached to walls.
 - While easels allowed for posters to be displayed, their 3-legged design further restricted free movement and took up standing space on the floor.
 - Traffic moved slowly at times. We are not sure about what the public opinion was regarding these circumstances.
- Most presenters had their posters up by lunchtime.
- All presenters had their posters up 1 hour prior to poster session time (except for the 1 no-show).
- Of the 28 accepted, 1 did not show on conference day. Co-chairs were notified prior to the event. The poster co-chairs notified committee co-chairs.
- Judges were able to come to consensus regarding a winner.

- See notes below regarding judging process. Changes were made from the previous year. To get an idea of the differences, see pages 3-4 of “Final Convention Report 2010 San Diego” and the Judging Process described below.
- Committee co-chairs were able to announce the winner at the final meeting which began very soon after the poster session.
 - A final conference meeting and immediate announcement of poster award winner were additions to this year’s conference.

Judging Process

- 8 judges were assigned to 28 posters for the initial screening of posters. Each judge was assigned either 3 or 4 posters with an attempt to match judge expertise to poster theme. There was no overlap of judges to posters for the initial screening.
 - This is a significant change from the previous year. It was made in consideration of 1) efficiency of judging process given the high levels of people traffic during poster session; and, 2) the goal of identifying only a single “best” poster.
- Some judges began their evaluations prior to the poster session.
- All judges were asked to meet in a secure room 30 minutes into the 1 hour poster session.
 - As expected, there were some delays. However, given our hope this year of having a result by the end of the poster session, the issue was not crippling.
 - This was the most time-sensitive point for the committee co-chairs
- As a group, judges discussed among themselves how they would narrow down to a short list of posters that would receive greater attention and scrutiny. Each judge represented their top choice poster in this discussion.
- Judges revisited the poster session floor to examine the finalist posters.
 - Since only 2 posters were chosen, judges decided they could all see both of them.
- Judges reconvened and voted. The winner received either 5 or 6 of 8 votes. The overall tenor of the final discussion accompanying the vote was clearly weighted toward the winner.
- 2 documents that were given to judges upon their registration accompany this final report document:
 - Document: Greeting letter and information to judges
 - Document: Poster Evaluation form
- Further considerations regarding the judging process will be led by Seung prior to the 2013 conference.

Judge Feedback

- A short feedback session ensued following determination of the #1 and #2 posters. Following are a few notes to mention here. More detailed notes will be forthcoming prior to Seung’s re-evaluation of the judging process prior to the 2013 conference.
- Recruit practicing psychologists to be judges, not just university faculty.

- Distribute poster abstracts prior to the day of the conference for review.
- Incorporating quantitative approaches may help for efficiency and effectiveness of the judging process.
- This year’s judging went much more smoothly than last year’s experience, in part because some judges returned from last year.
 - Note: One of last year’s judges declined the invitation to judge this year because the experience in 2011 was “frustrating.”
 -

Book Drive

Co-Chairs: Stephanie Lee & Alex Borgella

Book drive co-chairs were responsible for asking for donations from publishers and authors to the AAPA conference. Donated books were sent to the Convention Co-Chair Jocelyn Buhain, who lives in Orlando, Florida. New sales schemes were implemented, including hourly book raffles, and leftover books being auctioned off in bundles during the banquet. The purpose of the book drive is to help support student travel for the following convention.

\$250 in petty cash was provided by Richard Shin (AAPA Treasurer) for the day of convention book drive.

Sales were \$481.90 cash/check + \$196 online purchases of books made by credit card day of = \$677.90 total. An additional \$416 was generated by the karaoke raffle. Total money to put forth for student travel awards in 2013 is \$677.90 + \$416 = \$1093.90.

