



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

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### Agenda

AAPIC x UMB Survey Subcommittee Bi-Weekly Meetings

Monday, October 21, 2024 · 12:00 – 1:00pm

Zoom: <https://us06web.zoom.us/j/6603360175>

The meeting will be held via teleconference in compliance with the Governor's Executive Order on the Open Meeting Law

\*Meetings occur every other Monday

Survey Development Team Members	<b><u>UMASS Boston Institute for Asian American Studies</u></b> Dr. Paul Watanabe Shauna Lo
	<b><u>AAPIC</u></b> Commissioner Saatvik Ahluwalia Commissioner Karen Chen Commissioner Danielle Kim Jennifer Best Yasmin Padamsee Forbes Shubhecchha Dhaurali
	<b><u>APIs CAN!</u></b> Jaya Aiyer
	<b><u>Polling Company</u></b> TBD

**In-attendance:**

### Action Items from Last Meeting

**1. Survey Vendor Selection Updates?**

**2. Funding - [Survey Revenue & Expenses](#)**

- a. As the Commission prepares our finances and budget for tax filing, we want to be best prepared for any possible audits that may arise and hope to ask you both for a breakdown of the funds we have provided to UMB for our records.
- b. More specifically, can UMB IAA provide more information on what the \$30,000 from Fiscal Year 2024 was used for/will be used for, as well as the planned Fiscal Year 2025 funds?



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**Executive Director**

Yasmin Padamsee Forbes

One Ashburton Place  
12th Floor  
Boston, MA 02108  
aapicommission.org

### 3. ISA for 2025

- [AAPIC UMB ISA 2024\\_updatedFINAL.pdf](#)

### 4. Translation of Survey Questionnaire

- a. Commissioner Karen Chen suggests translation now into different languages
  - i. Vietnamese, Chinese (incl. Mandarin, Cantonese); Kamai

### 5. Applying for Other Funding

- a. Asian Community Fund FY25
  - i. In talks with Commissioner Kim about how ACF can assist

### 6. Communications Strategy - Discussion & plan needed by end of January 2025

- a. Aspects of Dissemination
  - i. Press Conference/Briefing
  - ii. Social Media
  - iii. Media (reporters, news)
  - iv. Community Engagement with organizations
  - v. Planning for a release event
  - vi. Legislative briefing as well - Asian Caucus Briefing
  - vii. APIs CAN! Also hope to have dissemination in May

### 7. Survey Questionnaire in Document

- a. [AAPIC x UMB Survey Questionnaire](#)

### Survey Timeline 2024 - 2025

Phase	Tasks	Lead	Deadline
Questions for Survey Questionnaire	Create list of questions for survey questionnaire	AAPIC Commission (majority Shubhecchha & Commissioners), support from AA Institute	Completed July 2024, but ultimately finalization by Survey Vendor Contract <a href="#">DRAFT 6 AAPIC x UMB Survey Questionnaire</a>



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<b>Survey Vendor Selection &amp; Payment</b>	Pay some amount upfront, then installments (currently being negotiated by Dr. Watanabe with MassINC)	Survey Vendor - AA Institute (Dr. Watanabe & Shauna)	<b>UMB to pick a vendor by Nov. 1st</b>  <b>Have a contract and/or agreement finalized by Dec. 1st</b>
<b>Data Collection</b>	Survey in Field: two weeks for 1,000 AAPI sample	MassINC polling group	<b>During month of January 2025</b>
<b>Results</b>	Results Back	MassINC polling group	<b>End of January 2025</b>
<b>Data Analysis (need at least one month)</b>	Completion of Data Analysis	MassINC (initial), AA Institute lead with Commission and AAPIs Can support and feedback	<b>End of February 2025</b>
<b>Communications Planning &amp; Strategy</b>	<b><u>Aspects of Dissemination</u></b> <ul style="list-style-type: none"> <li>- Press Conference/Briefing</li> <li>- Social Media</li> <li>- Media (reporters, news)</li> <li>- Community Engagement with organizations</li> </ul>	Collective effort, details to come	<b>Discussion &amp; plan needed by end of January 2025</b>
<b>Report Writing</b>	-Writing the report -Multiple rounds of edits	AAPI Commission take lead with support from	<b>End of March 2025</b>



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		other groups	
<b>Report Graphics</b>	- Engaging a graphic designer for charts/graphs and report layout	AAPI Commission take lead with support from other groups	<b>Finish by Early March 2025</b>
<b>Dissemination of Data</b>		Collective effort with commission and institute leading	<b>March 30th 2025</b>

### PREVIOUS QUESTIONNAIRE DRAFTS

- b. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- c. Resources Used
  - i. Community Health Equity Survey
    - 1. Results: [AAPIC CHES Request DRAFT.xlsx](#)
- d. Most updated/recent version of questionnaire
  - i. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- e. Previous versions
  - i. [DRAFT 4 Full Questions\\_DRAFT Survey Questionnaire](#)
  - ii. [DRAFT 3 Survey Questionnaire 05.06.2024](#)
  - iii. [DRAFT 3 Summary\\_DRAFT Survey Questionnaire](#)
  - iv. [DRAFT 2 Survey Questionnaire 04.22.2024](#)
  - v. [DRAFT 1 AAPIC x UMB Survey Questionnaire](#)
- f. TAAF 2024 Survey Questions Updated Survey Questionnaire
  - i. <https://www.taaf.org/our-work/status-index-2024>
- g. Houston Survey Report on AAPI
  - i. <https://kinder.rice.edu/research/kinder-houston-area-survey-2024-4-results>
- h. MA CHES Survey AAPI respondent results
  - i. [AAPI Community Health Equity Survey Results](#)

Next Meeting: October 7, 2024

### Survey Questionnaire Relevant Links

- [DRAFT 5 AAPIC x UMB Survey Questionnaire STAATUS\\_Index\\_2024.pdf](#)
- [KI 2024 Houston Area Survey Report Final.pdf](#)
- [ches-2023-questionnaire-with-splits.pdf](#)
- [AAPIC\\_CHES\\_Request\\_DRAFT.xlsx](#)



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[Full Questions\\_DRAFT Survey Questionnaire](#)

[Summary\\_DRAFT Survey Questionnaire](#)

[AAPIC x UMB Survey Questionnaire](#)

[Languages.xlsx](#)

[Sample.xlsx](#)

[Survey Concept](#)



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