



MINUTES - NM Cancer Council, Executive Committee
 Date: June 19, 2012, 2:30 – 4:30 pm, NM Cancer Center, 4901 Lang Avenue, NE

NEXT MEETING:

ATTENDEES	<p><u>EXECUTIVE COMMITTEE MEMBERS:</u> Sandra Adondakis (American Cancer Society, Cancer Action Network) Susan Baum (NM Department of Health) Remona Benally (Breast Cancer Resource Center) Nathan Bush (American Cancer Society, Cancer Action Network) Blaire Larson* (Cancer Services of NM) Jahaan Martin (Breast Cancer Resource Center) Beth Pinkerton (NM DOH Comprehensive Cancer Program) Susan Simons (Susan G. Komen for the Cure, Central NM) – Acting as Chair Terri Stewart (NM Cancer Care Alliance) Patricia Torn* (Cancer Support Now) Tresa Van Winkle* (CAPPED) Robyn Viera (Individual Member)</p> <p><u>OTHER PARTICIPANTS:</u> Christine Brown (NM DOH Comprehensive Cancer Program) Paul Sanchez (NM Oncology Hematology Consultant)</p> <p>*Participation via conference call.</p>
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AGENDA ITEMS

AGENDA ITEM: I. WELCOME AND INTRODUCTIONS

ROBYN VIERA

DISCUSSION	<p>Robyn Viera welcomed everyone and shared that this is the final meeting of this fiscal year and Robyn’s final meeting as chair; Susan Simons will be taking over as chair in July. Brief introductions were made by everyone present.</p>
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AGENDA ITEM: II. EXECUTIVE COMMITTEE ACTIVITIES

ROBYN VIERA

DISCUSSION	<p>Robyn Viera confirmed that everyone had received and reviewed the minutes from the April meeting. The minutes were approved, with one change: the dates should be corrected.</p> <p>Robyn reviewed the following action items.</p> <ul style="list-style-type: none"> • Amend February minutes to modify wording on Carlsbad invitation – completed • Reword objective to raise awareness about heredity risk and genetic testing – completed • Ask workgroups about preferred method of reporting – not complete; will be done after this meeting • Develop policy statement on member attendance – in progress
DISCUSSION	<p>New Member Application: Lacey Daniell applied in an individual capacity. Beth Pinkerton motioned to approve Lacey as a new member of the NMCC and Susan Baum seconded; membership approved.</p>



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Correct date on April Minutes	Beth	June 29

AGENDA ITEM: III. A. CANCER COUNCIL MEETING JUNE 13 – 14 FOLLOW UP **ROBYN VIERA/ALL**

DISCUSSION	<p>Last meeting was very productive and helped to move the Council in a good direction. The group reviewed the Strategic Framework that was created at the last meeting. Historically the Council was focused on the Cancer Plan, however, this framework included the plan as well as other focuses. The Cancer Plan was not specifically addressed in this plan, however, it was suggested that it be added somewhere, as it is an important role of the Council. Rather than a part of the description, it will be added as one of the functions; verbiage will include the development, implementation and evaluation of the Cancer Plan. Additionally, Susan Baum suggested adding reference to the selection of goals for the Shared Strategic Plan. She will work with Beth to draft a bullet point to be added under the coordinated initiatives section. Tresa moved to approve the strategic framework, with the understanding that Susan and Beth will get electronic approval of the additional verbiage. Remona seconded the motion and the group unanimously approved the document. It will be presented to the full council at the meeting in July.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine language for addition regarding Cancer Plan and Shared Strategic Plan	Susan Baum & Beth	July 6

AGENDA ITEM: III. B. JULY COUNCIL MEETING **ROBYN VIERA/ALL**

DISCUSSION	<p>Beth shared that a contractor may not be in place prior to the July Council meeting; therefore, there will not be a mechanism to reimburse for mileage or to pay for a meeting space. The group determined that the July meeting should still be held, regardless of if a contractor is in place. The group will need to look for complimentary space and the full Council will be invited to attend electronically (via conference call or Skype) or attend in person with the understanding that mileage and lodging will not be reimbursed. Terri will research the space at the UNM Cancer Center and Susan Simons will also research space at RAA. Any others with ideas for complimentary space are asked to contact Beth by June 29 with information.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research availability of RAA and UNM Cancer Center space	Susan Simons & Terri Stewart	June 29

AGENDA ITEM: IV. UPDATE ON 2011 PRIORITIES A. CANCER PLAN REVISION **BETH PINKERTON**

DISCUSSION	<p>The Cancer Plan has been in revision process for the past 18 months. At this point, there is not a lot more time for feedback and further revisions, as the revision contract ends June 29. The last set of revisions suggested were incorporated and the document has been sent to the Department of Health for review. It is unknown how long it will take the Department to approve the document; however, Beth is working with the state printing office on design in the</p>
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	<p>meantime. The document may not be printed, though the goal is to provide a hard copy at least to all Council members. The plan will be available electronically on the Cancer Council web site. The Executive Committee should be congratulated for completion of this task. Additionally, Robyn thanked all for input and work on this process.</p>
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IV. UPDATE ON 2011 PRIORITIES

AGENDA ITEM: B. SURVIVORSHIP CARE PLANS/TREATMENT SUMMARIES

PATRICIA TORN

DISCUSSION	<p>Members of the Survivorship Workgroup are conducting education on cancer treatment summaries and survivor care plans. Cancer Support Now had conference with main focus of survivorship treatment plan, which was well received. The Workgroup is continuing its project to inform cancer patient navigators about the medical records fact sheet, in order to increase awareness of the information. Beginning in July the Survivorship Workgroup will be chaired by Jahaan Martin.</p>
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AGENDA ITEM: C. COUNCIL OPERATIONS

DISCUSSION	<p>Nominations for Executive Committee Members and Voting The new Executive Committee will be in place by July. Nominations have been taken throughout April, and will come to vote on an electronic ballot. The following council members are nominated for Executive Committee:</p> <ul style="list-style-type: none"> • Eileen Cook • Blaire Larson • Jahaan Martin • Maria Otero • Susan Simons • Patricia Torn • Tresa Van Winkle • Robyn Viera <p>There are other potential members who will confirm with Robyn next week.</p> <p>Policies and Procedures Robyn and Susan Simons have discussed need for policies and procedures for the Executive Committee. They have worked on an attendee policy that will be presented at August Meeting.</p> <p>Workgroups The process for the workgroups has been in limbo; they have not had an official charter or priorities this past year. Their priorities should be in line with Council priorities, which have not been finalized. Additionally, with the implementation of the Strategic Framework, roles for workgroups will likely change.</p> <p>Susan Simons requested an update from each workgroup, specifically on the activities they are currently working on and what they plan to continue for next year. The Executive Committee will work to formalize the reporting requirement for workgroups and to help ensure that each workgroup is focused on priorities that are in line with the Cancer Plan and council priorities. This will enable workgroups to function under the new strategic plan; however, groups will likely need more initial direction. Terri Stewart suggested a training for workgroup chairs so they have the tools needed for their role. The group discussed the</p>
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	<p>roles and it was determined that there remain a workgroup chair, who may or may not be on Executive Committee as well as an Executive Committee liaison, who will report to the Executive Committee about progress for the workgroup and be able to communicate between the two.</p> <p>Workgroups will be discussed in detail at the July meeting. Groups will work to be aligned with goals from the Cancer Plan and the Council Strategic Framework to determine which objectives can be targeted for each workgroup.</p> <p>The Strategic Framework will also be presented at the July meeting. The full Council will not be able to provide input for revisions, however, will provide their suggestions for focus on work, what type of networking activities should be offered and other items. The next Executive Committee meeting will also focus on the framework and how workgroups can move forward within this for the next year.</p> <p>July Council Meeting The July meeting will focus on the unveiling of the two finalized plans, the Cancer Plan and the Strategic Plan. Workgroups will also be asked to give an update. Jahaan recommends having goals, both for the Cancer Plan and the Council Goals, printed and available for council members so that they can begin to see how these goals fit into their work.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AGENDA ITEM: V. COMMUNICATIONS FROM THIS MEETING **ALL**

DISCUSSION	<p>Robyn will contact workgroups for current activity update</p> <p>Susan Simons requested moving the August Executive Committee meeting to August 28 from 2:30 – 4:30 pm and the Committee agreed.</p>
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AGENDA ITEM: VII. MEMBER ANNOUNCEMENTS AND UPDATES

DISCUSSION	<p>ACS event, Happy Hour for Hope: Saturday, June 23 from 4:00 – 7:30 pm at Balloon Fiesta Park on Saturday, June 23</p> <p>15th Annual Anita Salas Beauty and the Breast: Saturday, September 22</p> <p>Robyn thanked group as this is her last meeting serving as chair and Susan presented with a gift.</p> <p>NM Cancer Center Foundation: kickoff and silent auction on July 21st</p>
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ADJOURNMENT	There being no time to further discuss, Robyn adjourned the meeting at approximately 4:30 pm.
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