2012 Totals

# of Items donated in 2012	43
# of Items unsold in 2011	27
Total # of items available for sale in 2012	70
Total # of donation to other AAPA events	18
Total # of items sold in 2012	70
Total revenue from book sale cash/check/online purchases	\$677.90
Revenue from karaoke raffle	\$416
Total revenue in 2012	\$1093.90

Comparison to 2011

# of Items donated in 2011	126
# of Items donated in 2010	123
# of Items unsold in 2010	108

Total # of items in 2011	234
Total # of donation to other AAPA events	0
Total # of items sold in 2011	122
Total revenue	\$681.52

Analysis and Recommendations

Before the Conference:

- Utilizing a large list of contacts starting more than 6 months before the conference date.
- Author contacts:
 - Personal outreach, especially psychologists in multicultural/Asian American/Social Justice field
- **AAPA members** who donated their titles (see recommendations)

During the Conference:

- Hourly Raffle – conference-goers had the opportunity to input their names into a raffle. One name was drawn every hour for a free copy of an overstocked book
- Cash Thermometer – AAPA’s Book Drive profits were monitored using a cardboard cutout of a thermometer. It was very noticeable throughout the conference.
- Discounts toward the end of the conference bore results, but prices may have been too low.
- Donating books to be auctioned off during the banquet

Challenges:

- Finding contact information for authors
- **Finding the right person to contact for publishers** (many past contacts no longer work there or website only has general email, etc.)
- Getting publishers to donate when there is a large list of titles
- **Checking out individuals with credit cards using EventBrite**
- Less profit from 2012 than 2011. This could be due to the goal being to get rid of all books to prevent shipping costs to Hawaii. The extremely high discounts at the end of the book sale may also be the cause.

Previous Recommendations:

- Do a more thorough analysis of past donors & what sold well (even before the previous year)
- Make more personal contacts and networking
- Generate new ideas about other genres: continue to look up fiction, graphic novels, DVDs, other general multicultural titles, etc.
- **If a book drive co-chair will be local to the convention, one of the co-chairs should be the one receiving the books for the purpose of keeping track of donations (whether**

books were donated by publishers or authors) and sending out thank you letters.

- The end of sale “fire sale” should not be so cheap. Co-chairs should consider not going below \$5/book. (*We violated this during this year’s conference to sell out as many books as possible before donating the rest to the banquet for auctioning*)

New Recommendations:

- Use a separate service than EventBrite for credit card payments. The process of running a credit card was incredibly long this year, and may be easier by just creating an AAPA PayPal account just for the book drive.
- Allowing customers to purchase books, marking them as “SOLD” and leaving them at the book drive table. This would allow other conference guests to still peruse (and make the book drive table seem more “full”).
- Connecting with publishing members of AAPA and asking for donations.

Addendum by Matthew Lee

- Connecting with selected guest speakers of AAPA may also help to increase donations. For example, this year former AAPA President Al Yee contributed a number of titles to the book drive.
- The karaoke portion of the banquet was extremely successful in adding donations to the pool of available student support money for next year. New ideas for encouraging donations were discussed by the Executive Committee on August 6, 2012, including the idea of having “angel” sponsors pay a certain amount of money for student fees (e.g., registration + lunch + banquet, or some combination of the three primary fees).

Early Bird and Mentor-Mentee Reception Report

Co-chairs: Shihoko Hijioka & Michelle Wang

Early Bird Reception

To commemorate the 40th anniversary, we organized a scavenger hunt for the early bird reception activity. The purpose of this event was to facilitate engagement and interactions between convention attendees and to increase their familiarity with the AAPA’s past and present. The planning for this event initially started 3 to 4 months before the convention and it involved identifying items for the scavenger hunt list, rules, and prize structure. Through the online registration form, 43 people indicated interest in attending the early bird reception.

The scavenger hunt was introduced during the early bird reception. They were asked to complete variety of tasks from a list of 30 items, and the goal was to collect a total of 40 points to complete the scavenger hunt (each item had different number of points assigned to it). They could participate either as individual or group (up to 3 people) and they were encouraged to form groups during the early bird reception. The list of the scavenger hunt items was also made

available at the Registration desk for people who were unable to attend the early bird reception. When scavenger hunt participants completed the tasks, they were asked to find the event co-chair (Shihoko Hijioka) to redeem their prizes. Prize structure was:

- First prize: AAPA mug or t-shirt and 40% off discount at the book sale.
- Second prize: 40% off discount at the book sale.
- All others who completed the scavenger hunt by the end of second session (2:15pm) will receive 25% off discount at the book sale.

Things that worked

- Informal feedback indicated that this event helped them meet and interact with new people through the scavenger hunt.

Challenges

- Physical set-up of the room: Many people were initially reluctant to come to the early bird reception partly because there was no table for them to eat breakfast
- Only two groups completed and claimed their prizes. Many people reported that it was challenging to complete the scavenger hunt items while attending sessions. Number of items should have been lower.

