

Asian Population Association

The 5th Council (2019-2021) Administrative Committee Meeting

16 January, 2019 at 09.00 – 16.30 hrs.

Tantawan Room, 4th Floor

Institute for Population and Social Research, Mahidol University, Thailand

Minutes of the Meeting

1. The first meeting of the 5th Council of the Asian Population Association (APA) started at 9.00 A.M. Present during the meeting are the following:

Aris Ananta, President
Doo-Sub Kim, Immediate Past President
Premchand Dommaraju, Vice President
Nimfa Ogena, Secretary General
Duanpen Teerawanwivat, Treasurer
Bhassorn Limanonda, Former Treasurer
Hiroshi Kojima, Council Member
James KS, Council Member
Leiwen Jiang, Council Member
Wei-Jun Yeung, Council Member
Yu Zhu, Council Member
Rossarin Gray, Executive Secretary

Other Secretariat team members in attendance:
Saowapak Suksinchai and Sarayut Sakultantimetha

2. The President, Aris Ananta, opened the meeting and welcomed everyone. The meeting agenda was confirmed with one revision: the financial report by the former Treasurer was moved prior to the report of the Executive Secretary. This was followed by self-introductions of each one present at the meeting.

Agenda Item 1: APA in brief

3. The Immediate Past President, Doo-Sub Kim, briefed the 5th Council members with APA milestones during the past 11-12 years. Underscored were activities that continued to connect APA with its members such as the formation of scientific groups, newsletter, website, and the conduct of a scientific conference, as the culminating activity of each council, as well as interaction with other regional population associations. He urged for commitment and teamwork so the new council would be able to move APA to greater heights.
4. On current organizational matters, he noted that the number of APA members has increased dramatically but paid membership is very low. Emphasising financial stability as crucial in running the APA, he underscored the need for discussion and resolution during the meeting on matters relating to membership fees, securing funding support for the conference, among others.

Agenda Item 2: Report on APA finances for 2016-2018

5. The former Treasurer, Bhassorn Limanonda, presented the APA financial report from 2016 to 2018. There are 4 major categories on the report: opening balance in January of each year, income, expenses, and balance at the end of December of each year. Bhassorn advised that APA has 2 bank accounts, i.e., membership account and cash flow account.
6. Initially, Bhassorn explained financial details as of December 2018:

- a. Opening balance - The balance at the beginning of the year was about \$31,000 in membership account and about \$900 in cash flow account.
 - b. Income – the regular membership payments for 2018 (about \$4,700) was separately listed from membership payments made in order to attend the conference (about \$7,900). To augment funds for the conference, an institution fee was incorporated to the conference fee. Institution fee collected was about \$12,200. In addition to the UNFPA APRO conference support of about \$29,800, donations of about \$8,000 were also received from individuals not organisations.
 - c. Expenses –About \$36,600 was expended during the year, the majority of which were during the conference and charged against the UNFPA support fund. Regular expenses fluctuated according to activities during the year, with auditing services and salary accounting for the major part of the expense.
 - d. The balance at the end of December 2018 was about \$58,000.
7. Bhassorn also presented the financial report for the past 3 years. For 2016, the opening balance was \$38,000, but there was not much income during the year. Only around 50 -70 members pay their dues each year. Hence, it is important to encourage the members to pay their dues. A large donation in 2016 was from the council meeting in Bangkok as council members did not reimburse from APA the cost of attending the meeting. Bhassorn highlighted the need to find other funding sources for APA. Compared to 2016, administrative expenses were largely reduced in 2017 and 2018. Thanks to the APA secretary and IPSR director, Rossarin Gray, who agreed to shift the APA Coordinator, Sarayut Sakultantimetha, from full-time to part-time in order to reduce the running cost from 25,000 Baht per month during the initial year to 5,000 Baht per month during the past two years.
 8. Bhassorn passed on all APA financial documents to the new Treasurer, Duanpen Teerawanwiwat.

