

**PRC National Community Committee Annual Planning Meeting
Minutes
October 11 - 13, 2010**

Attendance:

Angie Alaniz – TX A&M	Michael Ballue – UCLA
Katie Barnes – NC	Catherine Blumberg – South Carolina
Sharon Bradford – Yale	Katrina Brooks – Johns Hopkins
Frieda Brown – Tulane	Sangsook Cho – Berkeley
David Collins – Morehouse	Chuck Conner – WV
Maribel Cruz – Texas	Jorge Cruz – Texas
E. Hill DeLoney – MI	Lourdes Fernandez – AZ
Paul Gilmer – WV	Tonya Godsey – KY
Sandy Good – KY	Cheryl Graffagnino – OH
Ella Greene-Moton – MI	Catherine Haywood – Tulane
Lashawn Hoffman – Morehouse	Lisa Hoffman – San Diego
Margarita Holguin – San Diego	Winona Hollins-Hauge – WA
Anna Huff – AK	Debra Jackson-Whyte – Columbia
Rucha Kavathe – NYU	Robyn Keske – BU
Susan Kunz – AZ	Linda Lee – NYU
E. Yvonne Lewis – MI	Darlene Leysath – NC
Chikezie Maduka – Maryland	Liza Marron – CO
Gabriel McNeal – MN	Freda Motton – St. Louis
Jazmin Nuno – San Diego	Jenny Oliphant – MN
Linda Pekuri – SC	Albert Ramirez – TX A&M
John Reid – Rochester	Jacqueline Roberts – Yale
Rosemarie Rodriguez-Hager – MN	Theresa Rudder – CO
Laural Ruggles – Dartmouth	Darrell Sabbs – Emory
Anna Schulte – NM	Sharon Shad – MA
Carol Smathers – OH	Jennifer Scofield – Case Western
Eugenia Smith – BU	Arlene Sparks – MI
Matthew Starr – Rochester	Sylvia Stevens-Eduard – Harvard
Gary Tang – WA	Antonio Tovar – FL
Tim Tramble – Case Western	Charmayne Turner – Johns Hopkins
Imogene Wiggs – St. Louis	Jennifer Zanolwiak – NYU
Elizabeth Hill – CDC PRC Staff	Shantrice Jones – CDC PRC Staff
Sharrice White-Cooper – CDC PRC Staff	

Welcome and Gathering – University of Washington – The meeting was called to order by Sandy Good, Chair. We were welcomed by representatives from the University of Washington PRC. A letter of welcome was read by Winona Hauge from the Governor of Washington,

Christine O. Gregoire. A big thanks to Gary Tang and the rest of the Washington PRC staff for organizing and hosting the meeting.

Matt Starr, from the University of Rochester, was asked to share with the NCC how to interact with the representatives from the deaf community; the role of the interpreter in bridging communication was included in his discussion.

A roll call was taken with a total of 33 PRC's represented, 60 representatives and 3 CDC PRC staff. Absent: University of Iowa, Oregon Health and Science University, University of Pittsburgh, and the University of Alabama at Birmingham.

A NCC Newcomer's orientation was presented by Chuck Conner, Acting Chair of the Communications Committee. The entire orientation power point and information will be available on the NCC Archive in the near future.

Emerging Opportunities for the NCC

Reports and updates were given on the following opportunities for which the NCC will be involved in the coming months.

NCC Oral Health Initiative – Paul Gilmer

The DentaQuest Foundation would like leverage the reach of the PRC's NCC by partnering with committee on a national oral health promotion/disease prevention initiative. The DentaQuest Foundation is a national leader in supporting and promoting optimal oral health.

- Oral disease is largely preventable and scientific evidence showing the link between oral health and general health continues to grow; oral health prevention or intervention services are however, not a part of many programs aimed at improving overall health and well-being
- A survey was completed by NCC representatives (total of 27) – which asked knowledge of oral health; community readiness for the partnership and our expectations for the partnership.

Results of the survey and further discussion at the meeting indicate that the NCC is in agreement to proceed with the initiative.

A motion made by Susan Kunz to form a special interest group to continue to take this engagement process further with DentaQuest on behalf of the NCC. The motion was 2nd by Darrel Saabs. Discussion was held regarding the need for NCC representatives to share this information with their community committees. A roll call vote was taken and unanimously approved.

PhotoVoice – Katie Barnes

- The PhotoVoice Project is an activity proposed by and in partnership with the TX A&M PRC. The purpose would be to document (through photos) the various communities that the PRC/NCC represents. The photos would be available audio visually or on a CD and used as a supplement to a on health in rural communities. The process will be

facilitated through the regional set up that we have in place. Katie reported that currently there is no funding for this project but still waiting for this to become a reality.

