



North Dakota Cancer Coalition-(NDCC)
Steering Committee
Monday November 7, 2016
CALL IN NUMBER- 1-866-347-9524

12-1PM

Meeting Minutes

Joyce Sayler to take roll call.

Roll call	Completed
Additions to the Agenda	None
<u>Approval of Minutes from September Meeting</u> Additions or corrections to the September minutes?	Notes not uploaded yet
Introductions for Jacob	Completed
Letter of Support Request Process	<p>Regarding requests for NDCC letters of support for grant applications.</p> <p>No written process or anything in the bylaws about letters of support. Thoughts on creating a formal process, detailed on the website, on how to request a letter of support.</p> <p>What information would we need to write that letter? Request a copy/summary of the funding opportunity announcement or request for proposal to ensure it is appropriate and connects with the coalition's mission. Ask the requestor to draft bullet points or draft a letter that the NDCC chair can edit?</p> <p>How would approval work? Have all of the executive board be involved in approval process, vs. just the NDCC chair. Potentially use a majority of the board to approve letters. Requests should be submitted a minimum of 5 business days in advance to give the executive group time to review and approve.</p> <p>Receive maybe 3-4 letter requests in the past few years. Can we follow up to see if they were successfully funded and reference what they accomplished on the site? Keep track of projects/programs supported by the coalition to show our reach.</p>
Day in the Legislature update (April 5, 2017)	Responding organizations thus far: <ul style="list-style-type: none"> • Sanford, • NDSU • American Indian Resource Center • <i>Women's Way</i> • Cancer Registry • Family Planning

	<ul style="list-style-type: none"> • ACS • A couple of public health units • Turtle Mountain Tribal Health • Bismarck Cancer Center <p>12 organizations currently responded. Organizations can still request to display on Legislative Day. Will send reminder to coalition about it tomorrow morning.</p> <p>Question from Deputy State Health Officer: How is this different from PH day? Response: Entities involved go beyond public health and some organizations don't fit into public health day.</p> <p>What is the goal of this day in the legislature? Intent to be present in front of legislature in a different format. Cancer has not been presented to them this way before. In-person steering committee meeting is around the same time, so it also makes the trip more purposeful to travel to Bismarck. Not politically driven. Meant to represent organizations we work for, for educating and informing cancer prevention, treatment, and control in the state. Make it clear to the organizations displaying with us that content should be related to cancer prevention through end of life, since some do work that is beyond cancer.</p> <p>What are impactful resources to hand out during legislature days? Will a booklet about the NDCC booths even be read? Tip is to keep it short and sweet; 1-2 page, brochure style, elevator speeches.</p> <p>Memorial hall is reserved entirely for us. Each NDCC organization will be set up with their own booth. Goal to look unified and present a cohesive message.</p> <p>Focus on three points about the coalition and how we work together in these areas: 1. Work on the cancer plan 2. NDCC workgroups 3. Subcontracts.</p>
<p>NDCC Conference Calls presenter topics</p>	<ul style="list-style-type: none"> • Pediatric cancer: what to do in the first 40 years of life • Cancer registry: how to access the data and best use it • Impact & reach of mini-grants • Cancer moonshot: bring a national speaker to speak to national issues in cancer. May be a webinar instead of the conference call • Rationale for HPV dosage change in December. Pair with cervical cancer awareness materials and toolkits • Dr. Brooks webinar on colorectal cancer. Pair with Turn ND Blue, colorectal cancer screening, and 80 by 2018. <p>If you have any additional ideas for presenter topics, please email Janna.</p>
<p>2017 Meeting Schedule – Finalize</p>	<p>Note that the Steering Committee In-Person meeting in April is on Thursday, April 6, as opposed to the usual Friday due to having</p>

	<p>Legislative Day on Wednesday. Option to change it to a half-day meeting, 8:00am-noon.</p> <p>Final 2017 schedule will be posted on the website and shared in the December NDCC newsletter</p>
Other points of discussion	None
Next Steps	<p>Letters of support</p> <p>Legislative Day</p>
Next Meeting – Steering Committee call	<p>Next Steering Committee call is on January 9, 2017.</p> <p>Next NDCC member call is on December 5, 2016.</p>
Meeting Adjourned	<p>Meeting adjourned at 12:57 pm</p> <p>If any NDCC members or others who joined the call and did not provide their name for roll call, please send an e-mail to ndcc@nd.gov and let us know you attended the call. Take questions or comments at this time.</p>

In Attendance:

Jacob Davis
 Julie Garden-Robinson
 Cindy Gohner
 Cheri Keifer
 John Leitch
 Stefanie Meyer
 Susan Mormann
 Janna Pastir
 Geneal Roth
 Mary Sahl
 Joyce Sayler
 Barb Sherburne
 Jesse Tran
 Tori Whipple
 Milan Vu
 Zheng, Yun (Lucy)