Agenda Item 3: Report on APA activities (2016-2018)

9. Rossarin Gray introduced the secretariat team to the council members. Saowapak, Sarayut and Narissawan. The latter will replace Sarayut in October 2019.
10. On membership, Rossarin reported that there are about 2,000 members distributed as follows: male (44%), female (33%) and no information (23%). With regards to type of membership, about 18% are students, 29% non-students, and 53% have no information. The top 10 countries of APA members are India, China, Indonesia, US, Iran, Thailand, Bangladesh, South Korea, Australia, Malaysia and Pakistan. Rossarin conveyed that there were 66 members who paid their membership fee for 2019 as advance payment is welcome. One member has paid for her membership dues until 2025. She likewise observed that despite quarterly email reminders to members by the secretariat for payment of annual membership fees, only a few pay their dues.
11. Rossarin reported that during 2016-2018, there were 4 main activities.
 - a. Recent conference in Shanghai. The APA conference is organised every 3 years. The next one will be held in 2021.
 - b. APA Newsletter. The newsletter was circulated in 2016 and 2017. Doo-Sub explained that the newsletter for 2018 was not released before conference in Shanghai as planned as the term of the council was coming to an end, and it was difficult to request for council members for contributions. He also urged all members to visit the website as details are on the website. Doo-Sub advised that it is up to the council how many newsletters to release each year.
 - c. Council meeting. Rossarin explained that APA hosted the first council meeting, then the next meeting was arranged through Skype/email for cost savings. The past two meetings were held and supported by Shanghai University.
 - d. Scientific groups during the past 3 years. There were 3 topics. Outcome of the scientific groups were, workshop at APA conference, publications and forum at China Sociology Association Annual Meeting.

12. Per request of Rossarin, Sarayut explained that during the 4th conference, the conference fee consisted of the registration fee, membership fee (\$25.00) and institution fee (\$50.00). APA's income is from the membership and institution fee. The registration fee was given to the host institution. Institution fee was charged to non-student presenters only. The total number of participants was 424 and the total income from the conference was as reported earlier by Bhassorn.
13. Rossarin and Saowapak provided a summary report on the past 4 conferences. It was noted that the number of abstract received increased from 1,600 abstracts during the 3rd conference to 2,828 abstracts during the 4th conference. For the first and third conferences, the APA secretariat has no information on the income/expense as they were organized in different countries and limited information was passed on to the APA secretariat. Rossarin pointed out that the 2nd conference was organised in Thailand. Hence, financial records are available indicating APA's large earnings during the conference.
14. Aris asked for the reason that the number of themes changed from 19 themes at the Bangkok conference, to 7 themes at the Malaysia conference and 9 themes at the Shanghai conference. Doo-Sub explained that the number of abstracts received was from previous conferences and by having a large number of themes, some may receive a few submissions and themes would eventually have been combined. It really depends on the Chair of scientific committee.

Agenda Item 4: Proposal for APA running costs 2019-2021

15. Rossarin proposed to the council about \$5,150.00 per year as the running cost needed by the APA secretariat for the next 3 years. The total budget requested amounts to about \$21,700 for 3 years, which includes the cost for organizing the first meeting of the 5th Council. Doo-Sub suggested to hold a council meeting once a year but was afraid that the proposed budget may not be sufficient as APA must provide more support for its activities. Saowapak stated that the proposal was based on past actual expenses taking into account self-funding of council members to attend some of the meetings. For the present meeting, Rossarin appreciated those who took budget airlines. Aris also suggested that the proposal should include costs for future activities, e.g. improvement on website. An amount of \$21,719 was approved to be set aside for APA running cost for the three years period of 2019-2021.
16. Rossarin explained that in the past IPSR had to make advance payment for APA running expenses and only received the fund back after the 4th conference. Doo-Sub explained about the financial hardship at the beginning of the 4th council's term. With a little over \$30,000.00 balance as of Jan. 2016 and the previous proposal during last council's term at about \$20,000.00 per year, options such as charging of an institution fee has to be implemented. Doo-Sub also had to get outside funding to support individuals to present for APA at other conferences like PAA and IUSSP. Doo-Sub suggested to the council to maintain APA's relationship with other associations such as PAA and IUSSP.
17. Rossarin alerted that due to a new regulation of the university, IPSR will no longer be able to provide advance payment for running costs. Doo-Sub suggested Rossarin to discuss it further with Aris.

