



**North Dakota Cancer Coalition-(NDCC)
Steering Committee Meeting
Monday, June 19, 2017
12 – 1pm**

Teleconference: 1-866-347-9524

Members

Name	Present	Name	Present
Shannon Bacon- American Cancer Society (ACS)	x	Stefanie Meyer- (NDCC Chair)- NDSU MPH Program	x
Andrea Doerr-Greff- Bismarck Cancer Center	x	Susan Mormann- NDDoH- Director for the Cancer Division	x
Jodie Fetsch- Custer Health (Local Public Health)	x	Beth Nelson- Altru Cancer Center	x
Krista Fremming- NDDoH- Chronic Disease	x	Janna Pastir- NDDoH Comprehensive Cancer Control – Program Director	
Julie Garden-Robinson- NDSU Extension (Statewide)	x	Geneal Roth- (NDCC Treasurer)- Quality Health Associates of ND	x
Cindy Gohner- BCBSND		Mary Sahl- Sanford Health-Treatment	x
Brad Hawk- Commission on Indian Affairs		Joyce Saylor- NDDoH Comp. Cancer-Community Partnership Coordinator	x
Shane Jordan- Trinity Health Cancer Center		Barb Sherburne- Sanford Health	
Jolene Keplin- (Secretary) Turtle Mountain	x	Jesse Tran– NDDoH Cancer Division Program Evaluator	x
Cheri Kiefer- NDDoH - Nutrition and Physical Activity	x	Kendra Roland- CCC Program Great Plains Tribal Chairman’s Health Board	x
Mallory Koshiol- (Vice Chair) Sanford Health QI		Milan Vu- CDC Public Health Associate	
John Leitch- (NDCC Past-Chair)- Sanford Health		Zheng, Yun (Lucy)/Cristina Oancea- UND-ND Statewide Cancer Registry	x

Conference Call Notes

Roll Call and Introductions- Additions to the Agenda	Roll call completed, As an addition to the agenda, Susan Mormann shared that Janna Pastir and husband Josh, welcomed a daughter, Jenna Mae into their family on Friday June 16 th . Susan will send an e-mail to the steering committee members following the call today with more information about the new arrival. Janna will be on leave until early August.
Review of prior Steering Committee notes	Call for the review of the notes with no revisions or additions requested.
Steering Committee organization and by-laws discussion	<ul style="list-style-type: none"> Stefanie shared the NDCC By-laws do not address the NDCC steering committee. It was discussed that the By-laws were developed early on, after the coalition formed in 2001. The first steering committee meeting occurred after the first cancer plan was completed when discussion regarding implementation began in approximately late 2005. It was discussed that during the fall in-person meeting, the NDCC steering committee will delve deeper into the steering committee purpose and composition as well what steering committee information be included in the NDCC bylaws.
Plans to review general membership	Milan shared that Janna plans to review NDCC member involvement in NDCC related activities and workgroups. The plan is to follow-up with NDCC members listed as active who are currently not involved in NDCC activities. The following steering committee members volunteered to assist with contacting these individuals; Shannon Bacon, Mallory Koshiol, and Stefanie Meyer. This process will take place when Janna is back from maternity leave. A script will be developed for reaching out to members so there is consistency during these discussions.
Division of Cancer NOA	Milan Vu shared that the Division of Cancer Prevention and Control has not received the Notice of Grant Award as of today from CDC.

State of the Cancer Plan	Susan Mormann shared that the review of the cancer plan is still in process. It has been held up due to staff changes and workload.
NDCC web management	<ul style="list-style-type: none"> • The NDCC website is currently under revision. No updates or changes to information on the website can be made until the updates are complete. • It was discussed to provide the Vice Chair authorization to make additions and revisions to the NDCC website to assist the Comp. Cancer staff with management of the website. It was also discussed to include a member from each of the workgroups access to the website to provide the ability to keep current resources posted on the website from each of the workgroups. • Steering committee members agreed with these changes to management of the website
NDCC 2018 Meeting-options	<ul style="list-style-type: none"> • Stefanie Meyer reports that the number of NDCC members participating on the call for the May NDCC virtual annual meeting was greater than the attendance of the in-person meetings from the past two years. • We will plan on a virtual meeting every other year. • Steering committee members discussed best time for the in-person meeting and if it is possible to partner the NDCC meeting with another statewide meeting. <ul style="list-style-type: none"> ○ Tentative time of year identified for an in-person meeting is the fall before a legislative session. • Options discussed for partnering with the NDCC meeting with are: <ul style="list-style-type: none"> ○ The Chronic Disease Meeting ○ ND Colorectal Cancer Roundtable • More discussion regarding timing and how to best coordinate the NDCC meeting with another existing meeting will continue with the in-person NDCC steering committee meeting in September
Discussion regarding NDCC member interest in meetings	<ul style="list-style-type: none"> • We discussed needing to learn more about the NDCC member interest in attending in-person meetings. • Jesse Tran, program evaluator, was asked to review NDCC in-person evaluations and NDCC member surveys to determine if there is enough information available to provide this information. Jesse will bring information he has gathered to the NDCC fall in-person meeting for further discussion and determine if additional questions need to be posed to NDCC members to glean this information.
Other Discussion	<ul style="list-style-type: none"> • It was brought up if any priorities related to legislation consideration or action would be included at a fall 2018 in-person meeting. Stefanie shared that since the NDCC is financially supported by Comp. Cancer, which is federally funded, the coalition is not able to lobby. We can educate but can't lobby. Stefanie said that an option may be to bring concerns related to legislative action to the ND Public Health Association • Shannon Bacon shared another option may be the lobbying arm of ACS which is ACS-CAN • Jolene Keplin shared that they are hosting a wellness conference on September 14th at the college in Belcourt, ND. Jolene will send information to Milan to include in the NDCC newsletter.
Next steps	Follow up on items listed in the notes
Next NDCC Steering Committee In-meeting	September 15, 2017
Next NDCC Meeting	Conference call scheduled for August 21, 2017
Meeting Adjournment	12:48 pm