

**Meeting name: Communications Steering Committee  
Minutes**

Date: September 20, 2016

Join WebEx meeting

Meeting number: 805 894 706

Join by phone

Toll free number: 1-877-953-0411 Passcode: 9206148

**1. Welcome – Laura**

**2. Roll Call – Annette** took roll.

<b>Present</b>	<b>Excused</b>
Laura Ruppert, Indiana State Cancer Registry	Mignon Dryden, Cancer Registry of Greater California
Annette Hurlbut, Elekta	Carol DeSantis, ACS
Becky Cassady, LLUCC	Robin Malicki, Population Registries of Wisconsin
Chandrika Rao, North Carolina Cancer Registry	
Dan Curran, C/Net Solutions	
Lori Swain, NCRA, Board , primary liaison to NAACCR Board	
Susan Gershman, Massachusetts Cancer Registry	
Winnie Roshala, Cancer Registry of Greater California, secondary liaison to NAACCR Board	
Charlie Blackburn, NAACCR staff	
Dustin Dennison, NAACCR staff	

**3. Minutes/Outstanding action items – Laura**

- Review for changes to August minutes as posted on Causeway – No changes identified.
- Status of Communications Plan - Best Practices sections – **Charlie/Lori**. Lori reported that the Plan is being presented to the Board on 9/20 Board meeting. Kudos from Winnie. Annette thanked Laura/Lori for seeing it through. Lori recommended monthly meeting – keep the plan alive – agenda to follow the format of the ‘Plan’.
  - **Action Item:** Laura/Annette to follow Plan format from next month’s agenda onward.
- Status of Strategic Management Update (based on the Board/Chair meeting discussion - **Charlie/Lori**. Lori asked Charlie about the plan for the SMP deliverance. 1) Board does not have any more comments on the Plan. Charlie reminded group that the Work Plan needs to be dusted off every so often. Nothing more needed from this Committee per Lori except to move forward with publication.
  - **Action Item:** Remove SMP from agenda moving forward as our work is complete on this project.

**4. Communications Working Groups**

- Social Media WG lead, update –**Robin/Dan/Dustin**. Dan shared that Robin is encouraging membership those that are on the WG but also to encourage more to become involved.

- NAACCR Review Blog Site Status – **Becky**. Becky reported on the blog posting in August. Susan spoke w/Chuck yesterday and he is looking for someone to provide context for the Moonshot to the Cure: Blue Ribbon Panel Recommendations.
  - NAACCR Narrative update –**Chandrika/Dustin** Chandrika will send out individual reminders. Susan has received Steering Corner column from 2 committees.
    - Fall issue ‘Standards 2016/2017’ theme Follow-up:
      - Susan previously suggested webinars on VPR, Possibly a list of deliverables (tools) – where we are for 2017 for instance – FORDS to STORE
      - Lori consulted Board and they will leave themes up to our committee, but are available for consult if needed.
      - Chandrika would like to add the list of 41 states that participate in the Data Exchange agreement
5. **Forum for concerns/update/etc-Charlie**. Dustin reported that there has been no official launch of the Forum (Standards implementation issues; Jim Hofferkamp created forums for Edits). Dustin is listed since Beta version as moderator of CSC as patterned by NAACCR staff office on the other forums unless someone else would like to take on this task.
  6. **Web and reporting capabilities – Dustin**. Dustin reported on the NAACCR Call for Data coming up. Call for Data will go up on the NAACCR website 9/20 or 9/21.
    - **Google Analytics - link for the analytics for on-demand viewing:**  
<https://www.dropbox.com/sh/bcp31l8nnrnrxbw/AABJcpZsCvCtRaK5Rns20owma?dl=0>
    - **NAACCR website updates**
      - Status of Redesign Task Force-**Dustin** – ongoing.
    - **Action Item:** Dustin to submit article to share status of NAACCR website update
  7. **Other Items of Interest to Committee** - None shared.
  8. **Closing remarks / Adjournment** - 10:57 am EST adjourned
  9. **Next Call – 10/18, 10:30 ET**