Recommendations for next year

- Similar or other type of fun activity should be planned for next year to facilitate interaction between convention attendees.
- Planning for the event itself should start earlier.

Mentor-Mentee Reception

Mentors and mentees were solicited through the online registration form. Those who are interested in participating in the mentor-mentee reception were asked to indicate:

- whether they are participating as a mentor or mentee
- research interest
- clinical interest and expertise
- areas of interest or expertise as a mentor/mentee from the following 13 options (multiple responses allowed): Writing/Publishing, Grants and Research Funding, Teaching, Early career professional issues, Work-family balance, Applying to graduate school, Managing graduate school, Applying for internship, Establishing Private Practice, Clinical Practice, LGBTQ Issues , Non-Traditional Career Pathways, Social Justice/Advocacy
- Permission to distribute their contact information and areas of interest to the reception attendees

We received weekly update of the above information from the Registration Co-Chairs throughout the online registration period. When the online registration closed, we divided mentors into five groups based on their areas of expertise, and each group had 4 to 5 mentors. Through the online registration, 23 mentors and 54 mentees expressed interest in participating in the mentor-mentee reception.

Format of the mentor-mentee reception

There were 23 mentors and 54 mentees this year. This year, we assigned mentors to five different groups, based on their areas of expertise, and each group had 4 to 5 mentors assigned. Themes of the groups were (bold = major areas):

- Group 1: **Writing/Publishing, Grants and Research Funding**, Teaching, Applying to/managing Graduate School, Early career issues
- Group 2: **Early career professional issues, Work-family balance**, Non-traditional career paths
- Group 3: **Applying to graduate school, Managing graduate school**, Applying for internship, Teaching
- Group 4: **Clinical Practice, Establishing Private Practice**, Early Career Issues, International student and professional issues
- Group 5: **Applying to/managing graduate school, Social justice and advocacy**, Writing/publishing

Mentors were asked to take a seat in their assigned group, and mentees were encouraged to join any group based on their interest and were encouraged to switch to different groups throughout the event. Almost all mentors who signed-up through the online registration participated in the reception. Group 3 (Applying to graduate school and managing graduate school) had the highest number of mentees.

Challenges

- Given that most mentors had multiple areas of expertise, group assignment was challenging.
- Some groups had too many participants, which made it difficult to hear each other and address all questions from mentees.
- The room was set up in theater-style (all chairs were lined up in rows, facing to the front); therefore, we decided to move chairs into the circles right before the mentor-mentee reception to facilitate discussions between mentors and mentees. Then, we also needed to move chairs back into the original positions because there was another event in the same room right afterwards. Volunteers were extremely helpful with this task.

- Almost all mentees did not switch groups during the mentor-mentee reception. This may be partly because they did not want to be rude to the mentors by leaving the group.

Recommendations for next year

- This year, we did not distribute survey to solicit feedback from mentors and mentees; however, this should be done next year in order to find out what type of format works the best for most participants.
- Contact mentors prior to the convention to notify them of their group assignment.
- Assign smaller number of mentors (2 to 3) to each group

Banquet Committee

Co-Chairs: Kayi Hui & Sarah Yi

Summary of the Planning Process

Location and menu. With the help of the convention co-chair (Jocelyn), we were able to locate a banquet venue close to the convention site, which saved the cost for transportation to the restaurant. Located next door to the Rosen Plaza Hotel, Ming Court Restaurant (9188 International Drive, Orlando, FL 32819, 407-25-9988; Contact: Janie Lee) provided an ideal location for attendees. The restaurant has a capacity of 205 people, with basic audio-visual equipment available for use. The banquet cost per person was \$31, with 18% gratuity and 6.5% sales tax, on which we decided our banquet ticket prices for AAPA student/professional members and non-members. Specifically, the ticket price for professional AAPA member was \$55, professional AAPA non-members and guest (adult) was \$65; student AAPA member and guest (child) was \$30, and student non-member was \$40. AAPA Fellows did not receive a free banquet ticket. Special guests of invited AAPA guests and award winners were allowed to purchase tickets for \$30. The Division 45 Executive Committee and APA Minority Fellowship program participants were invited to purchase banquet tickets for \$30 each. Family guests were allowed to purchase tickets at the non-member price (adult-professional or child-student).

