**Communications Steering Committee**

Meeting Minutes

***June 6, 2022***

1. **Roll (Nan)** Antoinette Stroup, Lynn Gilijahn, Monica Thornton, Ann Marie Hill, Dan Curran, Lori Swain, Melanie Williams, Chandrika Rao, Angela Meisner, Susan Gershman, Jennifer Kachajian, Tyler Scott

1. **June 2022 Annual Progress Report (Nan)**
   * **Written Report submitted**

This was submitted to Charlie for inclusion in the June meeting and Nan sent to the group.

* + **Oral presentation for NAACCR business meeting planned**

Nan will record the progress report for the NAACCR business meeting.

* + **Updated SMP Goals/Objectives**

These will be included in the recorded progress report

* + **SC Charter, Website/SM WG Charter, NAACCR Narrative Ed. Review Board Charter**

These have been finalized and will be included in the recorded progress report.

* + **Communications Consultant – Call for Bids (n=21 potential vendors), due 6/30/2022. What is approval process?**

The bids have gone out to 22 vendors and are due June 30, 2022. The NAACCR office will make recommendations to the NAACCR Board and the Board will have the final decision. Nan asked that the committee be able to review what is being considered.

1. **Work Group Updates**
   * **Website/Social Media WG (Dan)**
     + **Active SM posts @NAACCR**

A NAACCR Listserv regarding this has been sent out.

* + - **@NAACCRcontest**

Dan, Tyler and Katie will judge the contest entrants.

* + - **Draft Communications Schedule/Calendar – (a) Dan taking a stab (b) Tyler looking into whether Outlook calendar or other tools available (AMS and NAACCR Share not able to host a calendar for this).**

Dan has investigated an Excel option and sent to the group. Tyler recommended a cloud-based approach to be able to collaborate on the same document. Tyler’s concern with Outlook is there is no way to post documents.

* + **NAACCR Narrative Newsletter Editorial Board (Nan/Lynn)**
    - **Chandrika’s new role in North Carolina**

Chandrika has become an interim director and will need to step back from her involvement in this committee.

* + - **Plans for July edition of Newsletter**

Articles will be based on highlights from the NAACCR Summer Forum and SCs progress reports. Include award/contest winners. Include an article regarding the Summer Forum recordings being available through the end of the year.

1. **Other Steering committee Work**
   * **Update Communications SC website – Charters, members of SC and WGs, goals and objectives, etc.**

Need to post new documents and have the site updated by the NAACCR Summer Forum.

* + **MAP booth will be at the virtual NAACCR Summer Forum.**
  + **Improve communications with other steering committees.**
    - Review steering committee notes monthly.
    - Get information from a representative from each steering committee.
    - Assign a “Communications liaison” to attend other steering committee meetings.

1. **ACTIONS:**

* Nan & Angela will discuss with SMP the need for committee progress report highlights for the next Narrative issue.
* Chandrika will load Narrative documents to the SHARE site and email Nan, Tyler and Lynn.
* Lori S. and Angela will report back to this committee regarding what proposals are being considered for the communications consultant and advocate for the committee to review potential bids. Invite Ann Marie Hill to the next meeting for an update.
* Nan will send updated documents to Tyler for posting to the site.
* Nan send language to Angela for the MAP recruitment.

1. **Next call:** July , 2022