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**North Dakota Cancer Coalition-(NDCC)**

**Steering Committee Meeting**

**June 4, 2018**

**Noon – 1:00PM Central Time**

**Conference Call**

**1-866-347-9524**

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| **Name** | **Present** | **Name** | **Present** |
| **Shannon Bacon- Secretary -** American Cancer Society (ACS) |  | **Stefanie Meyer- Past Chair-** NDSU MPH | x |
| **Jacob Davis-** Prevent Child Abuse North Dakota |  | **Susan Mormann**- NDDoH- Director Community and Health Systems | x |
| **Tara Schilke**- Bismarck Cancer Center | x | **Beth Nelson-** Altru Cancer Center |  |
| **Jodie Fetsch**- Custer Health (Local Public Health |  | **Jesse Tran-** NDDoH Comprehensive Cancer Control – Program Director | x |
| **Janna Pastir**- NDDoH- Health Promotion | x | **Geneal Roth**- **Treasurer**- Quality Health Associates of ND | x |
| **Julie Garden-Robinson**- NDSU Extension Statewide |  | **Mary Sahl**- Sanford Health-Treatment | x |
| **Cindy Gohner**- BCBSND | x | **Joyce Sayler**- NDDoH Community & Health Systems-Community Clinical Coordinator | x |
| **Brad Hawk-** Commission on Indian Affairs |  | **Barb Sherburne**- Sanford Health | x |
| **Shane Jordan-** Trinity Health Cancer Center |  | **Kendra Roland**- Great Plains Tribal Chairman’s Health Board |  |
| **Jolene Keplin-** Turtle Mountain Tribal Health Education | x | **Zheng, Yun (Lucy)**- ND Statewide Cancer Registry | x |
| **Mallory Koshiol- Chair –** Sanford Health | x | **Cristina Oancea –** ND Statewide Cancer Registry |  |
| **Chad** | x |  |  |

**Meeting Minutes**

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| **Roll Call - Mallory** |  |
| **Review of April Meeting Notes – Mallory** | Minutes were approved as submitted |
| **Sub-contracts update - Jesse** | 8 sub-contracts at $10,000 DoH  4 sub-contracts at $10,000 from Women’s Way  2 sub-contracts at $10,000 Immunization program  Total 14 sub-contracts is being planned for but will be dependent on final DoH award notice.  Process for application will be fairly similar to previous years.  Estimated timeline:  RFP -June 25  Notice of Intent – July 6  Submission – July 20  Award – August 6  Start – September 17  Priority areas are encouraged to apply and they are listed on the DoH Comprehensive Cancer Control website.  Success stories can be found: <http://www.ndhealth.gov/compcancer/cancer-programs-and-projects/cancer-programs/past-subcontract-final-reports/> |
| **Steering Committee Membership - Mallory** | 1. Appointed Vice Chair - Tara Schilke 2. Proposed additions: Sanford Health Plan, CRH, CHAD   Discussed asking for general coalition membership from these groups rather than asking for participation in the steering committee at this time.   1. Workgroup leads as members of steering committee   Question about making sure the steering committee is staying connected with the workgroups. Committee charter structure could be developed to support the by-laws. Or, could be considered ancillary members of the steering committee which would be invited to the steering committee as needed. Steering committee liaisons have been used in the past with workgroup leads. How do we currently ask for committee reports? Janna used to ask for annual reports.  At the next in-person, examples of current reports will be brought and decisions made then about aspects needed from workgroups. More discussion will take place at the next meeting. |
| **2019 Annual Meeting -Mallory** | Proposed to have an in-person meeting. Considerations include educational component and/or tacking onto another conference event. |
| **2019 Annual Report – Mallory** | Considering development of an annual report – Shannon will be the lead |
| **Advocacy- Susan** | DoH provides financial support for website and meeting one conference line for the coalition. Advocacy is appropriate and lobbying is not. Lobbying is asking a legislator to take a voting action and that is not allowed by the coalition. Educating and advocating about needs is allowed.  Could another organization support the conference between January and June to expand the discussion during legislative sessions? Possibly ACS/ACS-CAN.  What about facebook posts? Susan will check into this. |
| **Coalition funds request - Geneal** | Proposed process and request form.  Immediate past chair needs to be added to the Executive Committee.  What is the dollar amount that can be requested? Put in a percentage of the total funds that are available.  Should consider costs of an in-person meeting and be sure to set those aside. Food should be paid for by the coalition because ND Comp Cancer is not allowed to use funds for food. Also need to include the in the discussion about charging/vendors for the annual meeting.  Consider this as a process instead of a policy similar to how people can ask for a letter of support from the coalition.  More discussion on this to refine at the next meeting. |
| **Communication Committee** | Move this item to next meeting |
| **Next Steps** | Consider adding in an Obesity workgroup or committee in the near future. |
| **Next Meeting- Steering Committee In-person** | Friday, September 17th in Jamestown |
| **Meeting Adjourned at 1:02pm** |  |

Minutes submitted by Stefanie Meyer