Dinner was set for 7:00 PM – 10:00 PM, and the contract was negotiated for a minimum and maximum head count of 160 and 205, respectively. The menu cost to be paid to Ming Court was \$31.00 per person, plus 18% gratuity and 6.5% sales tax. In terms of the banquet menu, the restaurant managers worked with the co-chairs on the regular menu and special dietary options (e.g., vegetarian, gluten-free).

The dinner menu included:

Soup: Seafood To Fu Soup

Starter Platter: Eggplant with Garlic, Five Spice Soy Sauce ToFu, Beef Tendon, Jelly Fish & Walnuts

Entrees: Shrimp with Honey Glazed Walnuts, Fish Filet with Black Bean Sauce, Cantonese Roasted Duck, Beef Stewed in Flaming Wok, Eggplant Stuffed w/ Shrimp, Shredded Pork w/ Bamboo Shoot, Chinese Broccoli with Minced Garlic, Vegetable Fried Rice

Dessert: Almond To-Fu Fruit Platter

Beverages: Hot Tea and Soda

Banquet registration and special guests. Banquet tickets were sold in one of two ways. First, AAPA members and non-members were recommended to pre-order banquet tickets through EventBrite when they registered for the convention. Second, after the closing of the online registration, members could contact the registration co-chairs or the convention co-chairs to reserve banquet tickets. A small number of banquet tickets (approximately 10) were also available for sale on the convention day. Complimentary tickets were offered for special guests and convention volunteers. Invitations to special guests (e.g., APA Minority Fellowship Program, APA President) were individually sent out in March, and the co-chairs worked with the vice president (Dr. Anna Lau) to confirm the special guests' attendance. Near the end of the online registration period (around mid-May), the banquet co-chairs worked closely with the registration and volunteer co-chairs through email to coordinate the ticket sales and finalize the name lists of banquet attendees.

Summary of 2012 Banquet attendee statistics:

Professional AAPA members: 59
Professional AAPA non-members: 5
Guest (Adult): 9
Guest (Child): 2
Student AAPA Members: 68 (including 17 student volunteers)
Student AAPA non-members: 4
Special guests: 28
Reserved tickets and on-site ticket sales: 21
Total number of banquet attendee: 196*

*This total may be different from the Registration team's totals, perhaps due to people who purchased tickets not showing up.

Banquet set-up and program. The banquet co-chairs worked closely with the EC and the Convention co-chairs to design the banquet program. In addition to the awards

presentation, we arranged special entertainment and activities that aimed at creating an inviting and interactive atmosphere for all banquet attendees: First, we introduced the Karaoke fundraising auction to the professional and student members. The karaoke system and audio equipment (e.g., microphones, songbooks, computers) were provided by Dr. Richard Lee and Ming Court. \$416 was earned during the karaoke portion of the banquet, to use for student travel for 2013. Second, we offered raffle tickets at the banquet in which all attendees could participate to win special prizes (e.g., AAPA mugs and t-shirts, books). These tickets were free. Third, we auctioned the remaining book drive books, mugs, and t-shirts to raise student travel funds near the closing of the banquet.

In terms of table set up and décor, the co-chairs confirmed the final headcount two days before the convention. The managers and staff at Ming Court helped set up 20 tables before the banquet. The banquet co-chairs decided on the centerpiece for the tables and set up table decors two hours before the banquet, with the assistance of 4 volunteers. Banquet programs and name badges were provided for each banquet attendee at the registration table upon entrance of the restaurant.

Booklets were printed with the gracious help of co-chair Jocelyn Buhain's sister, who works at Kinko's. Enough booklets (175) were printed for attendees.

General Comments and Suggestions

Location and menu. The banquet location this year was conveniently located near the convention site, which offered a huge advantage in terms of logistics and cost-control. Having the convention co-chair who was familiar with the local environment of the convention site also provided great efficiency in negotiating the restaurant location and banquet menu. The restaurant managers and staff were responsive to our requests and the services provided by the staff during the banquet were sufficient. The quality and quantity of the food was satisfactory, however, it would be great if we could introduce a different cuisine other than Chinese for next year's banquet. We also recommend a banquet location with a large capacity (up to 200 guests), audio-visual equipment, a stage, and/or dance floor.

