

CCC Quality of Life Committee Meeting Minutes

Thursday October 23, 2008, 8:45-10am

Location: American Cancer Society, 4550 East Bell Road, Suite 126, Phoenix, AZ 85032

Conference Call-in number 602 771-9958

Attendees: Vicki Allen, Patrice Al-Shatti, Christopher O’Loughlin, Kendra Sabol, Sherri Romanowski, Anne White

Agenda Items	Discussion	Follow-up Items
Review prior minutes	Reviewed and approved.	
Conference Planning	<ol style="list-style-type: none"> 1. Pain Speaker needs to be identified. Several names were discussed. 2. Resource fair participants. We want to solicit oncology organizations within the coalition to man resource tables at the conference so that attendees can come away with materials about resources and services for patients. 3. Language for the flyer that will go out to attract attendees was reviewed, edited and approved. 4. Speaker confirmations 5. We want to email the coalition membership to get members thinking about the professional contacts to whom they would like to forward program flyer/registration. Distribution will occur primarily through email. 6. Evaluation will to be focus of our next meet. 	<p>Anne White will ask Dr. Robert Kronenberg (pharmacist and Power Over Pain spokesperson). At this writing, she confirmed that he can do the event.</p> <p>Kendra will organize the resource fair, getting a note out to the coalition membership with a registration form for interested organizations to complete and turn in to ADHS.</p> <p>Patrice will develop a note for Sharon’s newsletter regarding conference marketing and will prepare speaker confirmation letters.</p> <p>Kendra will contact the U of A evaluation team re: an evaluation tool for the conference. At this writing, Brenda Keith has agreed to work with them on this task.</p>

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Funding Opportunities	N/A	
Review action item log	We have a graphics designer working on marketing and registration materials pro bono. Conference site/date confirmed thanks to Kendra (March 25 th , Shea Conference Center).	
Sharing of organizations current initiatives	N/A	
Next Meeting Date	December 4 th , 8:45-10am, ACS	