- Katie also reported that the Healthy Weigh Collaborative grant/idea initiated by the UNC PRC was not funded. Discussion was held regarding setting up an opportunity for representatives from the NCC to be the advisors for the University that was awarded the grant. The Southeast Region will check into this.

GenoCommunity Think Tank – Ella Greene-Motton

Ella reported that the first national meeting was held in St. Louis on September 20-21 with over 130 representatives from community, academia, public health practice organizations, and funders and policy makers. The participants were gathered to consider why and how to promote the incorporation of genomics in community-based education, research and practice. The following recommendations were made as a result of this national meeting:

1. Gather/share Genomics 101 Resources with interested GenoCommunity participants;
2. Further develop and strengthen the NCC Regional structure through the establishment of region specific Genomic focused listservs;
3. Expand/strengthen the role and relationship between the NCC representative and the local community committee providing opportunities for capacity building and growth among local members to be able to address other health issues and concerns as identified by the community;
4. Plan community dialogues in identified communities to broaden genomics understanding and integration into the local health agenda;
5. Incorporate the GenoCommunity think Tank findings and recommendations into the NCC work plan;
6. Facilitate the integration of genomics into the research agendas of the PRC Network;
7. Create a Special Interest Group within NCC to: (a)develop and maintain an infrastructure to facilitate a working relationship between the health/research institutions and the communities they serve; (b)develop expertise in the nature, purposes anticipated outcomes of genetics/genomics research carried out throughout the U.S.; (c)Identify ways in which community goals and concerns are incorporated in the research; (d)provide advice to national research organizations conducting and funding genetics/genomics research;
8. Encourage/Advocate for additional FOA (Funding Opportunity Announcement) possibilities; Provide input to introduce genomics language into the next round of CDC funded SIP's.

Ella is requesting that we accept the recommendations # 7 & 8 for support and endorsement. to move forward with a second; Roll call vote was take and unanimously approved.

A presentation was given by Jeff Harris, Director of the Health Promotion Research Center (HPRC)s – Collaborative Community Health Promotion Work – Moving from Knowing to Doing.

After the presentation, it was recommended that the slide presentation given by Jeff Harris be

placed on the NCC Archives and that we consider using the “keys to dissemination” as a model for moving forward with our 2 NCC objectives.

NCC Updates: Members shared how they are connected to their PRC’s and how they are involved in their core projects.

End of day one business. Dinner and Community Engagement Awards presented to 25 PRC’s.

Tuesday, October 12 – National Community Committee Annual Planning Meeting

Tour of the Asian Counseling and Referral Services (ACRS)

CBPR Training by Bonnie Duran

Central Area Senior Center with Enhanced Fitness Presentation; Presentation by Mark Snowden, HPRC Investigator and Associate Professor in UW Dept of Psychiatry and Behavioral Sciences

African American Museum

Wednesday, October 13, 2010 – National Community Committee Annual Planning Meeting

Vice-chair Election and NCC Annual Meeting Host Site Selection

Election of Vice Chair was held and Susan Kunz, NCC representative from University of Arizona, was elected.

NCC Annual Meeting host site was voted on and the University of Rochester PRC was selected as the next host.

Treasurer’s Report: Paul Gilmer

Cash: \$1,797.66

Receivables: 3,500.00 GenoThink Tank

400.00 Cross Site Activity/Webinar in New Mexico

No cash was disbursed during the fiscal year.

A motion was made by Darrell Sabbs and 2nd by Chuck Conner to approve the Treasurer’s Report. A discussion was held regarding disbursements. Motion carried.

NCC subcommittee Reports:

Policies/Procedures/Operations – Rosemarie Rodriguez - Hager

Draft copies of the PPO were sent out prior to the meeting to be voted on at this meeting.

There were some additional requests for amendments but they will be addressed next year.

The point of clarification was that the wording for the office of the Treasurer’s two year term was not included. The wording for the two year term was added. A motion was made by Sylvia Stevens-Eduard to accept the PPO document as sent in the email with the correction for the treasurer’s term; 2nd by Antonio Tovar. Motion carried. A vote to ratify the Operating Procedures for 2010-2011 was approved.

A discussion was held regarding whether the Past Chair could serve as a Regional Director or in a leadership position. A clarification was made by Sharrice that the PRC can send as many representatives as they want. There may be issues of financial support in the future years. Sandy has announced she is donating \$500.00 to establish a scholarship travel fund to support the participation of NCC past-chairs in the annual meetings.

Fund Development: - Imogene Wiggs/David Collins

The committee has had about 10 calls with a total of 13 members; Paul Gilmer was appointed Treasurer; Completed research of the NCC 501c-3; Set up protocol for conducting business for the Fund Development Committee; Recommended changes to the PPO that better defines the Fund Development charge and the responsibilities of the treasurer; Looked at several grants for capacity building, program development, education, and conference support; Increased committee members at this annual meeting; Mid-Delta Community Consortium was approved as the new NCC fiscal agent. The monthly calls are the last Thursday of the month at 10:00 am CT.