Banquet registration and special guests. This year we worked closely with the registration co-chairs before and during the Convention day to coordinate and update the banquet ticket sales. We also communicated with the registration co-chairs and volunteer co-chairs also frequently through email to finalize details regarding the on-site registration assistance and banquet ticket sales. The weekly banquet registration update had been effective, and the communication among co-chairs was significantly improved compared to last year. However, there was still miscommunication and confusion regarding the banquet attendee lists close to the Convention day. To better estimate the on-site ticket sales and total number of banquet attendees, we recommend a central file sharing system through dropbox or Google doc so that different co-chairs can update and make changes on a single master list for

the banquet and convention registration, which should also include a list of complimentary tickets for special guests and volunteers.

For such a large group of banquet attendees, the key to success was the effectiveness and responsiveness of communications among the co-chairs and the restaurant staff members. Moreover, we greatly appreciate the flexibility of the volunteer committee in accommodating our needs and assigning two more volunteers for table set-up and guest check-in during the day. We also appreciate the additional assistance from the registration co-chairs with payment processing and refund during the Convention day and at the banquet.

Banquet set-up and program. The staff members and managers at Ming Court provided much needed help before the banquet. In general, feedback from our guests about the food, dining services, and the entertainment activities was positive and encouraging. The karaoke auction and the raffle draw brought out a fun and interactive atmosphere throughout the banquet. We were also able to raise a significant amount of money for the student travel fund and redistribute the remaining materials from the book drive for a good cause. Given the positive feedback, we recommend organizing another karaoke contest for next year's banquet, perhaps a competition between student and faculty to encourage participation from student members. We believe that having song requests and registration for the contest prior to the banquet would be helpful, and that having Dr. Kevin Nadal as emcee will make the contest even better.

The event planning and set-up could be improved by adding 2 more volunteers for the table setup prior to the banquet. Since we had a large group of attendees and special guests, we recommend having 3 to 4 volunteers for next year. Two to three volunteers can help check-in guests in the front and one to two can help escort guests to their assigned tables. In addition, there was an excessive number of banquet program booklets and, thus, we recommend a shorter version of the booklet for next year and perhaps upload the award winners' profile on the AAPA website.

Next year's convention team will need to work with Banquet co-chairs to determine banquet location (size, location, budget, availability). Because 2013's co-chairs may not be residents of Hawaii, we may need assistance with someone in the area to do on-site review; need approval by EC (Jan-Feb).

Summarized List of Recommendations for Next Year

The following is a summary list of recommendations from all the convention committees to help assist the planning and execution of future AAPA Conventions.

- AAPA was unable to offer a screening and discussion of the recommended CAN documentary. If possible, please consider utilizing this resource in the next convention. Since the screening charge is \$395.00 it would be helpful to obtain financial co-sponsorship for this program.
- It was noted only after the proposal reviews were completed that the rating form contained the wrong convention theme. Within the online submission portal, the criteria for reviewers need to be edited, such that the correct convention theme is utilized.
- To help provide opportunities for attendees to obtain continuing education credit, it is recommended that AAPA identify a co-sponsoring organization that is an approved APA CE sponsor.
- To raise more funds for student travel awards, it is recommended that the AAPA consider additional creative fundraising ideas, such as the Karaoke Auction or Silent Auction. In addition, “angel” sponsorship to assist students in their registration/lunch/banquet tickets would be beneficial.
- Re-examine student volunteer process. Emphasize the importance of networking and giving your time to AAPA. This year because “only” a lunch ticket (and later a banquet ticket) were rewarded, people may not have been as likely to sign up to volunteer.
- Requesting volunteers to serve as a media team. The EC requested more and better photos and videos of different aspects of the event that can be edited and posted for AAPA web resources including the website, Facebook, and newsletter. We will work with the Volunteer co-chairs to ensure we have a handful of people with their own cameras who can help document the convention and banquet, to help the AAPA website and Newsletter.
- Finding roommates for students via the DOS Facebook forum was not as publicized as it could have been. Doing this could help offset costs for students.
- Possible use of other online portals to facilitate registration transactions. Currently we are looking into: (1) the Square credit card swiping attachment (for use with ipads, androids, and smartphones). This may be cheaper than the EventBrite/PayPal combination currently in use, and allows for ease of using Discover and American Express on-site. (2) EventBee, which has good customization of menus for the registration portion, and costs only \$1 per person and has an option of using or not using PayPal. (3) Ticketleap, which charges \$2 per person online for events that cost over \$10 per person, and \$1 for the same ticket onsite.

