



North Dakota Cancer Coalition-(NDCC)
Steering Committee Meeting
Wednesday, January 27, 2020
12pm Central Time

Microsoft Teams meeting

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Or call in (audio only)

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Phone Conference ID: 865 051 900#

Name	Present	Name	Present
Shannon Bacon- Vice Chair – Community HealthCare Association of the Dakotas (CHAD)	X	Kaylee Vandjelovic – American Cancer Society	
Justin Jones - American Indian Cancer Foundation		Susan Mormann- NDDoH- Director Community and Health Systems	X
Tara Schilke- Bismarck Cancer Center	X	(Open) - Altru Cancer Center	
Jodie Fetsch- Custer Health (Local Public Health)	X	Jesse Tran- NDDoH Comprehensive Cancer Control – Program Director	X
Janna Pastir- NDDoH- Health Promotion	X	Geneal Roth- Quality Health Associates of ND	
Julie Garden-Robinson- NDSU Extension Statewide	X	Mary Sahl- Sanford Health-Treatment	
Lisa Tocchio- BCBSND	X	Tinka Duran- Great Plains Tribal Chairman’s Health Board	X
Brad Hawk- Commission on Indian Affairs	X	Zheng, Yun (Lucy)- ND Statewide Cancer Registry	X
Shane Jordan- Trinity Health Cancer Center		Cristina Oancea – ND Statewide Cancer Registry	X
Jolene Keplin- Turtle Mountain Tribal Health Education		Stacey Will – Chair – Sanford Health	X
Mallory Koshiol- Past Chair – Allina (formerly Sanford Health)	X	Pam Gahr – Secretary – Essentia Health	X
Kelly Bartsch – Treasurer – Sanford Health	X		

Minutes– NDCC Steering Committee Meeting January 27, 2021		
Topic	Discussion/Notes	Action/Follow-up
<i>Roll Call/Ice Breaker- Stacey Will</i>	Sharing of personal stress relievers!	
<i>New Steering Committee Members</i>	New Steering Committee Members <ul style="list-style-type: none"> • Kaylee Vandjelovic, American Cancer Society • Justin Jones, American Indian Cancer Foundation • Lisa Tocchio, Blue Cross Blue Shield of North Dakota 	
Review & Approval of August Minutes – Pam Gahr	Minutes approved	
Coalition Manager position - Jesse Tran	<ul style="list-style-type: none"> • Explained duties of the Coalition Manager Position • Job description developed and will be shared with the group. • 10-15 hours/week • Position funding included in the Comp Cancer budget • CDC confirmation usually arrives in May. ND project officer is supportive. • July hiring is expected. • Asked for members to suggest names or even organizations that might want to contract the position. • Skills in office logistics are most important (e.g. scheduling meetings, sending invites, maintaining member list); knowledge of Cancer content is not critical 	Jesse will share the Manager job description with Steering Committee.
NDCC bylaws update – Stacey Will	<ul style="list-style-type: none"> • Cancer (patient) survey (NOTE: was not done in 2020 because of COVID but plan to continue in the future). • Meeting scheduling and 7-day notice. Added verbiage to allow for ad hoc meetings without 7-day notice. • Committee vs. Board verbiage – decision to use “committee”. • Coalition Manager –This person will be not be a voting member, therefore no need to change the language regarding pay and membership. 	<p>Exec committee to add to by-laws and circulate for approval:</p> <ol style="list-style-type: none"> 1) Name the position funding source 2) Describe oversight for staff person.
Project updates:		
<i>AIM Melanoma</i>	<ul style="list-style-type: none"> • Melanoma is a Coalition priority • Shannon gave AIM Melanoma organization background • Rural and statewide audience is new for them • Symposium to be virtual • AIM handles all management of the symposium including promotion and registration. • We only need to provide the speakers • AIM call is scheduled for next week to connect with Cancer Centers across the state. • Julie wrote up NDSU extension work on this topic and AIM sent out the article in November. • Symposium date: March 13th/ two-hour event • Speakers needed: 	<ol style="list-style-type: none"> 1. Mark your calendars for March 13th ! 2. Offer speaker ideas if you have them (contact an Exec Team member). 3. Contact others in your network to inquire about potential speakers

	<ul style="list-style-type: none"> ○ Present 15-20 minutes ○ Topic is flexible and should focus on melanoma treatment, survivorship, screening etc. 	
COVID and Cancer PSA with KAT Marketing	<ul style="list-style-type: none"> ● PSA to address cancer as a broad topic (i.e. as opposed to focusing on one diagnosis) ● Also, focus to be on the personal side of the cancer journey ● Volunteer (Denise) to talk about her reasons for making screening and awareness a priority in her life. ● PSA ready by the end of February and will be shared 	
UND Survey	<ul style="list-style-type: none"> ● Survey to address primary care providers and explore potential knowledge gaps in skin cancer screening and management. ● Survey administration delayed because of COVID-19 constraints. ● Coalition plans to use results to inform future work. 	
Social Media toolkit March CRC Awareness Month	<ul style="list-style-type: none"> ● CRC Toolkit was revised and upgraded last year and now includes stories from survivors, providers, and others. ● Shannon mentioned that USPSTF is nearing completion of its data review and will announce their conclusion soon. ● If USPSTF lowers screening age to 45, we will tweak the CRC Toolkit as appropriate. 	
Meeting cadence/2021 meetings	<ul style="list-style-type: none"> ● Exec Team consulted with other Cancer Coalitions and found that others did not meet as often. ● Change for 2021 is to meet quarterly for Steering and once annually for all-member. ● Note that this allows for flexibility in asking for ad-hoc meetings to address current projects. 	