

**Meeting name: Communications Steering Committee
Minutes**

Date: July 19, 2016

Join WebEx meeting

Meeting number: 805 894 706

Join by phone

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

- 1. Welcome – Laura** – Great to see everyone at the NAACCR conference.
- 2. Roll Call – Annette** took roll.

Present	Excused
Laura Ruppert, Indiana State Cancer Registry	Becky Cassady, LLUCC
Annette Hurlbut, Elekta	Chandrika Rao, North Carolina Cancer Registry
Carol DeSantis, ACS	Mignon Dryden, Cancer Registry of Greater California
Dan Curran, C/Net Solutions	Robin Malicki, Population Registries of Wisconsin
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

- No changes required to the June minutes as posted on Causeway.
- Status of Communications Plan - Best Practices sections – Lori reported on the status of the Plan. Will meet with Laura later this week.
 - **Action Item:** Lori will share recommendations for updates and Appendix.
- Strategic Management Update activities underway were reviewed.

4. Communications Working Groups

- Social Media WG lead, update provided by Dan/Dustin
 - **Contact for Social Media Dissemination**
socialmedia-chair@naaccr.causewaynow.com
 - Emails to this address will be received by Dustin, Dan and Robin; one of us will let you know that we have received your Social Media request.
- Dustin shared with audience Periscope application. Positive feedback received at conference.
- NAACCR Review Blog Site Status – Annette reported on behalf of Becky: 7/8: Comprehensive 2016 Ontario cancer report released from Cancer Care Ontario.
- NAACCR Narrative update – Chandrika/Dustin – Dustin/Annette reported on status.

Summer issue 'Post Conference' theme material suggestions being collected. Review underway and deadlines are not met by regular submitters. Discussion

- **Action Item:** Dustin will send copy of the email sent to Chuck and to Lori/Winny.

5. Forum for concerns/update/etc –Dustin

- Dustin reported on www.naacccr.org – NAACCR Forums – it's feasible it can be prime-time released in 2-3 weeks. Winny remarked about the buzz about the format/forum within NAACCR community.
 - **Action Items:**
 - Review of the Forum status on next call.
 - Feedback on naming the Forums solicitation from the CSC.

6. Web and reporting capabilities – Dustin

- **Google Analytics - link for the analytics for on-demand viewing:**
<https://www.dropbox.com/sh/bcp318nnrnrxbw/AABJcpZsCvCtRaK5Rns20owma?dl=0>
- **NAACCR website updates**
 - Status of Redesign Task Force - Charlie reported that the Board very supportive of this effort. More information to come.

7. Other Items of Interest to Committee

- Follow-up from NAACCR Conference
 - **Action Item:** Lori, Winny to follow-up and see if there was anything more to be done re Strategic Management plan, Communications Plan/Best Practices.
- Lori mentioned the need to mentor/shepherd future members/leaders.
- ePoll – Consider this tool for future Narrative – ie Periscope application

8. Closing remarks / Adjournment

Those who had been quieter on the call were encouraged to share.

9. Next Call-8/16/2016 10:30 ET