



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

### COMMISSIONERS

#### Chairperson

Saatvik Ahluwalia

#### Vice Chairperson

Gary Yu

Moana Bentin

Rakashi Chand

Karen Y. Chen

Emma Chen-Banas

Gary Chu

Richard Chu

Amy Goh

Christopher Huang

Bahara Hussaini

Danielle Kim

Bethany Li

Li Morrison

Marilyn Park

Jennifer Rubin

Philjay Solar

Ekta Srinivasa

Tuyet Tran

#### Executive Director

Yasmin Padamsee

Forbes

One Ashburton

Place

12th Floor

Boston, MA 02108

aapicommission.org

### Agenda

Survey Subcommittee Weekly Meetings

Wednesday, May 28 · 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

The Massachusetts Asian Pacific Islander American (APIA) Community Survey amplifies the diverse voices of APIA residents across the Commonwealth. It examines critical areas including housing, civic engagement, safety and sense of belonging, healthcare access, and emerging issues such as climate change and executive actions by the current presidential administration. The resulting data and report will inform policy, support advocacy efforts, contribute to academic research, and highlight the rich diversity of Massachusetts' APIA communities. Key partners in this effort include the Commonwealth of Massachusetts AAPI Commission, the Institute for Asian American Studies at the University of Massachusetts Boston, the Asian and Pacific Islanders Civic Action Network (APIs CAN!), and the Asian Community Fund at The Boston Foundation. The survey was conducted by the MassINC Polling Group.

### Survey Team Emails

Area	Organization	Contributors
Survey Questionnaire Development	AAPI Commission	Shubhecchha Dhaurali (Project Lead) Commission Chair Saatvik Ahluwalia Commissioner Karen Chen Commissioner Danielle Kim Jennifer Best (Former Staff) Yasmin Padamsee Forbes
	Asian Community Fund	Danielle Kim
	UMass Boston Institute for Asian American Studies	Dr. Paul Watanabe Shauna Lo
	APIs CAN!	Jaya Aiyer
	Tufts ADAPT	Dr. MyDzung Chu
Questionnaire Finalization & Results	MassINC Polling Group	Mahashraya Bowen Steve Koczela
Report Writing	UMass Boston Institute for Asian American Studies	Dr. Paul Watanabe
	AAPI Commission	Shubhecchha Dhaurali
Communications, Public Relations, & Social Media	APIs CAN!	Catherine Drennan Lynn
	AAPI Commission	Anne Lizette Sta. Maria Monita Seng
Policy & Legislative Advocacy	AAPI Commission	Leela Ramachandran
Report Graphic Design	Freelance	Joelle Riffle
Event Organizer	AAPI Commission	Shubhecchha Dhaurali

### In-attendance:

### Action Items

#### ● Final Report

- Joelle will have to me by today- afterwards I will update on the AAPIC website and send to Shauna to add to UMB website



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

- b. InDesign File requested from Joelle for additional fee

### Survey Report Update:

- Edits were accepted until Wednesday, 8:00 PM EST and the final version sent to Joelle at 9 PM.
- Per Joelle's update, edits after Wednesday will *not* be included in the designed PDF.
- InDesign file requested for possible limited changes (extra fee); Shauna may assist if file is received in time.
- **Final draft (for potential edits):** [Google Doc Link](#)
- If suggesting edits, add them directly to the doc—but inclusion in the final version is not guaranteed.

- **Run of Show Run-Through**

- a. [DRAFT: 6/3 Survey Event Agenda](#)

- **RSVP - closed in-person slots at 36 in case people attend such as the press**

- [2025 MA AAPI Community Survey Event RSVP \(Responses\)](#)
  - **SENT EMAIL WITH ROOM NUMBER AND ZOOM LINK**

- **Need to Print**

- a. [Press Kit](#)
- b. [Program Agenda](#) OFFICIAL
- c. [Program Run of Show & Remarks](#) -

- **Exclusive Story- Shirley Leung Boston Globe**

- a. Currently in communication with Dr. Watanabe, confirmed she would do the exclusive story
- b. [AAPI Survey Exclusive Story Pitch](#)
- c. Link to report to be housed:
  - i. AAPI Commission Website- to be translated into many AAPI languages

- **Communications Update - Catherine**

- a. **Important Comms Documents**

- i. [Key Talking Points](#)
- ii. [AAPI Survey Event Social Media Plan](#)
- iii. [AAPI Survey Event Media Advisory](#)
- iv. [AAPI Survey Launch Media Strategy](#)
- v. [2025 AAPIC Press Contacts](#)



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

From Friday, May 30th Quick Meeting on Communications

### **Press Release Finalization**

- Review and approve final draft of the press release
- Confirm if any Communications teams need to sign off before release
- Identify media/communications contact for each organization

