**Communications Steering Committee**

Meeting Minutes

***February 6, 2023***

1. **Roll:** (Nan) Antoinette Stroup, Ann Marie Hill, Carol McClure, Lori Swain, Lihua Liu, Chandrika Rao, Tyler Scott, Dan Curran, Monica Thornton, Jennifer Kachajian, Lynn Giljahn

**Guest:** Janet Celosia

1. **Housekeeping and Important Updates**
   1. **Winter Narrative (Chandrika) – release pending.**

Monica has received all the articles and should release February 9th.

* 1. **Social Media WG (Dan)**

Dan shared several social media post for World Cancer Day and is caught up on the February social media posts. He will begin work on the March posts.

* 1. **Review/Update Goals and Objectives, Work Plan, and possibly Team Charter based on upcoming activities with communications consultant – over the coming weeks.**

Nan had tabled the goals and objectives pending what feedback the communications consultant provides.

1. **GLC communications consultant (Janet Celosia)**
   1. **What we’ve been up to**
      * **High-level overview of final report**

Janet presented high level information regarding the report.

* + - **Encourage members to review on their own time and/or in advance**
  1. **Where we are today: Q1 Roadmap**
     + **GLC’s adviser/content manager/trainer role through April 30**
     + **#1) Improve Narrative process, content, design, distribution and marketing**
     + **#2) Improve team communications and project management (Asana)**
     + **#3) Optimize committee work structure and processes**
       - **Discuss potential updates to team organization, roles, and responsibilities in relation to Narrative and other communications projects.**
       - **Discuss potential training, support needed to help CSC on this journey.**
  2. **In 90 days…we aim to…**
     + **Begin to increase member engagement with Narrative, more views**
     + **Transition *Narrative* and CSC communications to Asana for project management and communications; ensure that members have access to and use tools with confidence.**
  3. **Questions/Comments**
     + Nan expressed 5-10 hours a week for a working group chair is 20% effort. She would like to explore the expectation for a volunteer.
     + Nan was hesitant to the recommendation for the NAACCR Narrative Editorial Board merging with Communications.
     + Ann Marie added GLC does have experience with associations and the structure of how they work.

1. **ACTIONS:**

* Tyler will create a Communications project on Asana.
* All should complete the “homework” assigned by GLC by the next meeting on March 6. Send any feedback to Tyler and he will forward to GLC.

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1. **Next call (1st Monday each month): March 6, 2023**