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

**Steering Committee**

**Monday March 7, 2016**

CALL IN NUMBER- 1-866-347-9524

**12-1PM**

**Meeting Minutes**

**Janna Pastir to take roll call.**

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| **Roll call and introductions** | completed |
| **Additions to the Agenda** | None |
| **Approval of Minutes from January Meeting**  Additions or corrections to the January minutes? | No corrections to the minutes. |
| 2016-2017 Coalition Activities | Agreement that there will not be a 2017 annual meeting. Molly Howell will facilitate the work group which is a requirement for the HPV grant.  Screenings across the state for the movie – Someone to Love- a documentary about a person that had HPV – nondiscriminatory. Fargo panel – Janna will be on the panel to discuss the movie. HPV webinar in April that is being supported by ACS and AHEC. UV group with Julie- will meet every other month when there are non-pressing issues. Bunny posters disseminated widely 200 per poster will be printed. Extension agents have received and have placed throughout ND. Flash cards for back packs will use the same bunny for 30 teachers. Additionally 25 backpacks for under school age. Screening and early detection is meeting this week to finalize the colorectal month awareness- turn ND blue photo contest. Encourage groups to submit photo with colorectal cancer message – prizes are large canvases of the pictures. Encourage organizations to promote the 80% by 2018. Provide education for the 80% by 2018 – work towards accomplishing that goal. Resources are available. The roundtable- colorectal cancer stakeholder group- ND colorectal round table for tribal and non tribal. Survivorship working on palliative care. Andrea Kliss is the leader of this group – where do the priorities fall and develop a work plan- table pediatric survivorship at this time. Improve what physicians and nurses that can offer palliative services – raise awareness and who can be involved with survivorship. End of Life group- plan to identify individuals – will meet in person in May. Dr. Leitch- Dr. Dovoris – good article sent out to physicians re: colorectal cancer and is the chair of the roundtable. Need more representation from the physician group. Reaching out to Dr. Gray to see if she is interested in being part of the coalition Dr. Terstrip- interested in the conference with palliative care and end of life. June is survivorship month. Do you feel like we are meeting the needs? Joyce- built in time at the annual meeting for workgroups to meet. |
| NDCC Annual Meeting 2016 | Almost done – brochure is going to the PIO for updates. We do have travel funds to support speakers and support 10 to 15 attendees. In house – food will be cheaper than the hotel last year. The meeting will be at the Capital- good parking and hotels in the area. Geneal received the donation of $1400.00 Gate City Savings- Bremer is feeling left out so they may donate also. No definition how money should be used. Joyce – Dakota Medical Foundation sent -$1,000 to the State of ND but they are unable to accept- it will be sent to the North Dakota Cancer Coalition. Registration will be on line only- no fee. No paid for displays. Three breakout sessions that will be able to get 3 CEU’s with the work groups  Panel time for three subcontracts- Fargo Moorhead Native American Center –healthy food, Barnes County on the Move, YMCA partnership for cancer survivorship, third group Bismarck Burleigh for the combined communication group. Be on the lookout for the information. |
| Bylaw Revisions | Bylaws document – some changes to make the every other year meeting feasible.  Article VI meetings every other year.  Number 4 – 14 days of notice before each meeting change to no less than 7 days prior- yearly schedule is sent.  Janna will make the changes and will send a revised copy prior to the annual meeting.  Article VII – Election every 4 years.  Article IX changes nominating notification from 60 to 30 days and then calls for nominations from the floor. Accept changes Dr. Leitch and second by Mary Sahl. Business meeting will be a little longer at the meeting. |
| Central Location for partner conferences | We had discussed that our partners have conferences that may be useful to the coalition – Janna proposed that the calendar on the NDCC website – email to central person and add to the calendar so we know that the conference is happening. We could add to the newsletter. How should we do this in an organized fashion? NDCC mailbox could be the main mailbox. Should be a member of the coalition so make sure that the meetings are of relevance and quality that we support. If there is travel support available - move some travel funds to help with travel. |
| **Other points of discussion** | Coalition monies are good now- brainstorming how to get more funds coming. What do we want to do- over $12,000.00 in the account? This item will be on the agenda for the in person steering committee meeting. |
| **Next Steps** | Send any additional items for the in person meeting agenda to Janna by mid April.  Any conferences send to the NDCC email and they will be shared properly.  Nominations – Stephanie Meyer for chair  Geneal Roth for Treasurer |
| **Next meeting – steering committee in person 5-5-16** |  |
| **Meeting Adjourned** | Meeting adjourned at 12:34 pm  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. |

In Attendance:

Deanna Askew

Ken Dykes or Andrea Doerr Greff

Jodie Fetsch

Krista Fremming

Julie Garden- Robinson

Cindy Gohner

Brad Hawk

Shannon Bacon

Shane Jordan

John Leitch

Stefanie Meyer

Susan Mormann

Richard Mousseau

Janna Pastir

Geneal Roth

Mary Sahl

Joyce Sayler

Jesse Tran

Lucy Zheng

Barb Sherburne