

**Arizona Cancer Control Program - Research Committee
Meeting Minutes for December 10, 2008
Noon to 2 p.m.
Location: Flinn Foundation - Phoenix, Arizona**

Attendees: Jesse, Joan, Kendra, Victor and Sharon

Call in: Barbara P., Tim, Barbara K., Crystal

Agenda Item	Discussion	Follow-up Items
Welcome	Jesse welcomed everyone.	
Review of Prior Meeting Minutes	The minutes were reviewed. It was noted that the call-in number was not included in the minutes or agenda. Also, that several emails were sent to get all the information distributed in time. Kendra suggested that only one email be sent, if possible, including all information. No other minute changes were mentioned.	Joan will attempt to gather all information for one email and work on getting information distributed sooner in advance in 2009.
Pending Business: Social Network Analysis (SNA) Results	Jesse said the results of the study were presented on December 2 at the Behavioral Oncology Seminar Series. They were presented by Judith Keagy and Scott Leischow. The session can be viewed at http://streaming.biocom.arizona.edu . Jesse asked if there was still interest in having a presentation made to the committee. The response was positive.	Jesse will contact Keith about doing a presentation at the January meeting. Joan will arrange for a/v needs.
ENACCT (See www.enacct.org)	Jesse, Kendra, Victor and Sharon are working with ENACCT to develop a multi-page plan that will provide a framework for action in Arizona. Meetings are scheduled for Feb. 17 and 18. The priority is clinical trial recruitment, especially among the underserved patient populations. Once more information is available, it will be sent out to the Steering Committee, to our committee and to the other Coalition Committees.	Funding is still needed. Kendra will coordinate visit by ENACCT director and planning sessions on Feb. 17 & 18. Kendra will follow up with more information, including meeting times and places.
U of A Evaluation Team	Crystal and Lyle were introduced as consultants that the committees can use for technical assistance. They are with the College of Public Health, Program Planning and Evaluation Team. They will be available for tasks such as forms design, refining the logic models, and data analysis. They will be listening in on committee calls from time to time.	Committees are encouraged to use their services.
Logic Model	Jesse asked everyone if they had received the revised Logic Model. He again reviewed all 4 goals and asked for any additional input. It was decided that the box in the bottom center could be eliminated, as it was repeat information. There was some discussion as to what had already been accomplished since the committee was formed. Joan asked if it was reasonable to work on all 4 goals at the same time. Jesse indicated they he would like to at least do initial work on all 4.	Kendra will send the work summary done by the previous Committee Chair and the Questionnaire used in the SNA project to today's attendees. Jesse will finalize the Logic Model.
Sub-committee Heads	Barbara K. was asked if she would be the chair for Goal 2 and she agreed. After some discussion of ideas for	

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	<p>this project, Tim volunteered to co-chair this goal. He is interested in pursuing a plan to pick a site and actually obtain fresh tissue samples for research. Kendra noted that a researcher needs to be located that will agree to use the tissue before any other planning is done.</p>	
<p>The Community Toolbox – Development of Action Plans (See ctb.ku.edu/tools – then Part D, Chapter 8, Section 5)</p>	<p>Jesse asked that each Sub-committee head should at least prepare an action plan for their goal. Use the Community Toolbox as a reference. He will complete one for his goal and send it to each head as a sample.</p>	<p>Jesse to send sample action plan to each sub-committee head to use as an example.</p> <p>Sub-committee heads to draft action plans for their goals.</p>
<p>Committee Membership</p>	<p>There was a general discussion about the size and activity of committee members. It was determined that members should be contacted individually to gauge their level of interest and encourage them to join in efforts to support one or more goals.</p>	<p>Jesse will draft a sample email or phone script and then work with Joan to determine how best to complete the contacts.</p>
<p>Next Meetings</p>	<p>January 20th, 10 a.m. – Noon.</p> <p>Scottsdale Healthcare Shea Campus, Virginia G. Piper Cancer Center Education Room Call in number: 602-771-9956</p>	<p>Barbara P. agreed to host the next meeting and will work with Joan to reserve room.</p> <p>Joan will send out reminder e-mail with this meeting's minutes prior to the meeting.</p>