- Delineating duties for the program, session, and poster co-chairs more deliberately so that people are more aware of tasks and deadlines, and communicate appropriately with the right team members. Making dates and deadlines very explicit should help all committee members respond to our presenters' need to decide about their plans for attending the conference.
- Although the poster judging went well this year, the recommendation to create smaller posters to fit the conference space may well be a good idea to encourage more attendees and fit more posters into the convention. Diversifying the judging pool to include researchers and practitioners is another good idea moving forward to 2013.
- The mentor-mentee reception should solicit feedback from mentors and mentees, as this was done in years prior but not in 2012. We also want more information to find out what format (theatre style?) works the best for most participants. Furthermore, we recommend that a smaller number of mentors (2 to 3) be assigned to each mentee group, and that mentors be contacted prior to the convention to be notified of their group assignment.
- It is also recommended that book donations and remaining convention supplies should be sent to a local person in Honolulu. Remaining convention supplies from 2012 include: 1 box containing 3 cash boxes (2 large, 1 small), small/large pads of paper, 2 calculators, markers, dry erase markers, 2 clipboards, chalk, raffle tickets, receipt books, thumbtacks and poster tape (LOTS), pens (LOTS), and 39 folders.
- Most of the committees worked extremely well with each other, especially via communication with members of the AAPA EC and the convention co-chairs. Special note should be given to several co-chairs who were unable to attend the conference but still fulfilled duties exceptionally, and contributed significantly to the success of the convention. The two-year paired co-chair system seems to work very well in most cases. Some co-chairs were not responding to emails in a timely fashion, or not collaborating with their partner optimally, which made decision making more difficult at times.
- Committee co-chairs should use the preconvention more effectively rather than requesting last-minute tasks the morning of the actual event. Examples could be learning how to use the online registration portal, printing copies of materials, and asking questions about the schedule of the event.
- With the final attendance and earnings totaled, the amount spent per head for conference members was approximately \$94 (based on total expenses and 176 attendees), which is very similar to the amount charged per professional member. Student attendees pay less. Because banquet tickets for professionals still cost more than for students, the convention only makes money for AAPA based on banquet sales (accounting for the fact that typically the banquet has more attendees than the convention part of the day), which is a precarious situation. Revenue we were able to earn from this convention by subtracting the amount set aside for student travel awards, was only about \$2,000. We know there are some

additional convention costs covered by Anna Lau for plaques for awardees, not covered in this summary. Future convention chairs and the AAPA Executive Committee should assess the expectations for the convention to advise how to price things accordingly so that the convention can be more financially sustainable (i.e. make a profit).

CALL FOR PROPOSALS

INTERACTIVE SESSIONS * SYMPOSIA * POSTERS

Submission Deadline: March 30, 2012 at 11:00 p.m. PST

To <http://forms.apa.org/aapa/>

ASIAN AMERICAN PSYCHOLOGICAL ASSOCIATION
2012 ANNUAL CONVENTION

“Broadening Scholarship and Outreach”

August 1, 2012
Rosen Plaza Hotel, Orlando, FL

The Asian American Psychological Association (AAPA) is celebrating its 40th anniversary at the 2012 Annual Convention in Orlando, Florida! We will look back upon the struggles and achievements of our organization and forward to new ideas that will invigorate the future of Asian American/Pacific Islander (AAPI) psychology. Our convention theme is “Broadening Scholarship and Outreach” and we are seeking submissions that highlight achievements in the field of Asian American/Pacific Islander (AAPI) psychology, innovative approaches in working with AAPI individuals, and collaborative partnerships with allied professions such as Asian American Studies, Education, History, Law, Nursing, Psychiatry, Public Health, and Social Work, Sociology.

Proposals may address, but are not limited to, the following topics within AAPI psychology:

- Collaborative, interdisciplinary research assessing the health and mental health needs of AAPIs
- Research, practice, and policy efforts to address or prevent health disparities in AAPI communities
- Mentoring/leadership programs to assist with fostering the development of young AAPIs
- Interventions (clinical, educational, community-based) that address the unique needs of AAPIs
- Community based participatory research to engage AAPIs community members as true partners

Who May Submit

AAPA members at all levels of training (professional, graduate level, and undergraduate level), including non-psychologists interested in psychological issues affecting AAPIs are encouraged to submit proposals. Non-AAPA members at all levels may also submit proposals. We particularly encourage submissions from those interested in AAPI psychology who have not previously participated in AAPA conventions. Because strengthening diverse organizations is of particular importance for psychologists of color, we strongly encourage submissions from members of the Association of Black Psychologists, Society of Indian Psychologists, and the National Latina/o Psychological Association.

