

**Meeting name: Communications Steering Committee  
Minutes**

Date: August 16, 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.

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

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

- Any changes to the July minutes as posted on Causeway – no changes, approved as posted
- Status of Communications Plan - Best Practices sections – **Charlie/Lori**
  - **Action Item:** Laura, Annette, Lori, Charlie – working through suggested changes
- Status of Strategic Management Update (based on the Board/Chair meeting discussion) – **Charlie/Lori** – Board meeting tomorrow – changes/adjustments will be reported back to CSC

**4. Communications Working Groups**

- Social Media WG lead, update –**Robin/Dan/Dustin**
  - Robin reported that Dan is looking into whether NAACCR can be ‘verified’ Twitter user. Tweeting out the Narrative. Robin setting up a meeting for those that desire to be active Social Media participants (re-engaging members).
- NAACCR Review Blog Site Status – **Becky**
  - **Action Item:** eBlog post – study on Prostate cancer increasing (Frank, Betsy, Recinda) and NAACCR Review blog was done. Extremely well and widely received.
- NAACCR Narrative update –**Chandrika/Dustin**
  - Robin tweeted out Narrative article tweets post Summer 2016 posting
  - Chandrika to send eBlast request for articles for Fall 2016 issue – due 10/4/2016

- Annette introduced concept for Fall 2016 issue
- **Action Item:**
  - Lori to consult w/Fall 2016 issue theme if the Board has any ideas
  - Chandrika requested to include 41 states that are in the Data Exchange agreement

**5. Forum for concerns/update/etc-Charlie**

- Dustin reported on Lori having a posting to pass thru Betsy

**6. Web and reporting capabilities – Dustin**

- **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** – Kickoff meeting with NAACCR staff and vendor 8/16

**7. Other Items of Interest to Committee**

- Annette suggested that we consider for follow-up from the Annual Conference
- Susan mentioned webinars on VPR, Possibly a list of deliverables (tools) – where we are for 2017 for instance – FORDS to STORE
- We need to keep the momentum going for those things that were introduced at the Conference

**8. Closing remarks / Adjournment – 11:00 am EST adjourned**

**9. Next Call – 9/20, 10:30 ET**