



UCAN Executive Committee Meeting Agenda

December 9, 2017

Utah Department of Health, RM 129
288 N 1460 W
Salt Lake City, UT 84116
Call-in information:
(877) 820-7831
Participant Code: 443583

The purpose of UCAN is to reduce the burden of cancer in Utah by bringing together a diverse group of stakeholders to develop, implement, and evaluate the Utah Comprehensive Cancer Prevention and Control Plan (State Cancer Plan).

Meeting Objectives

- Finalize Executive Committee roles and responsibilities
- Finalize structure of Executive Committee

Agenda Items

10:00 am-10:30 am UCAN Direction and Structure – Ana

We need to vote on what changes we would like to propose to the coalition so that we can move forward with the implementation of the State Plan.

This is a dynamic time for UCAN and the State Plan and we are trying to implement this plan and the proposals for the coming years.

10:30 am-10:50 am Executive Committee roles and responsibilities – Ana

Org chart: Two co-chairs to share the workload - work with the Implementation Teams. With Implementation Teams headed by a Chair, it will help to keep everyone focused on the implementation of the State Plan. Some think that they are not sure we have given this enough time to see if the Implementation Team approach will work. We are calling it the same thing as before but treating it different. We are facilitating a team structure to have them come up with a specific action plan and streamlining the efforts and allowing the teams to have more focus. Trying to keep more people engaged with what is going on and helping within the UCAN organization. Instead of Implementation Teams, call them Priority Teams perhaps? We are trying to give this a new feel and new challenges. Bring more energy into the UCAN groups and have them more involved. We are addressing cancer screening as a whole, bringing everyone together as one not just CRC screening or breast cancer screening... We want people involved.

Next Meeting:

March 10, 2017, 10:00 am-12:00 pm
Utah Department of Health, Room 129

We need to select champions to head these teams. For crossovers, we have been aware of that and kept that in mind when we were putting together the five year State Plan.

We wanted to design the Executive Committee to support the teams - have representation of all our areas represented on the Executive Committee.

Jeff is worried the priorities are going upward instead of downward. Need to make people realize that there is a benefit to belonging to UCAN and be heard as the cancer experts that they are. We are restructuring trying to fine-tune the UCAN committee's and have the teams working together and when we have the general meetings we need to make them know we are here for THEM. General meetings should be a forum on what is happening with the cancer movements in Utah. What should we offer our members? I like to learn about new resources, support groups, what is in it for my cancer patients. I like hearing from our member organizations and how they have helped their communities. We need to get to the level where community leaders can get together and learn from each other. It is hard to envision the big picture when I don't see it benefit my program. (Jeff)

We need to have others engaged in this organization, we see it done with communication, we need to get the value out there of what UCAN has and offers, within the mission of UCAN and the State Plan. Worries about everyone thinking something should come back, we need to engage these people as we can... Listening, networking all within the primary mission of UCAN. To show value in their workplace, and what the benefit is of implementing the State Plan.

Changes to Org Chart: Include engagement as part of Communication Chair

Do we need to be more clear on the elected positions that are going to be taken away?

Perhaps articulate it better. We moved from each member to vote to just the organization to vote. The logic behind that move was to limit and level the playing field instead of having just one org with many members running the vote. (Utah's version of the Electoral College.) Consent agenda.... Able to let the Executive Committee make small changes without having to go out to the general membership. Do we need to change the by-laws first or do we vote on the new org chart and change the by-laws to reflect the change.? Perhaps vote within the Executive Committee and send out the recommendation of what changes are being proposed.

Director-at-large to police the By-laws and UCAN Executive Committee in general? Not an attractive position but it would take a special person that wants to watch for rules violation and policy, with a concern to have someone make sure all is done correctly. It should be everyone's role within the Executive Committee to police and make sure the members have a voice. Co-chairs should or could take that on.

Are those that are here OK with the new Org Chart? Just adding the engagement piece to the Communication Chair and making sure Co-chairs have additional rolls to police, get and be the members voice under their chairs.

10:50 am-11:00 am UCAN Conference – Jeff

May 12th and 13th is not going to work... May 13th is Race for the Cure... Splitting them and branding them separately. May 12th will be UCAN conference. Survivorship conference, June 3rd ½ day conference. Middle of ASCO meeting might hinder some of our speakers. Breakout rooms and location is booked for the 3rd already.

Need Caterer info by end of January....

Action Items:

Lindsay to send out the org chart and wording for the text of the changes so people know what they are approving.

Annie to send info to Jeff with state caterers and per-diems.