



MINUTES - NM Cancer Council, Executive Committee
 Date: February 19, 2013, 2:30 – 4:30 pm, NM Cancer Center, 4901 Lang Avenue, NE

NEXT MEETING:

ATTENDEES	<p><u>EXECUTIVE COMMITTEE MEMBERS:</u> Susan Baum (NM Department of Health) Remona Benally* (HealthInsight NM) Eileen Cook* (Casa Esperanza) Blaire Larson (Cancer Services of NM) Beth Pinkerton (NM DOH Comprehensive Cancer Program) Susan Simons (Susan G. Komen for the Cure, Central NM) – Chair Terri Stewart (NM Cancer Care Alliance) Patricia Torn (Cancer Support Now) Tresa Van Winkle* (CAPPED)</p> <p><u>OTHER PARTICIPANTS:</u> Paul Sanchez (NM Oncology Hematology Consultants) Barbra Portzline (Portzline Enterprises) Marissa Kutzscher (NM DOH Comprehensive Cancer Program)</p> <p>*Participation via conference call.</p>
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AGENDA ITEMS

AGENDA ITEM: I. WELCOME AND INTRODUCTIONS

SUSAN SIMONS

DISCUSSION	Susan Simons welcomed everyone and brief introductions were made by everyone present.
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AGENDA ITEM: II. EXECUTIVE COMMITTEE ACTIVITIES

SUSAN SIMONS

DISCUSSION	<p>A. Cancer Plan Evaluation (Barbra Portzline):</p> <ul style="list-style-type: none"> • Barbra is working with the NM DOH Comprehensive Cancer Program to develop an evaluation plan for the Cancer Plan. During development of the Cancer Plan, measureable indicators were included in the Plan. • During this year, Barbra will develop a new evaluation plan and in the next few years evaluate progress of the goals and objectives being completed. • There are a number of ways to evaluate the Plan and Barbra is proposing a focusing meeting with Council members to prioritize which goals and objectives to focus on. • Barbra discussed her preference for having a meeting with either many members and a longer day, or fewer participants and a shorter day. <p>B. Approve December Minutes and Review Action Items:</p> <ul style="list-style-type: none"> • Susan Simons confirmed that everyone had received and reviewed the minutes from the December meeting. Blaire moved to approve the minutes and Terri seconded. The minutes were approved. <p>C. New Mexico Shared Strategic Plan:</p> <ul style="list-style-type: none"> • During the December meeting, Laurel McCloskey from the Chronic Disease Prevention Council (CDPC) asked the Executive Committee (EC) to think about which priorities and objectives they can work on with the CDPC. • The Quality of Life objective is included in the NM Shared Strategic Plan and the EC decided it would be best to find a mechanism for updating the CDPC
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	<p>about the work being done about this priority as well as the other three.</p> <ul style="list-style-type: none"> There are three EC members who are members of the CDPC and participate in meetings, so the EC feels it would be best to ask the CDPC to include a section on the agenda for these members to provide updates about work being done regarding the priorities. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Barbra will develop an email to be sent to the Council inviting members to the focusing meeting, and the EC can edit as needed.	Barbra Portzline/EC	3/20/13
Sandra Adondakis is president elect of the CDPC, so Susan B. and Patricia will discuss with Sandy about adding a standing agenda item to provide updates about the Cancer Council priorities.	Susan B. and Patricia	

AGENDA ITEM: III. MEMBERSHIP APPLICATION/MEMBER LIST

SUSAN SIMONS/ALL

DISCUSSION	<ul style="list-style-type: none"> Terri, Remona and Paul discussed the revisions to the membership application based on the input from EC members during the December meeting. There was discussion regarding the three types of membership that were changed and how they differ. A list of current Council Members was presented to the EC – members on this list were either part of an organization or an individual member. This raised the question of what constitutes a member, since, for example UNM has many departments listed so how many votes would they have. Possibly, an ad hoc committee would need to be formed to look at this list more thoroughly to determine how many votes an organization will get. In terms of individual members, should they be ‘grandfathered’ in – those not affiliated with an organization might be able to become individual partners. Some members affiliated with an organization may still want to remain an individual. By-laws will need to be changed because organizations would be designating one person to vote on their behalf. Individual members would elect one person from that group to represent them on the EC. A point was raised that once the membership application is finalized, it would be best to send it to every member on the Council to fill out a new application. Any members identified as an individual will have the opportunity to join an existing organization they may currently work for. Since there are several large organizations, perhaps choose one representative to look at who is a member affiliated with their organization and decide whether that person is still involved with the Council. There might need to be more clarification between the difference of a supporter and partner. Instead of listing individual and organization, just list organization. Terri reviewed all the changes to be made to membership application. If only one application per organization is received, do they need to fill out the work group section since there may be more than one person joining a workgroup from an organization? It may be best to list the workgroups in a welcome letter after that organization has joined, and there will be a section for the organization to list more than one member possibly joining a workgroup. It was also suggested more detailed information about the work
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	<p>groups be provided in this letter.</p> <ul style="list-style-type: none"> Paul volunteered to work on the welcome letter.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Susan S. will make edits to by-laws and send to the EC.	Susan S.	4/16/13
Draft a welcome letter to accompany an approved application.	Paul	4/16/13

