

North Dakota Cancer Coalition-(NDCC)

Steering Committee

Wednesday April 5, 2017

Comfort Suites

CALL IN NUMBER- 1-866-347-9524

2 pm to 5 pm

Meeting Minutes

Roll call and introductions	Janna
Additions to the Agenda	Update on the status of the Cancer Plan Cancer plan is under review and after the legislative session it should be on the website by the end of June.
<u>Approval of Minutes from prior Steering Committee January 9, 2017 Meeting</u> Additions or corrections to the prior minutes?	Minutes on website- revisions made after last meeting. No further corrections brought forward.
Day at the Legislature update- Stefanie	First time at the legislature. Comments: Very positive with good conversations. Small turnout but valuable. Increase awareness of 80% by 2018 was good practice to explain to non healthcare public. Janna showed the UV materials- legislators were surprised at the amount of materials. UV materials are being used by many entities including the Highway Patrol. Consider for next year- - Plan how to communicate. What displays should be addressed- such as workgroup information. What issues? Possible to be organized by districts with representative involvement to approach with an overarching theme. Hold next year before crossover. Work on messaging for that day and include education re: cancer screening. The cancer coalition to message should their legislature to stop and see the booth.
Evaluating the impact of the Coalition- Jacob	State holds all the history of the coalition- Jacob was provided workgroup agendas, minutes and information. He is working with data- has been looking at footprint of many projects and will provide data that is meaningful. HPV workgroup – looked at agendas and participation over 5 years. Discussed using a logic model with the 4 workgroups- template will include long term goals and try to fill in gaps so it is not so overwhelming. Need facilitators that have worked with logic models. Need for communication workgroup. Possible to reorganize the groups to be more efficient and streamlined. Engagement is about 50% of the workgroups. Monthly meeting attendance is about 50%. Some people sign up and are not active. Janna called and emailed members to see if they were still interested in the coalition – some changed jobs. New member orientation was helpful- we would explain the coalition and discuss the workgroups etc. Can steering committee members call new members? Personal contact is important with like partners or same regions. Janna will share with the coalition to get feedback. Get membership buy

	<p>in. A script would be used from past – with major points. Ask coalition members to update information. The Data committee was ad hoc- impact report – bring committee back with Jesse and other evaluation minded members to develop a report. Develop agendas that are objective driven. Logic model for each workgroup. We may still be missing some coalition members such as Tribal council and community members. We have to evaluate partnerships every year with a survey. What is the goal of being a coalition member? Access gaps with limited numbers of priority people. How do you get active members in the community? Expert speakers are good but the survivors make a larger impact. Other persons such as pastors, medical students- worksite wellness coordinators and Relay for Life should be invited to join the coalition. Start with patient stories- collection of stories and pictures. Determine what way to share - maybe the newsletter</p> <p>Annual member survey- how do we impact the community? Which groups participated in the photo contest? Were they all members? Janna will send survey to the Dental Association to see how they used the oral cancer campaign. Suggested to use themes such as super heroes, purple bow ties- change yearly. Survey after each specific event.</p> <p>Engagement- Janna will go through the membership and categorize members and trying to engage. Can we have a digital story archive? Communication group may be able create. Rocky Mountain offered free training re: digital stories Brad mentioned schools - baseball with a cancer awareness night for sponsorship – honor someone that has cancer and the proceeds go to the Bismarck Cancer Center. Janna will check with Andrea at the Cancer Center. Coalition could set up with money donated locally.</p>
<p>Turn ND Blue Update-Joyce</p>	<p>16 organizations that have submitted pictures. 26 total responses – problem attaching or uploading as Survey Monkey has some issues. One person submitted multiple pictures.</p>
<p>NDCC Annual Business Meeting- Janna</p> <p>a. Ad-hoc committee for 2018 in person meeting planning</p>	<p>We decided to do an every other year meeting. Is the meeting more impactful after the legislative session? We have a diverse membership hard to focus on a specific topic to engage the membership. Are CEU's important? Last annual meeting approximately 20 non-NDCC members were at the meeting and did not join the coalition after. Can we focus the themes on the cancer plan? Workgroups would be some of the presenters to showcase their work and impact. Required to convene the membership every 18 months make sure that all coalitions' calls have a purpose.</p> <p>Membership convenes every other month- speakers on certain topics are liked.</p> <p>Coalition groups have been asked to present HPV at Dakota Conference. Worksite Wellness conferences. CEU's are the carrot to bring people in. No CME's. Discussed criteria for the coalition sending members to conferences.</p> <p>Ad hoc to discuss annual meeting with work groups No ad hoc committee- decide at the next steering committee meeting. Barb feels the education is important for CE's. Survey questions include information re: what the person comes to the meeting for?</p> <p>Access feedback at coalition or work group survey and go from there.</p>

<p>NDCC Funds- Janna Amazon Smiles Account</p>	<p>Local organizations have been using Amazon smile- you can pick from organizations that they will sponsor- % of sales. Deposit monthly with a report or receipt. Treasurer – little impact. Create an Amazon smile account. 10% on one day –usually 3 % to 5 %. Does not conflict with Amazon Prime. Create account – promote in newsletter. How will that funding be spent? Food for meetings, conference fees and resources. Have to select one entity at a time. Will default to last organization used. Promote at the annual meeting with screen shots.</p>
<p>Other points of Discussion</p>	<p>Ask membership how this money should be spent. Can we capture in the chat box during Webex. National We're in campaign- use logo – to be used with HPV vaccination- attach pledge. Work group to use with the National HPV taskforce. https://www.mysocietysource.org/sites/RoundTable/HPV/Were%20In%20Documents/HPV%20Vaccination%20Symbol_We'reIn!.pdf</p>
<p><u>Next Steps</u></p>	<p>Branding of the coalition- purple triangles any change- discussed would be multiple items that would have to be changed.</p>
<p><u>Next meeting –NDCC Steering Committee Call June 19 at 12 pm</u></p>	<p>Annual meeting on May 15 via Webinar at 12 pm.</p>
<p>Meeting Adjourned</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>