

UCAN Executive Committee Meeting

April 12, 2011
 5:30 PM to 7:00 PM
 Department of Health
 288 N 1460 W #125
 Call in Number 1-801-521-5399

Attendees: Kathryn Rowley; Donna Branson; Lynette Hansen; Michael Siler; Jodie Pond and Sue Hopper.

Phone: Joe Eyring

Agenda Item	TIMEFRAME	DISCUSSION POINTS	Tasks/Assignments
Welcome & Introduction Joe Eyring	5 min	<ul style="list-style-type: none"> ➤ Joe welcomed everyone 	
Bylaws Lynette Hansen and Donna Branson	15 min	<ul style="list-style-type: none"> ➤ Jodie passed out bylaws and emailed a copy to Joe ➤ Joe suggested that we get a Skype account ➤ Review of bylaws: <ul style="list-style-type: none"> ✓ Terminology was inconsistent – made changes to standardize with the plan ✓ Corrected spelling errors ✓ Made a few changes to the guiding principles – in the plan it refers to the plan – changed it to UCCP ✓ Will send out electronically ✓ Need to add back in one position from the Department of Health – section 1 – voting member ✓ Need to add back in “immediate past chair” ➤ Donna – will go through her changes – added a revision date to the footer; will make a track changes document and send it in to be coupled with the other changes ➤ Joe – has a concern over statement that Executive Committee is elected by the General Membership but can be removed by a simple majority of the Executive Committee – feels it should be consistent; Executive Committee members needing to be replaced/removed should also be done through the General Membership vote – Section 6/c should read General Membership by simple majority of those present – need to add in that the 	Donna will create a “track changes” document with her changes and email it to Jodie

Executive Committee could give presentation to the General Membership as to why someone needs replacing

- Discussion on reducing the members on the Executive Committee – if everyone attended there would be 16 or 17 members – discussed reducing it to 11 or 12 maximum.
- Implementation Teams – need to make sure they mirror the plan – they do – Jodie revised it today – discussion on how to create a new team if needed – teams will stay the same according to the plan; you can add special interest groups if you need something different than the implementation teams
- Add that the implementation teams are defined by the plan and that these won't change – UCAN has 7 implementation teams as defined by the plan
- Article 10, Section 2 – General Membership is held 4 times per year; Section 4 – Annual business meeting held each year in July; Need to reword it so that the meeting in July will serve as one of the General Membership meetings
- Article 6, Section 2A – Term of office for the chair seems to be a little brief – clarification on this; It is a 3 year term – Chair Elect, Chair and Past Chair – one year term for each; need to make it clear; it is only the chair elect that is nominated, not the chair;
- Discussion on co-chair; consensus was that it is good; wondered if it should be defined in the bylaws? It could be a shared position – they have to be elected together; Wording should be “nominee for Chair Elect may choose to run with a co-nominee but both individuals must be on the ballot at the time of election”; “Chair Elect or Co-Chair Elect may be nominated annually”
- Article 6, Section 2 – need to re-word to take out “suitable”; add in “if no candidate is found”; remove “must” and replace with preferably;
- Article 5, Section 7 – discussion on Executive Committee members serving on implementation teams and the Committee concurrently; Executive Committee members may serve on the committees; can't serve on more than 2 and may only have one vote – you can bring another

		<p>committee member to cast a vote for the team if you are voting as the Executive Committee member;</p> <ul style="list-style-type: none"> ➤ Add that each member of the Executive Committee has one vote and get rid of Section 7 	
Work Group Reports	10 min	<ul style="list-style-type: none"> ➤ Advocacy : <ul style="list-style-type: none"> ✓ Made it through Legislative session and now have problems with national funding ✓ May see some significant cuts ✓ May need to get more activated on the Federal side ✓ Review of Legislative session at the General Membership meeting? 	
April 28 th , UCAN Agenda (proposed)	15 min	<ul style="list-style-type: none"> ➤ Passing out printed Plan ➤ UCAN Elections ➤ Discuss Breast & Cervical group no longer with UCAN – call for a Chair for the group (see first item under other business) ➤ Bylaws – can send the “track changes” document electronically and have a 10 minute discussion – need 2005 document to track changes with current document ➤ DATA – 30 minutes ➤ Robyn – 30 minutes ➤ Survivorship – 10 minutes ➤ Advocacy – 15 minutes 	
Other Business	10 min	<ul style="list-style-type: none"> ➤ UCREW became 501-C3 – will no longer just represent breast & cervical on UCAN; discussed with UCREW whether or not they would like to join the Ovarian group and become a women’s cancer committee – they seemed to be interested; discussed with Dr. Zempolich – she gave approval – will need to call for a chair for that group – will offer to Dr. Zempolich – have activities in line for them – they will still be members of UCAN ➤ At the University of Utah there is a coalition for women’s health that may want to be involved – they could become members ➤ Discussion on gender specific groups; need to get everyone involved; committee is open to renaming the group; ➤ Utah is lowest in the nation in breast cancer screening and very low in cervical screening – would want the group to 	

		<p>do some project around this – need to think about the gender bias issue if we are going to have an effective change</p> <ul style="list-style-type: none"> ➤ Need to make a decision sometime in the near future – there is a national ovarian group that wants to come to Utah and work on a project with us ➤ Kathryn – need to consider UCAN becoming a 501-C3 – it brings continuity to the group and someone is accountable; talk to CDC to hire someone to do it for the first year and get everything set up; the group would then fundraise for money; feels it would move us to a higher level and be more effective; general consensus was that this is the way we should go; just not sure we are ready for it at this time; is there a way to accomplish the same thing in our current structure – there could be; discussion on the “unintended” consequences – could alienate some of our partners – make them feel like we are in competition – if we show “value” we could actually make them funders instead of competitors; final decision was that the Executive Committee would come up with a proposal and present it at the General Membership meeting in July. 	
Adjourn	5 min	<ul style="list-style-type: none"> ➤ Meeting adjourned 	
Next Meeting:		<ul style="list-style-type: none"> ➤ Next meeting: April 28, 2011, 8:00 a.m. – 10:00 a.m. 	