### **Quotes for Press Release**

- Confirm finalized quotes from:
  - Danielle Kim (ACF)
  - Steve (MassINC) - A survey effort of this magnitude requires vision and sustained, collaborative effort over a long period of time. The results tell a new piece of the Massachusetts story in a new and powerful way.
  - Jaya (APIsCan)
  - Shubhecchha (AAPI Commission)
  - Dr. Watanabe (UMass Boston)
  - Rep. Tackey Chan (House Asian Caucus)

### **Social Media Promotion**

- Confirm readiness for Social Media Day-of outreach
- Distribute Social Media Toolkit to partners
- [Review Toolkit Document](#)


### **Final Report Posting**

- Upload the final report to the AAPI Commission website

### **Communications Updates**

- Media Advisory: Scheduled to go out today; submit any final edits by 8am
- Op-Ed:
  - a. Only feedback received so far is from Shubhecchha
  - b. Schedule meeting for small working group to finalize draft and confirm byline contributors
- Press Release: Updated version to be shared this morning for group review

### **Toolkit Update - Lizette**

- a.  Partner Toolkit: 2025 MA APIA Survey Launch
- b. [Survey Social Media Drafts on Canva](#)
  - i. [Survey Concept](#)



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

- ii. [2025 AAPIC Press Contacts](#)
- iii. [Survey Comms Strategy](#)
- iv. [Survey Communications Branding Identity](#)
- v. [Accessibility guidelines](#)

- **Op-Ed - Catherine**

- a. DRAFT: AAPIC Survey Report
  - i. Draft APIA Survey Op-Ed

- **Report Writing**

- a. Report
  - i. Need to share with Shirley Leung
  - ii. Need to share with Reps. of AC
  - iii. Need to share with Community speakers

- **"From Data to Action: Launch of the Massachusetts Asian Pacific Islander American Community Survey Report" 06/03 Survey Event IN-PERSON CAP OF 49 PEOPLE - Hybrid Event**

- a. Layout of Room
  - Date: June 3, 2025, from 1:00 PM – 3 PM
  - Massachusetts State House Room 437
  - 24 Beacon St. Boston, MA 02133
  - 6/3 Survey Event Agenda
  - Speaker Honorariums

[RSVP link here](#)

[Formal Invitation here](#)

[Event Flyer here](#)

2025 MA AAPI Community Survey Event RSVP (Responses)

- Need to share out address + room # + Zoom link a week before- May 28**

- Sent out invites to our team, AC members, and community orgs for community member speakers

### Event Information

#### ***In-Person***

Date: **Tuesday, June 3, 2025**

Time: **1:00 PM – 3:00 PM**

Location: **Massachusetts State House, Room 437**

Address: 24 Beacon St. Boston, MA 02133

Travel: Parking available on [nearby lots](#), but public transportation highly recommended.

**Please note that in-person space is very limited.**



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

### Virtual

ZOOM Registration Link: [us06web.zoom.us/meeting/register/VRhCBHSfRASvQZ0zms\\_R-g](https://us06web.zoom.us/join/VRhCBHSfRASvQZ0zms_R-g)

#### • Survey Updates

- [Final Questionnaire](#)
  - MassINC Survey Results Presentation
  - How to enable data = open to the public?
- [SD\\_Topline - 2025 UMB AAPIC Survey](#)

#### • Report Timeline

- [250411 Joelle Riffle x AAPIC Commission Report Work Agreement.pdf](#)
- [Report Writing- Literature Review](#)

Phase & Tasks	Lead	Deadline
<b>Joelle Report Timeline</b> May 12 Share design for 2nd draft	Joelle	May 12, 2025
<b>Joelle Report Timeline</b> May 19 Joelle shares final draft, ready for proofreading	Joelle Team to Proofread	May 21, 2025
<b>Joelle Report Timeline</b> May 26 Joelle shares the final print-ready proofread files	Joelle	May 26, 2025
<b>Share Report with AC, Speakers, &amp; Shirley L.</b>	Shubhecchha, Dr. Watanabe	May 28, 2025
<b>Printing of Report (English) &amp; Materials</b> English version prioritized; Print quantity based on RSVP responses - Provide printed press kits (agenda, speaker list, top-line findings, quote sheet, contact info)	Most likely will print @Staples- Shubhecchha	May 30, 2025
<b>Impact of Results on Policy, Engaging the Asian Caucus</b>	Leela	May 5, 2025
<b>Event</b> June 3 - 1-3 PM		

### [Contacts](#)

#### • Post-June Event

- Social Media Summaries with Main Survey Results / Survey Event
- AAPIC Language Translation of Report