- Deadline for all submissions is March 30, 2012 at 11:00 p.m. PST
- Please submit presentations at: <http://forms.apa.org/aapa/>
- All presenters are required to officially register for the convention

Types of Submissions

- *Interactive Sessions:* In a typical 60-minute session, a facilitator introduces the topic and sets up a context for subsequent discussions and interactions among participants. For questions about submitting an interactive session proposal, please contact Sessions Co-Chair Karen Cone-Uemura at KCone-Uemura@sa.utah.edu
- *Symposia:* In a typical 60-minute symposium, three or four presentations are given around a common theme. An expert discussant may provide feedback. The symposium proposal submission must include one program summary that integrates the multiple presentations within the session. It must also clearly indicate the titles and contents of each presentation within the symposium. No individual paper proposals for oral presentations are accepted. For questions, please contact Sessions Co-Chair Karen Cone-Uemura at KCone-Uemura@sa.utah.edu
- *Posters:* Throughout the day, posters are displayed to disseminate information on various conceptual and/or empirical reports. During the designated 60-minute poster session, participants are invited to interact with poster presenters. Single research papers should be submitted as posters. For questions, please contact Poster Session Co-Chair Arpita Ghosh at arpita@uwm.edu

Guidelines for Proposals

- All online proposals should include:
 - 1) Contact information for the presenters,
 - 2) Abstract (50 to 100 words) with no author names,
 - 3) Program Summary (500 to 700 words) with no author names, and
 - 4) 3-4 Learning Objectives (not required for poster submissions).
- Proposals will be sent for anonymous reviews. As such, the Abstract and Program Summary should *not* include identifying information of the author(s) and/or presenter(s).
- Submitters will be notified by email upon receipt of their proposal.
- Submission outcomes will be sent by email by the end of April 2012.

Additional Information

- There is no limit to the number of submitted proposals per individual.
- However, individuals can only be the first author of *one* proposal submission. In the event that multiple first author submissions are received by an individual, the committee will review only the first proposal received. Exempted from this rule are presenters who are invited speakers.
- Presenters should bring their own laptops (and those with Mac laptops should bring the appropriate adaptor to connect to the LCD projector). LCD projectors for power point presentations will be provided. Requests for additional AV equipment will be asked after final selection of presenters have been decided.

AAPA Convention-Related Awards & Application Process

Student Travel Awards

AAPA offers some travel awards for student presenters. AAPA student presenters who have been a member anytime in the last three years are eligible to apply. Priority will be given to the first authors, students who have not received the award before, and students traveling longer distances to the convention. *Following the acceptance of your proposal*, students should send application materials to the AAPA Awards Chair: Kevin Nadal: knadal@gmail.com

Division on Women (DoW) Awards

(1) *The Division on Women Award* is given to a presenter of a session related to psychological issues of AAPI women to celebrate and highlight work on AAPI women's issues. *Following the acceptance of your proposal*, applicants interested in the DoW Award should send application materials to the DoW Co-Chairs: Helen Hsu: hhsupsyd@gmail.com or Ivy Ho: ivy_ho@uml.edu

(2) *The Alice F. Chang Student Scholar Award* is given to the best poster presentation related to the mental health of Asian and Pacific Islander women. All accepted and presented posters submitted by students as the first author are considered for this award. The best poster will be judged and awarded at the convention.

Please see the AAPA website for more information on the convention and awards process.



The 40th AAPA Convention Scavenger Hunt

Welcome to the AAPA's 40th anniversary scavenger hunt! You will be asked to complete variety of tasks. The goal is to collect a total of 40 points (40 points = 40th anniversary!). Here are some rules:

- You can participate either as an individual or a group. Each group can have up to 3 people.
- Complete as many tasks as possible to collect a total of 40 points. Different number of points is assigned to each task.
- Some tasks ask you to take pictures. Show the pictures on your camera or phone to receive the points.
- When you finish collecting 40 points, find Shihoko Hijioka to redeem your prize!
 - First prize: AAPA mug or t-shirt and 40% off discount at the book sale.
 - Second prize: 40% off discount at the book sale.
 - All others who completed the scavenger hunt by the end of second session (2:15pm) will receive 25% off discount at the book sale.
 - Note: Book sale discount tickets need to be redeemed before 4:30pm.
- Enjoy!!!

