

Strategic Planning and Alliances Steering Committee
March 7, 2023
Meeting Notes

Attendance		
Members Present: Randi Rycroft (chair) Wendy Aldinger Mary Jane King	Dennis Deapen Jenna Mazreku Monique Hernandez	Mignon Dryden Iris Zachary Winnie Roshala
Guest: Anjali Goswami		NAACCR Staff Present: Karen Knight Ann Marie Hill
AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
1. Roll – Karen		
Anjali Goswami, an intern from Rutgers University joined and will be available for the next few months to support the SPA SC in researching partner organizations and member benefits.		
2. Review January and February notes – Randi	<ul style="list-style-type: none"> Notes approved. 	
3. Updates from the Board – Randi Randi said the Board would like SPA to create a document that outlines the benefits of NAACCR to the membership and the surveillance community in general. Winnie said this has been needed for quite some time. The Board would like SPA to begin that assessment. Randi also reported that an in-person Board/Chair meeting will be held in Atlanta later this month.	<ul style="list-style-type: none"> Discussion about whether a member benefits piece has been done in the past. Regardless, group agreed it is very much needed now. Anjali is working on interviews with members and others to gather information. It will be important to get multiple perspectives. Will be used with marketing/advocacy, etc. Quotes mentioned in the meeting: <ul style="list-style-type: none"> “Without NAACCR and cancer statistics, there is no needle to move!” from Randi’s staff. “I am NAACCR” from Monique to reflect NAACCR is its membership. 	<ul style="list-style-type: none"> Members to consider benefits of NAACCR for discussion at the April meeting.
4. Review and revise workplan – Randi/All Reviewed the latest workplan revision and made edits.	Specific Tasks Discussion: Goal 1, Objective 1, item 6: discussed the purpose of including liaisons in the workplan. SPA SC is intended to be the hub or linking point for information from the partner organizations and reporting to the Board or others, as needed. Added new objective. Goal 1, Objective 1, item 7: Assess and report on benefits of NAACCR to its members, the cancer surveillance community, and the general public.	<ul style="list-style-type: none"> Karen will finalize and send to everyone.

	<p>Most formal liaisons are members of the SPA SC. Colleen Sherman was unable to join SPA. Randi has asked her to give us written updates. New liaisons will be expected to be members of SPA SC. Winny said we will have new potential liaisons coming up. Randi/Wendy will need to include this expectation in orienting new liaisons. Randi said it would be good to have written expectations of liaisons.</p> <p>Goal 1, Objective 2: minor rewording.</p> <p>Goal 2: Mary Jane said that Canada has restrictions on what Mary Jane could send for CFD, which is a threat for NAACCR. Others said this is an ongoing threat in the US also.</p> <p>Goal 2, Objective 3: need to add analysis of benefits we bring to other organizations. This will be included in the partners assessment.</p> <p>Group agreed the workplan was final.</p> <p>Metrics will most likely be qualitative in nature.</p>	
<p>5. Assessment of potential/current partners – Randi/All</p> <p>Reviewed member input on the partner assessment framework.</p>	<p>Anjali said she thought the framework was good.</p> <p>Will need to think through who will manage the relationships.</p> <p>Ann Marie suggested a template information sheet for organizations, with some of this information and would be updated over time.</p> <p>Monique used the assessment form to assess ACS. She found the template helpful and completed it based on her own knowledge/experience with ACS.</p> <p>Dennis and Mignon assessed CAP. Dennis liked the structure/questions. He suggested everyone contribute to each of these from own perspective/experience. Mignon also found the framework was helpful.</p> <p>Anjali will be helping us do some research to help fill in some of these cells.</p> <p>Dennis said this sort of information will be helpful for current/future Board members and Chairs.</p>	

	<p>Randi said at a minimum, we will be doing this assessment as a group for our short list of organizations.</p> <p>Will have an information sheet template for organizations which will include past activities and other relationship history.</p>	
6. Liaison updates, if available – Randi/All	None provided.	
7. Summarize meeting for reporting to the Board – Randi/All	Randi will share with the Board the framework for organizational assessment and that SPA SC will be working on NAACCR benefits for an anticipated May completion date.	
8. Potential meeting at NAACCR Annual Conference? – Randi/All	The group agreed they would like to meet at the conference. There will be a way for someone to call in if unable to meet in person. The meeting will be held on Wednesday afternoon.	Randi/Karen will follow-up with Charlie on reserving a room.
Next Meeting is scheduled for April 4 th at 11:30 am ET		