

Communications Steering Committee Meeting Minutes

July 11, 2022

1. **Roll (Nan)** Antoinette Stroup, Lynn Giljahn, Monica Thornton, Ann Marie Hill, Dan Curran, Lori Swain, Melanie Williams, Chandrika Rao, Angela Meisner, Susan Gershman, Jennifer Kachajian, Tyler Scott
2. **Announcements**
 - **New Board Liaison** – Dr. Lihu Liu from LA County Cancer Registry (SC) will be the new Board Liaison. She is the PI of cx surveillance program with 20 years of experience.
 - **Canadian Representation** – Dr. Carol McClure of the Cancer Care Prince Edward Island has joined this committee and should be on the call next month.
 - **Steering Committee Website** – New [link](#) and feel. Please send any suggestions or changes to Nan and she will forward to Tyler.
3. **2022 Summer Forum**
 - **@NAACCRcontest**
The winner was Dr. Peter Eby. Thank you to Dan for organizing this contest.
 - **M.A.P.** – Angela Meisner advertised joining the Communications committee during the NAACCR Forum, but no interested parties came forward.
 - **Summer Narrative Newsletter focus on Summer Forum**
Monica informed the group the deadline for Narrative content is August 2. Targeted date for publication is August 11.
 - **Summer forum highlights?**
Highlight special talks/presentations and announcing poster winners.
 - **SC progress report highlights**
Nan will work with steering committee to highlight some of their progress and only RDU has responded. She is waiting to hear from the others.
4. **Work Group Updates**
 - **Website/Social Media WG**
 - **Communications Schedule/Calendar**
The July social media post has been done and future ones are being worked on. Nan suggested Dan reach out to those that posted for the NAACCR contest to be involved in retweeting NAACCR content.
 - **NAACCR Narrative Newsletter Editorial Board**
 - Jeff Dowden and Carol McClue are willing to help on the planned “special edition” focusing on Canadian partners. We need 1 more steering committee member for Editorial Board, for this special edition. This is in hopes of advertising all the volunteer opportunities to volunteer and those from Canada that have in the past. Jennifer volunteered to help with the special edition. Ann Marie suggested contacting Eric Dorff from Stats Canada to be a part of the issue.
5. **Other Steering Committee work**
 - **Communications Consultant update**
A few bids were received, and the office has yet to review them. Ann Marie believes they are looking to have one approved by the NAACCR Board in August.
 - **Targeted email lists from Monica and Tyler to recruit possible new committee members**
Monica will begin work on this in August.
 - **Collaboration with other Steering Committees**
This is on hold.
 - **Proposed metrics were sent to SMP WG**
She provided a screen shot of what was sent to Karen Knight. Nan would like to work with Tyler for these to be included in our monthly updates.
6. **ACTIONS:**
 - ❖ [All](#) review the new steering committee website and send any suggestions to Nan.
 - ❖ [Monica](#) will discuss with Betsy the idea of the special Canadian Narrative edition.
7. **Next call:** August 8, 2022