**Communications Steering Committee**

Meeting Minutes

**March 14, 2022**

1. **Roll (Nan)** Antoinette Stroup, Lynn Gilijahn, Charlie Blackburn, Tyler Scott, Stephanie Hill, Angela Meisner, Dan Curran, Lori Swain, Ann Marie Hill, Jennifer Kachajian, Melanie Williams, Chandrika Rao
2. **Work Group Updates** 
   * **Website/Social Media WG (Dan)**
     + No new members have been recruited yet.
     + There is a plan to advertise National Cancer Registrar and National Public Health week on social media.
     + Updates and content of the website is coordinated with Tyler. Such as adding information regarding National Cancer Registrar Week.
     + Review of current website content will be lead by the NAACCR office and Tyler will reach out to this group if additional information or feedback is needed.

* **ACTION - Dan will complete the Work group mission by 3/25/2022. As soon as that is complete, we can send to the MAP Group so they can start recruitment.**
  + **NAACCR Narrative Newsletter Editorial Board (Chandrika)**
    - **Next Narrative Newsletter Timeline?** 
      * Next release is in first week of April.
      * Ann Marie suggested a Communications timeline be created to keep track of deadlines.
      * Chandrika will send out an email regarding articles for the spring newsletter.
  + Concentrate efforts on getting steering committee updates. Melanie offered to call chairs for updates, if needed.
* **ACTION - Nan will meet with Chandrika, Susan and David next week, regarding the Editorial Board and work moving forward.**

1. **NAACCR Board-Chair In-Person Meeting 3/2-3/3/2022 (Nan/Lynn)**
   * **Communication Process Mapping Report** 
     + Nan has sent the report to the group and gave them an overview.
     + The report was also shared with Steering Committee chairs, members of the NAACCR Board and NAACCR staff.

* **ACTION – All members read the Mapping Report as the goals, objectives, workplan and priorities for Communications have been based on the findings of this report.**
  + **Update Goals/Objectives**
    - Nan shared the goals and objectives that were developed according to the process mapping recommendations.
    - Focus on two significant things:
      * Communicating to NAACCR members
      * Assist in developing content and messaging from other SCs – relevant + consistent
    - Address “storm clouds”
    - Priorities:
      * Revise SC Charter to align with report and assist with implementing recommendations
      * Recruit members: M.A.P. and especially from Canada
      * Update Communications Plan
      * Create communications schedule
      * Look at Listserv utilization
* **ACTION – Spend some time on a call to discuss what needs to be communicated.**
  + **Update Charter**
  + **Update Workplan – add metrics**
  + **Board updates (Ann Marie, Angela, Lori)**
    - Nan shared with the group it was recommended to the Board that serious consideration be given to hiring a communication specialist.
    - Lori Swain reported the Board would like additional time to review the Process Mapping Report and discuss with staff. The Board understands the importance of this issue and when review is concluded, they will report back to this committee.
    - Ann Marie and Winny will be reaching out to Nan or Lynn if more information is needed.
  + **Steering Committee Budget**
    - A budget item will be added to the budget for communication training resources.

1. **Member Recruitment for Communications**
   * **Coordination with M.A.P.**
   * **Direct solicitation via email (lists from Monica/Tyler, ETC list from CDC, list of registry directors and managers)**
   * **“Bulletin board” at NCRA?**
2. **Next call:** 4/11/2022