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**Annual Meeting**

**September 13, 2019 10 am – 3pm**

**Jamestown Regional Hospital, Jamestown ND**

**Roll Call – Mallory, All**

• Geneal Roth – Quality Health Associates

• Susan Mormann – ND Department of Health

• Jesse Tran - ND Department of Health

• Janna Pastir - ND Department of Health

• Mary Sahl – Sanford RMCC

• Mallory Koshiol – Allina Health

• Cristina Oancea – ND Cancer Registry / UND

• Jolene Keplin – Turtle Mountain Tribal Health Education

• Brad Hawk – Indian Affairs Commission

• Tara Schilke – Bismarck Cancer Center

• David Harteau - Sanford Health

**Welcome / Ice Breaker – Mallory, All**

**Review & Approve June Meeting Minutes – Mallory**

* Junes minutes are approved

**Membership Survey Update – Jesse**

* The update is postponed till the next Steering Committee Meeting as Courtney is not here today.
* It may be beneficial to investigate how to improve it, as we’ve had a relatively low response rate.

**MTCC Update – Mallory & Jesse**

* One large takeaway is the usage of implementation groups with flexible structure.
* Strategic membership engagement using as few as three people was effective for Montana.
* Christina has an aside about polling the state on food sources as there may be a potential relation to how colorectal cancer in ND is at about 2x the national rate.
* Strategic engagement with ND tribes will be increased in the next couple of years with increased intentionality.

**Cancer Plan and Mid-Plan Review/Update – Jesse**

* Mid-Plan Review
  + Three people have indicated they wish to help with the review.
  + It takes months due to editing, picture-taking, and more.
  + The work should begin at beginning of 2020 to finish by May or June.
  + The review group is still accepting any more people who would like to help.
    - Dani Pinnick
    - Stef Meyer
    - Jocelyn Dunnigan
    - Shannon Bacon
    - Mallory Koshiol wants to review the final draft after mid-plan reviews
  + Should you get a chance to review it yourself, please send any and all feedback.
  + Jesse and Amy will convene the group to complete the review.

**Workgroup Updates – Shannon, All**

* Early Screening and Detection
  + Mammo-Bingo
    - Shannon explains the plan; please see instructions as seen in the distributed email.
  + Survivorship
    - There are no updates at this time. Last item was Cancer Patients’ Survey.
  + HPV
    - Molly Hauwell leads this group that meets quarterly and shares information.
    - Members act independently than share with the group.

**Recap Annual Meeting – Mallory, Shannon, All**

* Priority Activities
  + In-Person Melanoma Education
    - *Lead: Julie Garden-Robinson; Team: Brian, Mallory, 4H (Mary will check)*
  + Melanoma PSA
    - *Lead: KAT Communications; Team: Mary, Susan*
    - Costs $6761 that comes from Comp. Cancer, not NDCC.
    - We can work with Halvorson, and the Dept. of Health can tape one of his talks for no charge.
    - It would be distributed via KAT Communications, owner of Public Health Network, who has a presence in clinics and hospitals.
    - We should ask KAT how we can get metrics.
  + Melanoma Data Factsheet
    - *Lead: Courtney Brackin; Team: Cristina, KAT, Mallory, Mary, Shannon*
    - “Determine audience: public or professional.”
  + Co-Branded Colorectal Cancer
    - *Lead: Shannon Bacon; Team: Kate S. or Laura S., Jolene, KAT*
  + NDCC Melanoma Webinar
    - *Lead: Mallory Koshiol; Team: Mary (speak to high-risk population?), David*
    - April would be used to gear up for May - Melanoma Month
    - 1st Monday in May is Melanoma Monday, last Friday is “Don’t Fry Friday.”
  + \*\* For those workgroups using KAT communications, please work through Jesse Tran
* Approve Budget
  + $10,000 was set aside by Jesse.
  + Our budget is approved.

**Flexible Structure / Self-Assessment – All**

* When trying to engage new members, consider sharing Parking Lot topics that we may not usually be able to get to on our own thus far.
* Update our online presence to what we’re actually doing, not just workgroups.
* New members
  + Krista used to do monthly/quarterly calls.
  + Janet tried this process again but had low response.
  + Mallory will draft an intro email for new joining members.
  + We want to help new members find an active role.
  + Steering committee members will be ambassadors to new members with 1:1 outreach.
    - David will coordinate via buckets.
* Action items for David
  + Check if Mail Chimp can send notifications to David if a new member joins.
  + Create survey for Steering Committee about what their specialties/buckets are for the purposes of distribution/assignment for new member welcomes.
  + Create Project Charter template for NDCC projects.
  + Create Word document that lists each Implementation Team
  + Have a meeting with Jesse about editing NDCC site.

**2020 Priorities and Structure – All**

* We need to look at bylaws for workgroups.
* David will create 2020 schedule using the 4th Monday of the month at noon.
* David will create a one-pager with each implementation team in the future.
* A new structure should be in place by the end of the year.
* An annual report will detail our implementation teams in addition to Breast Cancer month, CRC month, Melanoma month, and each priority activity.
* Every activity / implementation team will have a set limited timeline with start and end dates so members understand what manner of project they are assisting in.

**Recap – Mallory**

**Adjourn - Mallory**

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**Parking Lot**

* Consult those surveyed in Membership Survey about how to best survey them.
* Membership survey
* Cancer plan survey
* Infographic on NDCC activities
* Educating realtors on radon
* CRC among young adults is ND’s highest incidence; can we survey?
* Educated providers on CRC screening for young adults
* Radon reporting prior to buying a home, working with realtors
* Keep PSE on radar
* Develop a yearly calendar of cancer awareness months/dates and schedule messaging.
* Do more local stories using survey monkey in May; we may need to start an account
* Website is going away by November 2020
* Track call attendance
* Membership review with 1:1 calls
* Involve survivors and tribal communities
* Identify “hopes” for new members