AGENDA ITEM: IV. WORK GROUPS

SUSAN SIMONS/ALL

DISCUSSION	<p>A. Review Work Group Priority Responses:</p> <ul style="list-style-type: none"> PR, Rural, Survivorship, and Colorectal provided responses. Certain work groups continue to be tasked with specific work for the Council and may not necessarily support the four priorities. The EC decided to separate the work groups that need to be discussed in regards to the priorities and the ones which are standing work groups – these include, Policy and Advocacy, PR, Albuquerque Cancer Coalition (specifically to create the cancer treatment directory), and the Native American work group (many priorities are related to Access). The Patient Navigation group which is coordinated by Elba Saavedra may be a good fit to tie into the Access work group. Also, the EC may want to approach the Rural group to see if they would also like to join Access and Colorectal because they also expressed an interest in this priority. A good starting point is to find out what Quality of Life and Access groups need in terms of data and that may necessitate the creation of the data group. Survivorship can stay as they are and just work on Quality of Life issues. The data group will provide information as needed to the other work groups. The EC can ask the other groups to think about their data needs and provide this information to the data group. Historically, tobacco control organizations have worked on policy issues, so the Council’s tobacco efforts may tie into PR or Policy and Advocacy. Tobacco priorities can be done by the entire Council. On page 31 of the Plan, there is a list of objectives regarding behavioral health and 6-12 are related to tobacco. It was suggested to invite the Tobacco Use Prevention and Control Program (TUPAC) to attend the March 20 Council meeting to present information on their program and cessation services. Allow for face to face time at the March 20 meeting for work groups to meet and the main focus would be the Access and Quality of Life groups meeting to discuss next steps as groups. <p>B. Work Group Guidance: Susan S. will speak with current work group chairs about changes.</p> <p>C. Training – Work Group Chairs and EC Liaisons: Need to establish, but most groups have individuals unofficially taking on leadership roles.</p>						
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There was a request for the data fact sheet created by the Data group to be sent out to the group again.	Susan S.	4/16/13
DOH staff will invite TUPAC to the March 20 meeting to provide an educational presentation.	Susan B. and Beth	3/12/13

AGENDA ITEM: V. FOUR PRIORITIES

ALL

DISCUSSION	<ul style="list-style-type: none"> • Quality of Life: Survivorship can work on these issues. • Data: Provide data to other groups as needed. • Tobacco Control: Entire Council can take on issues related to tobacco. • Access: Rural, Colorectal and Elba Saavedra's Patient Navigation group can join together to work on this priority.
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AGENDA ITEM: VI. COMMUNICATIONS FROM THIS MEETING

ALL

DISCUSSION	<ul style="list-style-type: none"> • See action items.
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AGENDA ITEM: VII. MEMBER ANNOUNCEMENTS AND UPDATES

DISCUSSION	<ul style="list-style-type: none"> • <u>Terri Stewart – NM Cancer Care Alliance</u>: Directory has been printed and will be distributed shortly. ACC will need new leadership since Debbie Putt moved out of state. • <u>Paul Sanchez - NM Oncology Hematology Consultants</u>: Paul will send information on HB 428 - tobacco products tax rate and distribution, and SB 156 - prescription drug coverage/formulary changes. • <u>Blaire Larson – Cancer Services of New Mexico</u>: Kathy Kreider will be taking over as president for Blaire effective April 24 as part of a planned transition, and Blaire will continue to sit on the board.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create thank you letter to send to Debbie Putt thanking her for all the time she put into treatment directory.	Not determined	Not determined

ADJOURNMENT	Susan Simons adjourned the meeting at 4:30 pm. Next meeting: April 16, 2:30 – 4:30 PM at the NM Cancer Center.
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