



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Agenda

AAPIC x UMB Survey Subcommittee Bi-Weekly Meetings
Monday, February 24, 2025 · 11:00 AM – 12:00 PM
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

Survey Development Team Members & Partners	UMASS Boston Institute for Asian American Studies [funder] Dr. Paul Watanabe Shauna Lo
	AAPIC [funder] Commissioner Saatvik Ahluwalia Commissioner Karen Chen Commissioner Danielle Kim Yasmin Padamsee Forbes Brissa Hunter Shubhecchha Dhaurali
	APIs CAN! [funder] Jaya Aiyer
	Massachusetts Institute for a New Commonwealth (MASSINC) Polling Group Steve Koczela Mahashraya Sundararaman
	Tufts University School of Medicine, Departments of Medicine and Public Health and Community Medicine Addressing Disparities in Asian Populations through Translational Research (ADAPT) Dr. MyDzung Chu
	Asian Community Fund & The Boston Foundation [funder] Danielle Kim

In-attendance:

Action Items from Last Meeting

1. Added Team Member

- a. Brissa Hunter, current Research & Pacific Islander Community Coordinator, joining team - we are marketing this as AAPI survey, but



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Executive Director
Yasmin Padamsee Forbes

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are PI's actually going to be interviewed/involved

2. AAPIC Marketing Strategy - Lizette

3. Final Questionnaire

- a. Final Questionnaire

4. Survey Language Translations: 1) Vietnamese, 2) Khmer, 3) Chinese (Simplified and traditional)

- 1) Vietnamese, 2) Khmer (pronounced "Khmay"), 3) Chinese (Simplified)
 - Khmer - Cambodian Mutual Assistance Association of Greater Lowell, Inc. - Sreang Heng - to be paid by **UMB AA Institute (Shauna Lo)**
 - Chinese (Simplified) - Chinese Progressive Association - Karen Chen - to be paid by **UMB AA Institute (Shauna Lo)**
 - Vietnamese - Theresa Nguyen, Asian American Resource Workshop (AARW) - **UMB AA Institute (Shauna Lo)**
- Sent final copy to each person/organization on 02/14/2025

5. Timeline

Survey Report Planning

Phase	Tasks	Lead	Deadline
Translations by Partner Orgs	Translation of survey into target languages	Shubhecchha to coordinate	~1.5 weeks (by Feb. 23)
Translation Testing	Review and validation of translations	MassINC polling group	February 25
Data Collection	Survey fielding – 1,000 AAPI sample	MassINC polling group	Fielding completed by March 11
Results	Receive topline results & cross-tabs	MassINC polling group	Week of March 15th
Data Analysis + Report Writing	Initial data analysis, slide preparation, and additional review	MassINC (initial), AA Institute with Commission &	Analysis complete by April 1



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		APIs Can providing feedback	Report finalized by April 8
Share initial findings w/ Asian Caucus	Share findings with the Asian Caucus to discuss policy implications	Yasmin, Leela R.	Share by April 10th
Report Graphics & Design	Engaging a graphic designer for charts, graphs, and layout	AA Institute to hire designer (AAPIC budgeted \$10K); Jaya, Shauna, Shubhecchha, Yasmin coordinating	April 25th
Printing of Report	English version prioritized; Print quantity based on RSVP responses	TBD Paid by TBD	By April 28th

Planning May Event

To-Do	Lead	Deadline / Dates
Confirm Event Date, Time, and Format <ul style="list-style-type: none"> In-person or hybrid? 	Shubhecchha AAPIC	Proposed: Week of May 18–24 or May 25-31
AAPIC Social Media Strategy <ul style="list-style-type: none"> Press release Media list for pitching Social media content for partner organizations 	Lizette & Monita AAPIC <ul style="list-style-type: none"> Promote on Social Media- maybe a calendar? Schedule coordinated posts on partner organizations' platforms. Engage influencers and community groups to amplify the event. Share teaser content (e.g., survey stats or quotes). 	March 3?



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Press Release <ul style="list-style-type: none"> Announcing major findings and event details to the media 	Dr. Watanabe, Lizette Sta. Maria, APIsCan Comms person	Beginning of May- May 1st
Secure Venue <ul style="list-style-type: none"> Where do we want it? Book a room at the State House and secure legislative collaboration (via Saatvik Ahluwalia's suggestion). 		
Draft and Finalize the Agenda <ul style="list-style-type: none"> Develop and circulate a detailed event agenda. Share the draft with partners for feedback and incorporate changes. Draft opening/closing remarks, keynote speeches, and panel discussion questions. 		May 5, 2025
Launch Media Campaign <ul style="list-style-type: none"> Distribute the toolkit and pitch to local news, ethnic media, and community blogs. 		
Invitations <ul style="list-style-type: none"> Create a registration form (Google Form/Eventbrite) for 		May 10th



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<p>tracking attendees.</p> <ul style="list-style-type: none"> ● Send personalized invitations to: <ul style="list-style-type: none"> ○ Legislators ○ Community leaders and advocates ○ Funders and academic collaborators ○ Media ○ Community members 		
<p>Set-Up</p> <ul style="list-style-type: none"> ● What materials/tools do we need for the event? 		

Post-May Event

Phase	Tasks	Lead	Deadline
<p>AAPI Language Translation</p>	<p>Uploading translations of the report to respective partner websites</p>	<p>TBD</p>	<p>After May 2025</p>
<p>AAPIC Follow-Up Listening Session</p>	<p>Inviting state/local agencies to discuss and give comments on findings</p>	<p>AAPIC</p>	<p>After May 2025</p>
<p>AAPIC Future Events</p>	<p>Saatvik- possibly could partner with other legislative offices in future for more policy based result sharing</p>	<p>AAPIC</p>	<p>After May 2025</p>



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PREVIOUS QUESTIONNAIRE DRAFTS

- a. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- b. Resources Used
 - i. Community Health Equity Survey
 1. Results: [AAPIC_CHES_Request_DRAFT.xlsx](#)
- c. Most updated/recent version of questionnaire
 - i. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- d. 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](#)
- e. TAAF 2024 Survey Questions Updated Survey Questionnaire
 - i. <https://www.taaf.org/our-work/status-index-2024>
- f. Houston Survey Report on AAPI
 - i. <https://kinder.rice.edu/research/kinder-houston-area-survey-2024-results>
- g. MA CHES Survey AAPI respondent results
 - i. [AAPI Community Health Equity Survey Results](#)

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](#)

[Full Questions_DRAFT Survey Questionnaire](#)

[Summary_DRAFT Survey Questionnaire](#)

[AAPIC x UMB Survey Questionnaire](#)

[Languages.xlsx](#)

[Sample.xlsx](#)

[Survey Concept](#)

[Getting Through a Dual Pandemic_Hardship and Social Resiliency i.pdf](#) - example report



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