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

- i. Uploading translations of the report to respective partner websites
- ii. **Languages:**
  - 1. Arabic
  - 2. Chinese Simplified
  - 3. Chinese Traditional
  - 4. Filipino
  - 5. Hindi
  - 6. Hmong
  - 7. Japanese
  - 8. Khmer
  - 9. Korean
  - 10. Myanmar (Burmese)
  - 11. Nepali
  - 12. Persian
  - 13. Samoan
  - 14. Thai
  - 15. Urdu
  - 16. Vietnamese
  - 17. Chamorro
  - 18. Samoan
- c. AAPIC Follow-Up Listening Session - Inviting state/local agencies to discuss and give comments on findings
- d. What academic papers can be formulated using this data?
- e. Data- Desire to make it public - how to do this?**
  - i. Provide access to Excel & Stata data- process to apply for use of the data and grant access - housed at UMASS Boston Institute for Asian American Studies
  - ii. Perhaps add website of instructions to AAPIC
  - iii. [W 2025\\_APIA\\_Survey\\_Data\\_Use\\_Application\\_Form.docx](#)
  - iv. [W 2025\\_APIA\\_Survey\\_Terms\\_of\\_Use.docx](#)
    - 1. Cornell = Survey Data Housing potentially? Can donate to Cornell at a later time

## Survey Subcommittee Bi-Weekly Meetings

### Transcript

<https://otter.ai/u/vYZzM2rygyMjTIXRzWeKlhw11mo?view=summary>

The meeting discussed updates on the survey report, with Masha Sundararaman



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

providing the latest version (v5) and addressing rounding errors in the data. Shubhecchha Dhaurali mentioned the report's length and the need for an executive summary. The team planned the survey event, including roles, refreshments, and logistics. Key speakers were confirmed: Dr. Watanabe, Jaya, Danielle, Masha, and Steve for the results presentation. Community impact statements from Miao Chu, Commissioner Bahar Hussein, Evan Owens, and Chahat Kalia were discussed. The event will be held on June 6, with a Zoom live stream and in-person attendance.

### Action Items

- [ ] @Jaya Aiyer - Jaya to order refreshments (canned water, coffee, etc.) for the survey event.
- [ ] Shubhecchha to coordinate with Joelle on adjusting the fee and timeline for the survey report.
- [ ] Shubhecchha to assign roles for check-in table, timekeeping, and Zoom management for the survey event.
- [ ] Shubhecchha to send out an email summarizing the meeting details and action items.

### Outline

#### Report Updates and Style Guide

- Shubhecchha Dhaurali and Masha Sundararaman discuss the updated style guide and the reconfiguration of figures.
- Masha Sundararaman mentions a rounding error in the total figures and offers to send the latest version of the report, version 5.
- Shubhecchha Dhaurali confirms the receipt of the updated report and discusses the need for a demographics table.
- Masha Sundararaman offers to create a table for the demographics section and suggests noting the use of unweighted data in the report.

#### Finalizing the Report and Meeting Logistics

- Shubhecchha Dhaurali updates the team on Joelle's email regarding the report's length and the need for an additional fee.
- The final report is in Word format, consolidating Dr. Watanabe and Shubhecchha Dhaurali's writing.
- Shubhecchha Dhaurali shares the report's structure, including sections on economic concerns, political behavior, executive orders, and safety.
- The total page count is 61, and Shubhecchha Dhaurali asks Joelle about the cost of



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

creating an executive summary.

### Survey Event Planning

- Shubhecchha Dhaurali outlines the public agenda for the survey event, including a welcome, results presentation, policy roundtable, community impact remarks, and closing.
- The team discusses the need for roles assignment, AV equipment setup, and refreshments for the event.
- Jaya from APIs CAN offers to coordinate refreshments, including canned water due to the State House's plastic water bottle rule.
- Shubhecchha Dhaurali plans to print materials and set up AV equipment before the event, starting at 11:45 AM.

### Run of Show and Speaker Introductions

- Shubhecchha Dhaurali shares the run of show, including the introduction of Dr. Watanabe, Jaya, and Danielle.
- The results presentation is budgeted for 20-25 minutes, with a Q&A session following.
- The Asian caucus legislators' roundtable is moderated by Leela, with representatives Chen Lynn, Idaho, Bin, and Sing See San Gio Lo confirmed.
- The community impact statements are from Miao Chu, Commissioner Bahar Hussein, Evan Owens, and Chahat Kalia.

### Community Impact Statements and Q&A

- Karen Chen suggests switching the order of the community impact statements and legislative roundtable for better context.
- Shubhecchha Dhaurali agrees to the suggested order and plans to include a Q&A session after the legislative roundtable.
- Masha Sundararaman sends the latest version of the slides, including a demographic section and explanations for disaggregations.
- The team discusses the need for translation services for non-English speakers and the importance of addressing housing affordability in the event.

### Final Preparations and Communications

- Shubhecchha Dhaurali requests final edits to the report by the end of the business day to meet Joelle's deadline.
- The team discusses the partner toolkit and op-ed draft, with Karen Chen offering to be a byline author.
- Shubhecchha Dhaurali plans to send a summary email after the meeting to ensure





# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

everyone is on the same page.

- The meeting concludes with a thank you to Lizette for her contributions and a reminder of the next meeting before the event.

---

### PREVIOUS QUESTIONNAIRE DRAFTS

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

[Stop AAI Hate 2023 Report Example](#)\*\*\*NOTE: I really love how they organized the website! - [full report](#)



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

