

NCC Business Meeting  
PRC Conference/Atlanta  
April 12, 2011  
Minutes

Welcome and Introductions

The meeting was called to order by Chair, Jose Antonio Tovar.

Roll Call was taken with 36 PRC's present. Absent: Yale University. A complete list of those in attendance is attached below.

Carol Smathers from Ohio State University (a developmental PRC) showed a training video put together by her Community Advisory Board (CAB). The video offered the community perspective about the type of research the PRC should be doing in the community and how staff should work, communicate and relate to community members. Carol welcomed feedback.

Committee Reports:

**PPO – Freida Brown and Robyn Keske – Co-chairs.** The committee will be sending a formal recommendation to the membership for review on the following subjects:

- signatory responsibilities for NCC Chair(s),
- a definition of CBPR,
- a mission Statement for the NCC,
- proposed requirement for members to serve on a subcommittee,
- clarification of past Chairs' role on the NCC,
- guidelines for participation,
- grievance Policy/Procedure

**Content Committee – Gary Tang**

The committee has implemented a two phase award process (Community Engagement Award and the CBPR Best Practice Award). Twenty-five (25) Centers received the Community Engagement Award. Applications were sent out in December to those 25 Centers to apply for the CBPR Best Practice Award. Of those, 16 applied and 11 received the CBPR award. The award will be presented to those PRC's at the joint meeting of the PRC Directors and the NCC Committee April 2011 in Atlanta. Next Steps: Promote CBPR Best Practices by publishing an article (print and online) to disseminate CBPR Best Practices of the 11 PRCs which received the NCC Award.

**Fund Development – Imogene Wiggs and Paul Gilmer**

Paul Gilmer, Treasurer, reported that the NCC has \$1,788.20 in receivables and we had expenses of \$909.56. We are still waiting for a receivable of \$3,500 from the Genomics project from the University of Michigan. Chikezie Maduka and Catherine Haywood will be co-chairing the Fund Development Committee as Imogene has resigned from that position. Paul Gilmer will continue as Treasurer. The fund development committee will be sending the following guidelines to the leadership committee for approval:

1. Work on guidelines for the CDC/PRC funds of \$25,000 to host our annual meetings;
2. Create a file draft for policy for our finances;

3. Letter from the \$25,000 going to CDC from the hosting center.

The committee is continuing the process of looking for grants and asked for NCC members to be on the lookout for grant opportunities with the key words “capacity and community”. Some discussion was held regarding qualifying for a conference grant from CDC as well as the possibility of some funding from the Special Interest Grants. There was also some mention of receiving sponsorship from private entities. It was noted that the anticipated budget cuts may affect what we do. Members were cautioned that, because we are a committee of a government agency, we cannot use the CDC Listserv and cannot use the resource from the CDC to lobby for more funding. We should talk to the PRC Policy subcommittee for more guidance regarding funding. However, we were advised that, through our individual efforts, we can, as community members, take action.

It was suggested we form a sub-committee to educate our communities about the funding cuts; those of us who know about the barriers and how to influence our communities appropriately. Ella, Arlene, Sylvia, Jorge, Darrel, Antonio, Ronnie, Rosemarie, Darlene, and Chekezie agreed to be on this sub-committee. Sylvia Stevens-Edouard (Harvard) will chair the new subcommittee

#### **Communication Committee – Chuck Conner**

- Discussed the need for the development of a listserv for advocacy
- Discussed how we can better communicate amongst committee members
- Discussed the use of Facebook just for NCC Communications Committee and then look for ways to share with the entire membership
- How do we differentiate our message from the PRC message?
- How do we set up a mentorship for new members and use the Powerpoint to orient new members to the NCC and make it usable to be linked to the website?
- Important to be familiar with the Operating Procedures
- We need to use the Archive!
- Review the branding materials that have been developed and learn how to use them
- How could we work in partnership with the PRCs – how can we become co-chair of the PRC subcommittees. Chuck has volunteered to be co-chair of the PRC Communications Committee (along with the director of his PRC). Chuck noted that shared leadership pushes us to a more equitable partnership.
- Chuck asked a couple of new members to go to the Archive and let us know how easy it was to navigate.
- Still discussing the Photo documentation project and waiting to hear the details.
- Developed a small budget that will be given to the fund development committee.

#### **Regional Directors – Gabriel McNeal**

Regional Directors will start to track attendance during general membership and regional conference calls and keep those people updated with information. The Regional Directors will keep in touch with the Secretary of the NCC regarding representatives’ attendance. Regional Directors also discussed the importance of keeping communication open – will use the regional structure to convey the information to the regions from the leadership team and allow for better communication across the committee. The following are the Regional Directors:

Albert Ramirez– Southwest

Lisa Hoffman – West

Anna Huff and Catherine Haywood – South

Charmayne Turner and Katrina Brooks – Southeast  
Matthew Starr– Northeast  
Gabriel McNeal– Midwest

Susan announced that a new Vice-Chair position will be elected during the NCC Annual Planning Meeting in Rochester, fall 2011. The nominations process will take place 1-2 months prior to the meeting and Susan encouraged anyone to place their name in nomination. The documents for completing the application are available in the Archive.

The meeting was adjourned and members participated in the following Special Interest Group Breakout Sessions: Community Health Workers, Genomics and Oral Health. Members were also invited to attend the PRC Network Business Meeting to include the NCC CBPR Award Ceremony.

Theresa Rudder  
NCC Secretary

**NOTE: If you attended the NCC Business Meeting in April 2011 and do not see your name listed below, please let Theresa know so your name can be added to the list.**

**NCC Business Meeting - Attendance List  
Atlanta, GA April 2011**

<b>First Name</b>	<b>Last Name</b>	<b>PRC</b>
Robyn	Keske	Boston University
Eugenia	Smith	Boston University
Tim	Tramble	Case Western Reserve University
Jean	Frank	Case Western Reserve University
Brandon	King	Case Western Reserve University
Debra	Jackson-Whyte	Columbia University
Laural	Ruggles	Dartmouth Medical School
Darrell	Sabbs	Emory University
Sandra	Daniel	Emory University
Ralph	Fuccillo	Harvard University
Sylvia	Stevens-Eduard	Harvard University
Katrina	Brooks	Johns Hopkins University
Charmayne	Turner	Johns Hopkins University
David	Collins	Morehouse School of Medicine
Lashawn	Hoffman	Morehouse School of Medicine
Rucha	Kavathe	New York University School of Medicine
Linda	Lee	New York University School of Medicine
Jennifer	Zanowiak	New York University School of Medicine
Cheryl	Graffagnino	Ohio State University
Carol	Smathers	Ohio State University
Joann	Malumaleumu	Oregon Health and Science University
Freda	Motton	Prevention Research Center in St. Louis
Imogene	Wiggs	Prevention Research Center in St. Louis
Lisa	Hoffman	San Diego Prevention Research Center
Margarita	Holguin	San Diego Prevention Research Center
Albert	Ramirez	Texas A&M University System Health Science Center
Angie	Alaniz	Texas A&M University System Health Science Center
Frieda	Brown	Tulane University
Catherine	Haywood	Tulane University
Sheryl	Threadgill	University of Alabama - