



**North Dakota Cancer Coalition-(NDCC)**  
**Steering Committee Meeting**  
**IN-PERSON Friday, September 15, 2017**  
**9:30pm – 3:30pm**  
**Board Room, Jamestown Hospital**  
**Jamestown, ND**

**Skype Available (please email skype name to be added)**

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
<b>Shannon Bacon- American Cancer Society (ACS)</b>	X	<b>Stefanie Meyer- Chair- NDSU MPH</b>	X
<b>Jacob Davis- NDSU</b>		<b>Susan Mormann- NDDoH- Director for the Cancer Division</b>	
<b>Andrea Doerr-Greff- Bismarck Cancer Center</b>	X Corrina	<b>Beth Nelson- Altru Cancer Center</b>	
<b>Jodie Fetsch- Custer Health (Local Public Health)</b>	X	<b>Janna Pastir- NDDoH Comprehensive Cancer Control – Program Director</b>	X
<b>Krista Fremming- NDDoH- Chronic Disease</b>	X	<b>Geneal Roth- NDCC Treasurer- Quality Health Associates of ND</b>	X
<b>Julie Garden-Robinson- NDSU Extension Statewide</b>		<b>Mary Sahl- Sanford Health-Treatment</b>	X
<b>Cindy Gohner- BCBSND</b>		<b>Joyce Saylor- NDDoH Comp. Cancer-Community Partnership Coordinator</b>	X
<b>Brad Hawk- Commission on Indian Affairs</b>		<b>Barb Sherburne- Sanford Health</b>	
<b>Shane Jordan- Trinity Health Cancer Center</b>	X	<b>Jesse Tran– NDDoH Cancer Division Program Evaluator</b>	X
<b>Jolene Keplin- Secretary</b>	X	<b>Kendra Roland- CCC Program Great Plains Tribal Chairman’s Health Board</b>	
<b>Cheri Kiefer- NDDoH - Nutrition and Physical Activity</b>		<b>Milan Vu- CDC Public Health Associate</b>	X
<b>Mallory Koshiol- Vice Chair</b>	X	<b>Zheng, Yun (Lucy)- UND-ND Statewide Cancer Registry or Christina Oncea</b>	X
<b>John Leitch- (Past-Chair)- Sanford Health</b>			

**Conference Call Agenda**

1. Roll Call and Introductions- Additions to the Agenda- **All**
  - a.
2. Review of June Meeting Notes- see the notes on the table
  - a.
3. Annual Member Survey overview- Jesse (30 mins)
  - a. Survey is done. Jesse received 29 surveys back down from the approximately 60 each year. Surveys do not show any measurable dissatisfaction and an overall satisfaction of those that responded. Comments were mostly unclear about how the coalition could accommodate the participation issues for meetings and workgroups. Participation on conference calls needs to improve but there is not a clear way to improve it. Changing the time would make it mid-work day, some are in Mountain time and evening calls would require employer permissions. The survey will be separated into two parts moving forward: satisfaction and implementation.
    - i. Appreciation: voice is heard, skills/resources utilized, Understand their skills how they can be utilized. One comment, shared was I have had not have time t share with the coalition.
    - ii. Involvement worthwhile -

- iii. Communication – conference calls people complained on. Newsletters were effective. Janna did a report on the research. Very informative for the newsletter readers.
- iv. Benefits: Educational opportunities, Networking, Resources

Challenges: Conference calls, Poor experience with workgroups.- no explanation in survey comments  
Difficulty attending workgroup calls, limited ability to participate.

DATA Resources: Understanding and access to data is a demand. Do training with membership how to look up the data information.

Health Department is developing a query database for the public called IBIS. More information to come.  
A process for how to request data from the cancer registry will be written and shared with partners.

Jesse indicated participation on the survey was 29 members down from a usual 60.

#### 4. Steering Committee Representation/bylaws- (45 mins)

- a. Stephanie read over the draft of the Steering Committee by-laws:

- b. The committee discussed the by-laws statements need to reviewed by a find a will

Potential risks: what should the language read. Broad as it is. Joyce Saylor suggests keeping it broad, seconded by Janna Pastir.

Stephanie will make changes to the by-laws. Strike statement in paragraph three.

Stephanie and the committee said they will make the change in Bullet four.

Joyce stated consider a cancer survivor to serve on the committee.

Committee discussed having Jacob Davis on the steering committee for data/evaluation support.

Stephanie: Wants a vote to add Jacob Davis to add him to the committee after bylaws are approved

Members should identify oncologists and physicians that we could personally invite to join the NDCC or to serve in an advisory role/champion for topics that surface

By-laws need to be approved at a future NDCC Meeting

5. Members approved the calendar of meeting schedule.

6. Janna discussed the cuts for the Health Department at the federal and state level for cancer programs. The state health departments will be reorganizing in September.

7. Geneal Roth: attended the Nine Habits of productive coalitions presentations at the National Cancer Kick-off conference on behalf of the NDCC with Susan Mormann (Slides available)

## 8. NDCC Operations and ownership- All

Janna is discussing graphic design of resources and free programs like Canva or cheap programs like Piktochart. Coalition account for Canva has been started to allow access for other members/leads to use

### Website updating

- a. Social media account- Mallory for Facebook
- b. Workgroup leadership and maintenance remains a challenge. Partly because we need to be flexible and allow the groups to change as needed.
- c. Meeting formats- online is working well. Janna will be training on the call-in platform to use it more effectively.
- d. Moving to a new platform to track coalition membership including an email subscription list and workgroup lists. This will allow the drop off of the unengaged members OR spark them to become engaged, hopefully.
- e. NDCC priority areas- Jesse will do a member organization priorities themed survey in the spring to determine if there are emerging topics of interest that have workgroup appropriate activities that could be done.
- f. Rotating the meeting sites on the east, west locations is a possibility. Flexible travel.

## 9. Parking lot Discussion- (as time allows)

### 10. Next Steps- All

11. Next Meeting- Steering Committee call Monday, November 20<sup>th</sup>. NDCC Call Monday October 16<sup>th</sup>

12. Adjournment 3:30pm