

Communications Steering Committee Minutes

Date: December 13, 2017

1. Welcome – Dustin

Dustin and Charlie welcomed all to the meeting. Laura had a prior commitment and was unable to make this December meeting.

2. Roll Call – Dustin

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

3. Minutes – Approval of November Minutes

The committee approved the November 2017 meeting minutes.

Dustin reminded everyone that Laura had a prior commitment and was schedule not to make the call today. Robin Malicki has been reassigned within her state agency. Unfortunately, she had to resign from her role.

4. Group review of Communications Plan-

- The Board would like the Communications SC to periodically review the Communications Plan.
- Reminder to review the Communications Plan and be ready by January to see what we need to improve on and what we are executing well.
 - i. What communication plan item or initiative stands out to you that we have executed well or accomplished over the past calendar year?
 - ii. What stands out as something that did we not execute effectively or completely?

- iii. Is there anything we should revise or add to the plan, based on how the committee's initiatives and calls have evolved?

Dustin reminded everyone that they should be reviewing the communications plan and bring up ideas, areas of execution, areas of improvement, and new items needed to add to the plan. Charlie asked the group to please notify Charlie or Dustin if there is any work that they can do to help the group review this prior to the next meeting. This will be a major item for the first couple of months in 2018 and is expected to be fully reviewed by February.

Communications Working Groups

- Social Media WG lead, update – **Dan/Dustin**

Dustin reviewed the last month's activities. Dan wants the committee to discuss how the group will move forward with planning leadership with the Work Group. Robin is speaking with Nan on leadership of the larger committee but this has not happened at this time.

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

There was a report from Hannah Weir that highlighted several new reports.

- NAACCR Narrative – **Chandrika/Dustin**

The deadline for the next Narrative is **January 10th**. **Since there are so many activities in December along with the Call for Abstracts and recent Call for Data; this made sense.**

5. Job Postings

Due to Call for Data, this was moved out a bit.

6. XML Roll-out – Dustin

Dustin outlined the most recent items in relation to the XML rollout. There is a new timeline added to the NAACR web site. The XML group has asked members of the Communications Steering Committee to assist with promotion and awareness of the XML rollout. These representatives of the Communications Steering Committee will continue to work with the XML group to assist in any way. An update will be provided at the next month's meeting.

7. Hackathon – Dustin

- The Hackathon workgroup is asking the help of the Communications Steering Committee in coming up with a catchy name for the Hackathon.

Frank mentioned that this group needed to come up with ideas on a name for the Hackathon.

The group then discussed ideas. Some suggestions included:

Informatics Hackathon, SurveillanceHack, One idea was to add a tag line to it similar to the annual conference.

Cancer Informatics Hackathon – Bridging the Path to the Future of Cancer Surveillance

Feedback to Dustin by December 29, 2017. Charlie asked others to consider using Pittsburgh nickname.

8. Closing remarks / Adjournment

The meeting adjourned at 11:06 AM Eastern.

9. Next Call – 1/10/2017 at 10:30 am EST