

**Oklahoma Comprehensive Cancer Network (OCCN) Executive Team
Meeting Notes
Thursday, 06/11/2020
Zoom Meeting ID: 453 352 893**

Attendance

Andrea Rooks , Dana Northrup, Dr. Mark Doescher, Dr. William Dooley, Dana Northrup, Katie VanFossen, Lindsey Diel, Stephanie Pharr, Stephanie U'Ren, and Tia Yancey

Welcome/Introductions

The OCCN Executive Team meeting is being held virtually because of COVID-19 pandemic safety measures. Due to technical difficulties with Microsoft Teams, Katie VanFossen re-opened the Executive Team Meeting via Zoom.

Leadership

Workgroup Status Updates:

- Breast Cancer Workgroup Update-Dr. William Dooley, University of Oklahoma Health Sciences Center (OUHSC)
 - Dr. Dooley contacted the OSDH Oklahoma Central Cancer Registry (OCCR) with concerns of high rates of breast cancer among Oklahoma Native American females.
 - OCCR provided embargoed data to Dr. Dooley for the workgroup review.
- Cervical Cancer Workgroup Update- Stephanie Pharr (OUHSC)
 - No report
- Colorectal Cancer Workgroup/ACS CRC Taskforce-Lindsey Diel
 - No report
- Lung Cancer/Tobacco Cessation- Alexis Burriss (OK American Lung Association)
 - No report

OCCN Bylaws

- Discussion was held regarding final changes to the OCCN Bylaws prior to presenting to the OCCN:
 - Dr. Doescher made a motion to change the OCCN Executive Team membership terms to three calendar years instead of one calendar year
 - Discussion was held about the motion
 - The motion was passed in favor (by Lindsey Diel and Dr. Mark Doescher)
 - The changes to the bylaws will be made before presenting to the OCCN at the July 2020 meeting
 - OCCN bylaws changes were made to facilitate collaboration with existing taskforces/work groups functioning outside of the OCCN:
 - The following voting reminders were provided:
 - OSDH staff are not voting members of OCCN
 - Only one vote per person/per organization
 - Currently have two voting members due to one vote per organization

May OCCN Meeting Feedback

- Excitement was expressed for the new workgroup leads:
 - Lung/Tobacco cessation co-lead - Alexis Burris
 - Cervical Cancer/HPV workgroup co-lead - Cristen Hartman
- Discussion was held about reaching out to OCCN members that have not been to several meetings
- Cancer incidence/mortality rates have been compiled by specific cancer cause for Oklahoma and by Race/Ethnicity compared to the US ALL-Races National Rate which could be beneficial for planning activities and recruiting members
 - Data will be disseminated

Strategic Planning

OCCN Membership Analysis

- Katie VanFossen presented a tool to assist with OCCN Membership analysis:
 - Reminder when focusing on recruitment, it is not necessarily imperative that we get every sector filled at this moment; over-recruitment could occur and jeopardize our efforts
 - Multiple potential new OCCN members were identified which included social service community groups, statewide, rural, health systems, Tribal Nations, healthcare provider groups, pharmacy, and survivors
 - In-depth discussion was held about former, current and present potential members
 - Executive team members will begin reaching out to new potential members
 - Recruitment tool will be sent to work groups to utilize as a ranking tool recruitment strategy that answers what we need now, what we need by the end of the year, what we need by the end of 2021
 - Discussion was held about utilizing technology to facilitate meetings and work groups during Covid-19 pandemic

Next Steps

- The next OCCN meeting will utilize the Zoom breakout rooms, hosted by American Cancer Society (ACS)
- All members are welcome/encouraged to recruit new and/or reach out to members who have not been active in a while
- Email agenda items/suggestions for the July OCCN and August Executive Team meetings

Closing Discussion:

- ACS Cancer Action Network (CAN) has launched their "Medicare Covers Us", will send the link to the OCCN