TASKS

#	Answer	points
1	In what year was AAPA founded?	

		/1
2	Who was the first AAPA president?	/1
3	Take a picture with any past AAPA president.	/2
4	Who was the 5 th president of AAPA?	/1
5	Who was the first female president of AAPA?	/2
6	Who will be president and vice president of AAPA in 2013?	/2
7	Get a signature from any of this year's poster presenters	/2
8	Take a picture with first-time convention attendee	/2
9	Take a picture with someone who has been to at least 10 AAPA conventions.	

		/3
10	Where did the first AAPA convention take place?	/1
11	Which division is the newest division in AAPA?	/1
12	Write down where the convention took place in 2008.	/1
13	Meet a convention volunteer and ask which school she/he is from.	/1
14	Get a business card from another AAPA attendee.	/1
15	Shake hands with any AAPA member who was not born in the US.	/2
16	What is the name of the journal published by AAPA?	/1

17	Which team won the AAPA basketball game in 2010?	/1
18	Name the two AAPA Fellows for 2012. (1 point each)	/2
19	Find a Conference committee co-chair and ask what her/his favorite food is.	/1
20	Give a high five and a compliment to one of the co-chairs of the conference.	/2
21	Sit next to someone you never met before and ask them how they got involved with AAPA	/2
22	"Like" the Asian American Psychological Association – Division of Students on Facebook.	/1
23	Find someone who will be a Mentor at this year's Mentor-Mentee reception.	/2
24	Name a title of any book that is being sold at the book sale.	

		/1
25	What was last year's convention theme?	/1
26	In which city will the AAPA convention take place next year?	/1
27	What does Rich Lee say his favorite karaoke song is?	/2
28	Find someone who attended the Early Bird reception this morning and ask how it was.	/1
29	Write down a title of presentation that offers Continuing Education (CE) credit.	/1
30	Meet 3 convention attendees from 3 different states and get their signatures. (1 point each) 1. 2.	/3

	3.	
Total:		

Poster Judges

Welcome to the AAPA 2012 Annual Conference and thank you for agreeing to judge our poster session. Please have a look now at the schedule below and take note of the time-sensitive phases of the judging process. Please feel free to begin early, if you would prefer to avoid the heightened traffic at 3:30pm. It is very important that all judges convene at 3:50pm to negotiate a short list of candidates (finalists) for the poster award. Only one award will be given. The evaluation worksheets are for your purposes only. They will be destroyed after judging. Call us or text us if you have any questions.

Poster Committee Co-Chairs

Arpita Ghosh 773-331-6203

Seung Yu 704-497-1621

Poster Session Schedule

3:30 - 3:50	Individual judging	Initial screening of your list (3-4 posters) Identify finalist candidate	Hallway displays
3:50 - 4:00	Whole group discussion	Determine finalists (perhaps 2, 3, or 4) Decide how to proceed	Salon 17
4:00 - 4:20	Small groups / Whole groups	Final screening Final discussion & consensus	Hallway Salon 17
4:20	Judges (or representative)	Report # and title of poster to Arpita or Seung	

Poster Committee Co-Chairs

Arpita Ghosh 773-331-6203

Seung Yu 704-497-1621

AAPA 2012 Annual Conference – Evaluation Worksheet for Poster Judge

Reviewer:
ID:

Evaluation Form

<u>Criteria</u>	<u>Rating</u>
Content	<u>Range</u>
Visual	0 - 4
Presentation	0 - 4
Oral	<u>0 - 2</u>
Presentation	Total 0-10

AAPA 2012

Poster #

Evaluation Criteria	Rating
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Content 0 – 1 – 2 – 3 – 4

- *Clarity, Methodological soundness, Contribution to the field*

Strengths:

Areas to improve:

Visual Presentation 0 – 1 – 2 – 3 – 4

- *Clarity, Flow of information, Aesthetic appeal*

Strengths:

Areas to improve:

Oral Presentation 0 – 1 – 2 – 3 – 4

- *Clarity, Communication skills, Q & A*

Strengths:

Areas to improve:

Total score: