

MINUTES
New Mexico Cancer Council – Rural Health Equity Workgroup

Date: Friday May 24th, 2019

Time: 3:00 PM-4:30 PM

Location: New Mexico Cancer Center, Main Conference Room, 4901 Lang Ave NE, Albuquerque, NM

Participants: Joseph O’Dell, Angela Meisner, Jess Quiring, Leslie Byatt, and Deb Openden

April 25th meeting was cancelled. Group resumed activities from March 22nd meeting.

Agenda Items

- I. The workgroup reviewed and approved the minutes from the meeting on March 22nd, 2019.

- II. The workgroup reviewed the on-going Action Items:
 - a. Administrative
 1. Angela is working towards completing meeting agendas 2 weeks prior to meetings
 2. No comments on dropbox
 3. Patrick’s (formerly with GCAP) email no longer works
 - a. Email removed from internal directory
 4. Move HHS project—Karoline w/NMSU—to next meeting

 - b. Outreach to Stakeholders and Other Interested Parties
 - i. REDCap
 1. Survey is live
 2. Currently 2 completed surveys
 - a. List of who has completed survey hasn’t been completed in 2 weeks—Renata out on break/Angela doesn’t know how to do it
 3. Patricia has a large number of individuals she can contact
 - a. Group unsure if shes reached out to anyone
 - b. Joseph will reach out to Patricia.
 4. Group discussed if people in surround areas outside of NM can complete survey
 - a. Group is ok with people in surrounding communities completing the survey
 5. Deb will now reach out to Yoli Diaz
 6. Joseph will follow up with members/stakeholders at NMSU about completing and distributing the survey
 7. Angela will create a draft email to remind workgroup members to complete the survey

- a. Angela will send draft to Joseph to send out to workgroup members
 - 8. Leslie is attending a work event in Las Cruces where she can give paper copies of the survey to potential stakeholders
 - a. Joseph will ensure Leslie has copy of survey questions
 - b. Jess gave Leslie pre-addressed envelopes for participants to mail paper survey results back
 - 9. Group discussed if there is a minimum number of responses desired from survey
 - a. Answer is no, but group does want go representation of the entire state
 - 10. Group discussed if city and area of participants who have completed the survey—the dropbox download info—should be included
 - a. Group said no for now, but will revisit at next meeting
 - 11. Jess asked if anyone at the meeting had connections to Las Vegas, NM?
 - a. No connections among members in attendance
 - b. Jess will reach out to community managers with Relay for Life for potential survey participants in LV.
 - 12. Group discussed incentives for workgroup members
 - a. Group seemed open to incentivizing workgroup member who got the most stakeholders to participate in the survey
 - b. No final decision was made
 - c. Will be revisited
 - ii. Map
 - 1. N/A
 - iii. Regional snapshot
 - 1. Angela and Cindy are meeting to discuss this in June
 - iv. Collaborative projects
 - 1. Leslie asked for a reminder from the group in January-March of 2020 regarding ACC including RHE maps/infographics in the ACC directory
- III. Announcements and Open Discussion
- a. Joseph encourage all workgroup members to attend the special June 21st cancer council meeting. Staff from George Washington University Cancer Center will be attendance as a resource/co-facilitator of the meeting
 - i. Location still TBD. Meeting is from 10am-3pm with lunch provided.
- IV. Action Items for June 28th, 2019
- a. Leslie will send excel of current ACC directory to Angela and Yan
 - b. Joseph will reach out to Patricia
 - c. Joseph will reach out to NMSU people
 - d. Jess will reach out to community managers of Relay for Life—Las Vegas area
 - e. Angela will create draft of reminder email for workgroup members

- i. Angela will send to Joseph
 - ii. Joseph will email workgroup members
- f. Leslie will hand out paper surveys at her June work event in Las Cruces

V. Future Meeting Dates:

June 28th

July 26th

August 23rd

September 27th

October 25th

November and December - TBD