Wednesday, March 13, 2019 9:30 AM - 10:30 AM CDT

Conference Call #: 16699006833, Meeting ID: 433 270 309

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| **Item #** | **Topic and Notes** |
| 01 | Welcome and Roll Call, new NAACCR Staff Introduction (Tyler Scott)Melanie Williams, Tyler Scott, Susan Gershman, Lori Swain, Katie Dahlquist, Charlie Blackburn, Carol DeSantis, Kyle Ziegler, Lori Havener, Lynn Giljahn, Dan Curran |
| 02 | Review Minutes and Action Items  |
| **Notes: Minutes were approved. Charlie introduced Tyler Scott who is the new Web and Technology Developer at the NAACCR Executive Office. He provided some background on Tyler and the timeline for his inclusion into the group.**  |
| 03 | NAACCR Narrative * Review old Publication Schedule, new proposed Spring Schedule
* Discussion on Committee and Processes
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| **Notes: Melanie mentioned that she is concerned the Narrative has been released approximately 1 month late each time. She is taking measures to help Chandrika, the office, and the committee** |
| 04 | Social Media Survey* Suggested March 25, 2019 and give until April 5th to respond through ListServ
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| **Notes: The social media survey is about ready to be released. Tyler is completing the survey currently. Melanie said that we will need to highlight that the survey is only 5 minutes long. She would like to show the PDF of the survey when it is sent so that respondents can see that it will not take long. This will be released at the end of the month, March 25th.** |
| 05 | Monthly Promotional Item(s)* Completed World Cancer Day promotion (Jan and Feb)
* Need March Item
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| **Notes: They are in a holding pattern with the facts sheet. Once more progress has occurred she will update the group on next steps. Katie and the group did a great job with the World Cancer Day activities and social media posts.**  |
| 06 | Communication’s Plan Review * See above Narrative discussion item (Appendix A)
* Proceeding with 3 sections: Plan, Procedures, Schedule
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|  | **Notes: Melanie made changes to the Narrative Production Schedule. She reviewed the process and suggestions. She has been in communication with Chandrika on this regularly. She would like to send the next request today so that enough notice can be provided to the members. Melanie made adjustments to the schedule and descriptions while on the call. Members present provided background and opinions on changes. These specifics will be added to the revised document.**  |
| 08 | Other Business* Next Communications SC Meeting – Wednesday, April 17, 2019, 9:30 AM - 10:30 AM CDT
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| **Notes: The meeting adjourned at The next meeting will take place Wednesday, April 17th. Melanie will work with Isaac on the XML webinar promotion. She can work with Tyler on any posts or content if needed.**  |