

Strategic Planning and Alliances Steering Committee
January 27, 2023
Meeting Notes

Attendance		
Members Present:	Dennis Deapen Randi Rycroft (chair) Stephanie Hill	Mignon Dryden Iris Zachary Monique Hernandez
		NAACCR Staff Present: Karen Knight Ann Marie Hill
AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
1. Roll – Karen		
2. Review December notes – Randi	<ul style="list-style-type: none"> Notes approved. 	
<p>3. Updates from the Board – Randi</p> <p>The Board is focusing on their strategies and what will be assigned to SPA. Randi shared slides that were given to the Steering Committee chairs. Strategic priorities include certification, minimal dataset/partial records, race/ethnicity reporting, and informatics. Capacity development priorities are included also, including recruitment, recruitment/retention, advocacy.</p> <p>The Board thinks the following may be relevant for SPA SC: Informatics, promoting DEI (e.g., partnering with others that may help), advocacy and policy development.</p> <p>The Board has requested feedback from SPA SC by 2/24/2023. We will need to provide our input by e-mail.</p> <p>We do not have any concrete charges from the Board at this point.</p> <p>Randi asked the group for questions/feedback.</p>	<ul style="list-style-type: none"> Ann Marie said for policy development, SPA could have a role in looking at other policies that may have an impact on the cancer surveillance community. The group will meet again on February 6 to complete the form. 	<ul style="list-style-type: none"> Randi will share the form and slides. The group will meet noon-1 ET on 2/6/23. Karen will send an invitation. Members unable to attend may send their input via e-mail.
<p>4. Review and revise workplan – Randi/All</p> <p>Reviewed the latest workplan revision and made a minor edit. Randi drafted some task action steps and reviewed with the group. She added some tasks and asked where to continue to include the WOW initiative.</p>	<p>Specific Tasks Discussion:</p> <p>Goal 1, Objective 1: The group agreed we do not need to task ourselves with producing a WOW initiative. If something comes up, we can suggest it.</p>	<ul style="list-style-type: none"> Karen will send the latest draft to the group.

<p>.</p>	<p>There are two added tasks to participate in Steering Committee and Steering Committee/Board meetings. The group discussed the purpose of the participation, i.e., identifying issues and proactively working with other SCs on strategies.</p> <p>Added a task to (within the SC) identify and communicate issues discovered through other venues that impact NAACCR and cancer surveillance.</p> <p>Added a task to communicate with members and key stakeholders to obtain feedback on priority issues and elicit new strategies and ideas to advance the mission.</p> <p>Removed Objective 2.</p> <p>For Goal 2, Objective 1, added to complete the power and interest grid for stakeholders and then develop a plan engaging highest priority stakeholders.</p> <p>For Goal 2, Objective 2, added tasks for identifying priority new priority partners, explore collaborative opportunities and suggest mechanisms for building relationships, and present potential new partners to the Board with recommendations. Note: this will not involve SPA directly engaging with potential partners. The Board will determine which organizations to actively engage.</p> <p>For Goal 2, Objective 3: Develop a template for partner assessment and analyze/document the benefits of each NAACCR partnership. Report findings back to the Board and/or membership.</p> <p>Will likely delete Goal 2, Objective 4.</p> <p>We may add in a specific task related to liaisons.</p> <p>Randi will share the latest version and hopefully we will approve next time.</p>	
<p>5. Prioritization of potential/current partners – Randi/All</p> <p>Reviewed member input on the spreadsheet of organizations with their scores/rankings and comments.</p>	<p>Randi asked if we should treat ACoS as one organization or consider each component separately. The group agreed it would be better to include as one organization.</p>	<ul style="list-style-type: none"> • Karen will send the questions to consider for the March meeting.

	<p>Some did not choose those for which we already have good relationships. Others included those that are already good relationships.</p> <p>The group decided to focus on the new ones first and then address if we are doing the best we can from our existing partnerships. New ones may include American College of Radiologists, Canadian Partnership Against Cancer, and perhaps include American Cancer Society as this relationship could be strengthened.</p> <p>Next time, we will focus on those that are new and among those that are existing, are there new focus areas to pursue.</p> <p>Betsy will be talking to ACS about our relationship with them. Randi and Wendy will join.</p>	
<p>6. Liaison proposal to the Board – Randi/All</p> <p>Shared a spreadsheet of existing liaisons, organizations, responsibilities and terms. The SC had discussed if we need to codify the roles and reporting. Randi asked the group if we need additional information or do we need to formalize a term review every two years, for example.</p>	<p>Betsy said some are out of our control, and the nomination process can be very formal. For her appointment to the IACR is defined in their constitution.</p> <p>Randi asked if there should be a process on those with which we have control? How is it decided who is the best person and what is our goal as being a liaison. Betsy said CCNP. Nan Stroup had an interest in OVAC. Betsy has made the appointments for some of these.</p> <p>Do we need to write this time and what are expectations of the liaisons?</p> <p>Mary Jane suggested have two people and perhaps evaluate annually (getting input on how things are shifting).</p> <p>What are the expectations for liaisons reporting back? Would an annual report be sufficient with each group or as things arise? Betsy said some liaisons report at the annual meeting. Others are more informal.</p> <p>How do we assess partner organizations without some type of reporting. We intentionally included liaisons in our committee.</p> <p>Randi: Do we have enough information from this spreadsheet for our use? Or are there are any asks of or recommendations to the Board?</p>	<ul style="list-style-type: none"> • Karen will coordinate an update to include HLSG and MLTG.

	Add HLSG and MLTG to the spreadsheet since they do not fall under the NAACCR Board. The Board sees minutes from those groups and the reps on those groups are also on SPA.	
7. Summarize meeting for reporting to the Board – Randi/All	This was not covered as the meeting ran out of time.	
Next Meeting is scheduled for March 7 th at 11:30 am ET		