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**MINUTES**

1. **Welcome & Roll Call**

***In Attendance:*** *Carly Ostenrude, Paulette DeLeonardo, Geneal Roth, Nancy Joyner, Kylie Nissen, Joell Letzring, Jocelyn Dunnigan, Stefanie Meyer, Cristina Oancea, Shelley, Jesse Tran, Lisa Groon, Barb Frydenlund, Angela, Julie Garden-Robinson, Steph Welsh, Sara Anderson, Stacey Will, Kelly Bartsch, Holly Benjamin, Cindy Gohner, Jolene Keplin, Kelia Eisenbach, Amy Keller, Laurie Odden, Lucy Zheng, Susan, Cristina Oancea, Tara Schilke, Tinka Duran, Shannon Bacon*

1. **Business Items:**
	1. Approval of [February Minutes](https://www.ndcancercoalition.org/image/cache/NDCC_NDCRC_Roundtable_Joint_Call_Feb_2020_Minutes.docx)
		1. Stefanie Meyer motion to approve, Geneal seconded.
	2. Treasurer’s Report
		1. Geneal reports that at the last meeting, we had $6,833.97 in our account. There was one expense of $1,000, and we now have $5,833.97 in our account.
	3. New Members
		1. Shannon reports three new NDCC members: Kelly Bartsch of Sanford Health Bismarck, Stacey Will of Sanford Health Bismarck, and Sarah Leslie of Exact Sciences. Welcome to these new members!
2. **Melanoma Materials**
	1. Video PSA featuring local survivor – Mary Sahl reports that this video will be made available to partners for sharing soon.
	2. ND data factsheet for professionals - Jesse Tran reports that this factsheet is ready for dissemination.
	3. NDSU Extension Sun Safety Powtoons– Julie Garden-Robinson reports that partners may use any of the NDSU Extension Powtoons, as well as view a recorded webinar featuring Melanoma survivor and local educator Brian Halverson on their website.
		1. Be Sun Safe (Protect your Skin) <https://youtu.be/Anf0aBHjvfk>
		2. Be Sun Safe (Sunless Tanning) <https://youtu.be/WPOzFik0HNY>
		3. Be Sun Safe (Which SPF is Best?) <https://youtu.be/YRd9r4lIZ1U>
	4. [Material order form NDCC](https://www.ndcancercoalition.org/image/cache/NDCC_Material_Resource_Form.docx) – Jesse Tran reviews the materials available to order for free of charge.
3. **2020 Annual Meeting & Open Officer Positions**
	1. 2020 Annual Meeting will be virtual, due to the pandemic. A business meeting, including officer election, will be conducted during the virtual meeting on July 16 (time TBD). See powerpoint slides for details on nominating process.
	2. Chair – Immediate past Chair Stefanie Meyer shared her experience in the role. NDCC is seeking a Chair who can be hands-on and involved in agenda development and facilitation for meetings.
	3. Treasurer – Geneal (treasurer who has served for 6 terms) shared that this role is less time consuming and is a great way for someone to get more involved and learn more about the coalition. NDCC has an account with Bremer, and the treasurer processes occasional expenses and ensure that we have good record keeping for an annual audit. Geneal is happy to work closely with the next treasurer as they learn the role.
	4. ***If you would like to run for a position, please email the nominating committee:*** ***stefanie.meyer@ndsu.edu******,*** ***mary.sahl@sanfordhealth.org******, and*** ***jtran@nd.gov***
4. **COVID-19 & Cancer Discussion** – Shannon Bacon
	1. *Save the Date! May 26th, 12pm CST, regional webinar on Cancer & COVID-19. Register at:* [***https://attendee.gotowebinar.com/register/1362288716652110348***](https://attendee.gotowebinar.com/register/1362288716652110348)
	2. *ACS CAN study shows delays in cancer treatment nationwide*
	3. *EPIC white paper reveals EHR data showing sharp decline in cancer screening*
	4. *Nancy Joyner encourages everyone to view new materials on advanced care planning and POLST:*
		1. <https://www.honoringchoicesnd.org/resources/>
		2. <https://www.honoringchoicesnd.org/wp-content/uploads/2020/05/covid-19-advance-care-planning-guide.pdf>
	5. Stefanie Meyer reports that NDSU is applying for a DaCCoTA grant in which they would study the impact of COVID-19 on colorectal cancer screening in North Dakota, in partnership with American Cancer Society and others.
5. **Adjourn**