

CCC Quality of Life Committee Meeting Minutes  
 Thursday January 15, 2009, 8:45-10am  
 Location: all remote  
 Conference Call-in number 602 771-9958

Attendees: Patrice Al-Shatti, Sharleen Bozack, Lyle Hites, Sharon Jaycox, Brenda Keith, Kendra Sabol, Anne White

Agenda Items	Discussion	Follow-up Items
Review prior minutes	Reviewed and approved.	
Conference Planning	<ol style="list-style-type: none"> <li>1. Thank you notes for entities that have assisted us.</li> <li>2. Brenda and Lyle discussed evaluation. Lyle offered a tool similar to ones used for other situations. Current conference objectives include:               <ol style="list-style-type: none"> <li>a. learn about the community resources available for cancer</li> <li>b. Improve understanding of QOL issues surrounding: diagnosis of cancer, treatment of cancer, long-term survivorship, and end of life care (all listed separately).</li> </ol> </li> <li>3. Organization of speakers</li> <li>4. Resource Fair: we will see the response to the availability of vendor tables and re-visit at the February meeting.</li> <li>5. Marketing-registration flyer               <ol style="list-style-type: none"> <li>a. Edited flyer/registration form reviewed again. Final text edits discussed</li> </ol> </li> </ol>	<p>Kendra has access to notes through DHS. Committee members will assist after the conference.</p> <p>Brenda and Lyle will continue to develop our evaluation form.</p> <p>Kendra will solicit CVs, powerpoints, and complete other needed processes for speakers.</p> <p>Patrice will distribute finalize flyer to QOL membership with request to forward.</p> <p>Sharon will distribute in her biweekly newsletter.</p> <p>Anne has access to several other forms of media and will assist in marketing through her channels.</p> <p>All active QOL members will forward to their contacts.</p>
Funding Opportunities	N/A	
Review action item log	Flyer ready for final approval. Agenda finalized. Development of evaluation tool under way.	

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Sharing of organizations current initiatives	none	
Next Meeting Date	Thursday, February 26, 8:45-10am, <u>remote conference call only</u> . No presence at ACS. Call-in number to be determined.	