

**Meeting name: Communications Steering Committee
Minutes**

Date: October 11, 2017

1. Welcome – Robin

Robin welcomed everyone on the call.

2. Roll Call – Robin

Laura Ruppert, Indiana State Cancer Registry - Excused	Carol DeSantis, ACS
Robin Malicki, Population Registries of Wisconsin	Chandrika Rao, North Carolina Cancer Registry
Becky Cassidy, LLUCC	Dan Curran, C/Net Solutions
Susan Gershman, Massachusetts Cancer Registry	Lori Swain, NCRA, primary Liaison to NAACCR Board
Francis Boscoe, New York. Secondary Liaison to NAACCR Board	Mignon Dryden, Cancer Registry of Greater California - Absent
Charlie Blackburn, NAACCR staff	
Dustin Dennison, NAACCR staff	

3. Minutes –Robin

- Any changes to the September minutes. - Approved

4. NAACCR Brochure 2017 update– Charlie

- Charlie’s update on the brochure that went to print.
Charlie said that all changes were made to the brochure and it is ready for print. He thanked everyone for their input.

5. CEO Cancer Gold Standard Re-Accreditation – Robin

- Announcing opportunity in the Narrative and social media outlets?
Robin continues to work on this. No update at this time.

6. Group review of Communications Plan-Robin

- The Board would like the Communications SC to periodically review the Communications Plan.
- Reminder to review the Communications Plan and be ready by December to see what we need to improve on and what we are executing well.
- Board/Chair meeting September 25th; Comm Plan updates.

This will be discussed further next month.

7. Communications Working Groups

- Social Media WG lead, update – **Robin/Dan/Dustin**
 - World Cancer Research Day Posts
 - Discuss World Cancer Day Planning
 - Discuss Cancer Awareness Schedule (and potential expansion to include other events)

Dustin and Robin attended World Cancer Day media meetings. They will implement the suggestions from the WCC as requested in the webinar.

- NAACCR Review Blog Site Status – **Becky**

No immediate update necessary.

- NAACCR Narrative -**Chandrika/Dustin**
 - New NAACCR Narrative Prototype.
 - October 2nd Deadline - Call For Articles.
 - Steering Committee Corner.

Narrative articles are being received. Dustin said that there is a fair amount of content for the fall edition.

8. Job Postings

- Job postings will be brought to the Board via our Board Liaison.
 - Review comments send to Dustin and formulate recommendation for Board.

The groups discussed the possibility of recommending a model where a fee was assessed for a job posting. There is not a specific recommendation on the table at this time but the group would like to discuss options. Charlie recommended that the group come up with a specific recommendation (or no recommendation) and then forward to the Board for consideration. Lori advised that the group develop their plan and then reach a consensus as to what they would like forwarded to the Board.

9. XML Roll-out - Robin and Dustin

- Review 10/6/17 XML workgroup meeting and their request for communications involvement.

A more detailed update will be available next month. Dustin and Robin will meet with the XML group to assist in the notification and rollout of the XML standard.

10. Causeway Tutorial- Dustin

- Updates for causeway tutorial

This was completed. The file was posted online and we can close the task.

11. AJCC 8th edition Errata-Dustin

- 2018 Implementation “what you need to know” NAACCR website page.
- Update on site views.

Dustin said that the web page is updated often. It is a very well visited page and there seems to be quite a bit of interest in the information supplied. He will continue to make updates to the page as necessary. Until there is a substantial change in content or method, this can be removed from the agenda.

12. Closing remarks / Adjournment

The meeting adjourned at approximately 11:15 Eastern. The next teleconference is scheduled for 10:30 AM Eastern on 11/8/17.

13. Next Call – 11/08/2017 at 10:30 am EST