Communications – Chuck Conner

There are 16 people currently on this committee adding new energy and developing new leadership; Reviewed the Work Plan and addressed the areas which were the responsibility of the Communications Committee; Developed the new power point orientation process; The NCC completed a communication survey while at the Annual Planning Meeting in Seattle (most new members found the archives to be helpful. Several expressed issues logging in (case sensitive, cannot cut and paste password); Adopt a definition of CBPR (need to have a definition with which we can totally agree); Create a template for folks to share their stories; Talked about doing a blog or creating a Facebook page so that members can connect with each other quickly; Meetings are held on the 3rd Thursday at 11:00 am (ET).

Content Committee – Gary Tang

In July received applications for the Community Engagement Partnership Awards. Twenty-five (25) PRC's were given the Community Engagement Partnership Awards; The applications will be sent out in November for the CBPR Best Practice Awards; Recruiting review team members – we have Bonnie Duran with the University of Washington; Barbara Rose from CCPH; Looking for a community member to serve on this review team; Conducted a training of CBPR and Gary will send the PowerPoint of the presentation by Bonnie Duran to Sharrice to place on the NCC Archive; Meetings are held on the first Friday of the month at 1:30 ET. A discussion was held regarding the information that was collected for the Engagement Award piece. Some asked for collection of this information to be used by others.

Sharrice asked that the Committee Reports be sent electronically to her so that they can be posted on the Archives.

Regional Reports:

West Region – Lisa Hoffman was named the Regional Director.

Southwest Region – Theresa Rudder, Acting Director; will meet the 2nd Tuesday of the month prior to the NCC call. Will choose a Regional Director and try to come up with objectives.

Midwest – Gabriel McNeal – no replacement yet for the Director. There is lots of activity around the Genomics piece.

South Region – Suzanne Haywood/Anna Huff

Southeast – Charmayne Turner and Katrina Brooks – Discussion about how to fit in with the Genomics project.

Northeast – No report. Sharon Bradford cannot continue to be the director. She will be in contact with the rest of the members to talk about change of leadership.

A discussion was held regarding the need for a planning committee to help with the annual meeting. The Rochester team would like assistance and Antonio stated he would be on the committee. Theresa suggested that a planning committee could consist of the past hosts to provide their experience and suggestions.

Sandy extended expressions of appreciation for having served as chair of the NCC. Sandy will document and outline the current workload of the NCC chair and the overall committee. She suggests that there be a process in place to re-distribute the workload. She will complete a final report with the results of the year. She would like to establish and grow a fund so that past chairs can continue to be a part of this organization. Sandy read a letter she wrote to Jo Anne Grunbaum thanking the PRC for the work of Sharrice White-Cooper. She also sent a letter to Barbara Gray (Research Dissemination Team) on behalf of James Bratton for his work with the NCC.

Theresa Rudder was given a Certificate of Appreciation for her work as Secretary.

The Chair was turned over to Antonio Tovar. Antonio shared his thoughts and objectives for the coming year. He invited our members to become active and to take the opportunity to join the PRC committees as co-chairs and appointed Theresa Rudder as Secretary for the coming year.

The request for proposals to host the 2012 annual meeting was discussed. Those who are interested are encouraged to begin the process immediately.

The Atlanta Meeting will be held in April 2011. The NCC will be presenting on Community Engagement and the Communications and Content Committees are being asked to work on this piece.

Jenny Oliphant made a recommendation that we look into using electronic voting and that we have a refresher course in parliamentary procedure. It was also suggested that we should have a stretch break every hour!

Antonio will start the dialogue in the PRC Director's meeting regarding the NCC members serving as co-chairs for the following PRC Committees: Research, Dissemination, Policy,

Communication, Program and Steering. Discussion was held regarding getting involved in the poster or abstract presentations at the PRC Meeting in Atlanta.

The logistics of the NCC meeting in Atlanta needs to be addressed immediately and let the planning committee know. Need: microphone, projector, flip charts; explore the cost of a voting machine.

End of meeting discussion:

- Discussion was held regarding using a different format for the last day of these meetings as we lose half of the group. It was suggested that we move the business forward rather than having it on the last day.
- Regional Directors will be the mentors for the new members.
- Need a mechanism to address why the 4 PRC's did not have representatives attend this meeting and what we can do to facilitate their attendance.
- Discuss defining the role of the Community Liaisons (can be a open discussion) - formalizing the relationship.
- Discussion held regarding grassroots members.

There being no further business, the meeting was adjourned.

Theresa Rudder
Secretary
National Community Committee