**Communications Steering Committee**

Meeting Minutes

**January 24, 2022**

1. **Roll (Nan)** Antoinette Stroup, Lynn Gilijahn, Charlie Blackburn, Tyler Scott, Monica Thornton, Betsy Kohler, Stephanie Hill, Angela Meisner, Dan Curran, Susan Gershman
2. **Process Mapping Report (Ann Marie)**

Ann Marie was going to submit a Process Mapping Report Summary to the NAACCR Board and hopes to have it done soon. Winny provided a high-level summary for the Board last week.

1. **Steering Committee Charter and Recruitment Updates (Nan/Lynn)**

* Nan presented the draft of the charter to the group review and suggestions.
  + *Please review and send any comments or questions to Lynn and Annette before the next call.*
  + As far as recruitment efforts go we are in need of a few additional members. Annette is encouraging members from Canada to join any NAACCR Steering Committees. Possibly sections of the Narrative could speak to Canadian partners specifically. Nan is reaching out to others as well. David O’Brien has joined the NAACCR Narrative Editorial Board and Katie Roman joined the Website/Social Media WG.
    - *Reach out to others regarding joining this committee.*

1. **Subgroup Descriptions (Role, purpose, objectives for each group) and Membership Updates**
   * **Website/Social Media WG (Dan)** Dan presented past documents of a former Social Media Work Group on goals, mission statement, policies and procedures. Most agreed promoting social media should be included in the mission statement. A possible website goal could be to develop process to keep information on the website, current and improve usability/navigation. Think about updates that might be needed for the website design and conduct surveys or focus groups.
     + Provide to Dan any feedback and/or suggestions for what should be included as Goals for the Website/Social Media WG.
     + Lynn and Tyler offered to meet with Dan and Katie to brainstorm ideas.
     + Dan will ask Katie to compose week worth of messages and graphics for World Cancer Day and have them to Tyler by January 27 so he can get them scheduled to appear 1/31 – 2/4.
   * **NAACCR Narrative Editorial Board (Chandrika/Susan/Lynn)** Chandrika has drafted a mission statement.
2. **Other Tasks**
   * **Steering Committee Report**
   * **Update on what is needed for Listserv WG?**
   * **Communication Plan**
   * **Nan/Lynn in-person Board/Chair meeting March 2-3, 2022**
   * **Recruit via networking, M.A.P. – seek creative, writing, SM presence/influencers, bulletin board**
   * **Role of NAACCR communications coordinator in main office**
3. **Next meeting and topics:** 
   * Monday, February 14, 2022
     + Steering Committee Charter
     + Mission Statement for the NAACCR Narrative Editorial Board