

**North Dakota Cancer Coalition-(NDCC)
Steering Committee Meeting
Monday January 8, 2018
CALL IN NUMBER: 1(866-347-9524)**

12-1PM

Meeting Minutes

Roll call and introductions- Stefanie	Stefanie will lead the meeting today. Jesse is not able to be on the call. Janna will attend when she is able.
Additions to the Agenda	No additions to the agenda.
Addition of Jacob Davis to the Steering Committee	We are adding Jacob Davis to the Steering Committee. He is the current program director of Prevent Child Abuse ND and he has accepted the position on the Steering Committee.
Interim Secretary	Jodie Fetsch will be the interim secretary. Jolene will stay on the Steering Committee.
Comp cancer Staffing/hiring	Janna Pastir is the new director of Health Promotions. Jesse Tran is the new director of Comprehensive Cancer Program. Joyce has retired. They determined that Joyce's position will not be filled at this time. Discussing that Joyce may come back temporarily to help out. The program is interviewing for a new evaluator this week.
NDCC Newsletter- Volunteers needed	As we are transitioning with Janna leaving and and Joyce retiring. We asked for volunteers to run the newsletter. No one has volunteered to take over the newsletter. Open for discussion for the next step with the newsletter. Shannon would be able to help gather content for the newsletter. Is there anyone on the coalition that we could do a direct ask? What is the frequency of the newsletter? I think it could be quarterly to fill the need? Is a newsletter important? Can social media be used? Shannon – formatting is an issue with time and competing priorities. Can we use the website for information? Chronic Disease asks for monthly items that we may do something similar send out in an email. Stefanie will check with Jesse and ask hKim to take the lead for formatting so we can get information out as needed but may not be in a formal newsletter- more messaging that are important to the coalition. Janna suggested every other week or on Mondays so they are timely updates.
Facebook page – needs posts and updates	Face Book structure who is posting and what are they posting? Plan as to whom and what gets posted. Janna explained that the page follows local and national pages. If there was not an active campaign that they would look at the newsfeed that was relative for cancer prevention and health news but not creating content. The Executive Board has access to do this. Mallory had questions about the request to be able to post. One person in charge or should we create a plan for social media postings? Shannon suggested rotating duties. This will be put on the agenda for the in person meeting to discuss and set a plan.

	Stefanie will look at the NDSU plan and if anyone else had a social media plan – email to Stefanie. Cindy has one – she can pick out sections that may be helpful- she will send to Stefanie. Mallory, Stefanie, Shannon and Jesse will be able to post. Geneal declines access at this time.
Review 2018 meeting schedule	Resent the meeting schedule via email. Please put dates on your calendar.
Other points of discussion	None
Next steps	Stefanie asked that Mallory and Shannon stay on the call to discuss technical issues with Face Book.
Next Meeting	Next NDCC Coalition meeting is February 5, 2018 from 12 pm to 1pm Next Steering Committee meeting is in person on April 6, 2018 from 9 am to 3 pm at the State Capitol
Adjournment	Stefanie adjourned the meeting at 12:25 pm.
Meeting Adjourned	If any NDCC members or others who joined the call and did not provide their name for roll call, please send an e-mail to ndcc@nd.gov and let us know you attended the call. Take questions or comments at this time.