Agenda Item 5: How to increase the membership and improve APA financial situation

18. Duanpen asked for the reason why APA has not increased the membership fee. Doo-Sub expressed concern for those who has limited option in terms of payment, especially when credit card is not an option. Transferring fund would incur extra fee on top of the membership fee of \$25.00. Doo-Sub pointed out the membership fee is low and students do not pay for membership, which may result in lack of involvement. Moreover, many remain in student member status even after a few years. This led the past council to implement the institution fee. Doo-Sub reported that for the 4th

conference, there were 35 full scholarships and 65 partial scholarships granted. If the number of scholarships granted were fewer, the registration fee would also be smaller. Doo-Sub explained that institution fee is for the 4th conference only and only charged non-student members. It is not related to membership fee and can be excluded if the balance is reasonable. However, Leiwen Jiang and Jean Yeung noted that they received questions and complaints about the institution fee.

19. Nimfa Ogena inquired about continuous updating of membership profiles so students can be reclassified as non-students after they graduate and pertinent membership fees could be collected after the category shift. Doo-Sub suggested assigning key members to update the status of student members in their countries. However, that has not been done continuously.
20. Jean inquired about the scholarship amount. Doo-Sub explained that scholarships are either full or partial. Full scholarship covers airfare, accommodation and registration. Partial scholarship covers registration only. Doo-Sub also clarified that scholarships are granted to APA members only. Leiwen explained that there was no special fee for low income country participants. They were differentiated only as student members or non-student members.
21. James KS suggested that the council should discuss separately income from the conference and income from the membership fees. He also noted that the IUSSP conference will be held in 2021, the same year as 5th APA conference so the council may need to consider postponing the APA conference. For APA membership fee, James pointed out that he has not made past payments, but has paid for the current membership fee. He and many who missed the past payment are willing to repay for those terms and the council should make more effort to encourage members to pay their dues.
22. Aris requested from the council ideas on APA benefits that can be offered to members. Aris mentioned as example about instituting an APA journal or APA could work with other regional journals.
23. Nimfa asked about benefits APA currently provides. Doo-Sub explained that the council should propose more activities, however, activities require funding, and due to the limited funds in the past, the council could not arrange many activities. Doo-Sub stated that without activities, there would not be any incentive for members. Doo-Sub also suggested that activities should be for financially active members only.
24. Nimfa suggested that APA will need to increase its visibility in national conferences of population associations in the region. Aris agreed and indicated his plan to promote APA in Indonesia through other national conferences.
25. Aris asked for the reason ADRI wanted to host the APA conference. Leiwen explained that ADRI was small and has hosted small conferences but not a large scale conference like APA. ADRI weighed pros and cons. It was a big commitment, spent a lot of time and funding but with support from the President and Secretariat team, it was a success.

APA Activities for 2019-2021

Agenda Item 6: APA Scientific Groups

26. Doo-Sub suggested that for Scientific Groups, first the council should assign an individual to draft the proposal following the previous deadline for proposal submission, which was 30 April and formal announcement on the proposal at the end of May. He advised that only 3 proposals were received during 2016-2018. Yu Zhu suggested to consider cross-country themes and to include young researchers as well. After a short deliberation on who among the council members to lead this activity, Aris assigned Jean Yeung as coordinator for the scientific group and to draft the call for proposal.

Agenda Item 7: APA collaboration with IUSSP and other regional associations

27. Aris asked for ideas regarding activities with other association. Doo-Sub suggested to continue collaborating with other population associations so APA can be duly visible and our members can continue to attend conferences with their funding support. James suggested to list population associations in each country and at least one council member to attend other population association's conferences. Leiwen also suggested to increase involvement of Chinese demographers as currently they are not aware of APA. He also suggested setting up an APA booth at each national population conference.
28. In aid of promoting APA in national conferences, Hiroshi Kojima inquired about the APA brochure . Doo-Sub suggested to prepare a new brochure or update the current brochure, which has details of previous council members' details .Rossarin suggested an e-brochure that would be downloadable from the website .
29. Doo-Sub also suggested to promote collaboration with regional population associations by inviting individuals to present for APA-organized sessions. However, the abstract of all papers for such sessions in these conferences should be screened to ensure high quality. As representative in an APA-organized session, APA funding support may be provided if the cost for conference attendance is too high. However, a report need to be submitted if funds from APA are provided.

Agenda Item 8: the 5th APA Conference 2021

30. The council discussed the date of the 2021 APA conference in relation to the IUSSP conference, which will be held on the same year. Options considered are to hold the APA conference before, at the same time, or after the IUSSP conference. Doo-Sub advised the council to keep the APA conference date distanced from that of IUSSP but still on the same year as it would raise curiosity if APA changes the year when it will be held. He also advised that it is too early to make a decision on the date, since the council need to identify the host institution first and its availability. Although James pointed out that it should not be in India as the IUSSP conference will already be held in India, Aris suggested that the call for proposal for the host institution should be open to all including India .James will inform council members by the end of January once IUSSP has decided the conference date.
31. For identifying possible host institutions for the APA conference, it was agreed that the council should begin to approach APA members who they know in some countries such as Wendy Hartanto in Indonesia and the President of the Philippine Population Association. Taiwan and Pakistan should also be contacted as they have showed some interest for hosting the APA conference .James suggested approaching someone in Qatar if it would be interested to host APA conference, since it may have funds for such activity.
32. Aris asked how the proposal for host institution was selected for the 4th APA conference .Doo-Sub informed the council that the proposal was shared and discussed among the council members. They considered the experience in organizing conferences and what the host offerscriteria Hence, the . for selectioncan be set after seeing the proposals .Doo-Sub suggested to send out the call for proposals as soon as it is ready. June 2016 was the deadline for the previous conference .Doo-Sub noted that it would not take much time for APA to draft the call for proposal. However, for the interested parties to draft the proposal requires more time.

Agenda Item 9: Division of labor among council members

33. To verify the interest to host the conference, the following will approach pertinent APA members/institutions/associations in the identified countries:
 - a. James - Qatar,
 - b. Nimfa - Philippines,
 - c. Aris - Indonesia, and
 - d. Jean - Singapore and Taiwan.
34. Doo-Sub suggested to establish a publications committee to look after the website and to establish a fund raising committee ,Instead of a publications committee .Aris suggested that the Vice President, Premchand Dommaraju, help improve the website .Premchand agreed to look after the substantive contents of the websiteF .or the newsletter, Rossarin warned that the English language limitation of the secretariat poses a difficulty with regards copy editing. Aris agreed to be on top of the newsletter.
35. James suggested to establish a membership committeeAlthough the membership committee was . not formed, the council membersrequested to get the list of APA members in their respective countries for following up and updating of membership dues. Sarayut will provide an updated version of the requested list to all council members

Agenda 10: Other matters: APA Membership fees

36. Doo-Sub pointed out that the current number of membership payment remains low .The following suggestions were raised to increase the membership fees:
 - a. Student membership should not be free
 - b. Discount for advance payment of membership dues .
 - c. Increase membership fee for non-students
 - d. Assign a member in particular countries with payment difficulty to collect the fees
37. The council agreed on the following:
 - e. Raise annual student membership fee to \$10.00, with no voting rights, starting 2020;
 - f. Raise annual non-student membership fee to \$30.00 starting next year;
 - g. Encourage members to pay in advance, preferably for 3 years (2019-2021), at the current membership fee of \$25 per year;
 - h. Membership fee to be collected from current year onwards (i.e., no back pay for missed payment in previous years)
38. Aris thanked everyone for attending the meeting and actively participating in the discussions and resolutions arrived at during the meeting. Finally, he sincerely thanked Doo-Sub for providing invaluable guidance and support to the new council.
39. The meeting was adjourned at about 4:45 P.M.

Minutes taken by Prof. Nimfa B Ogena, Secretary General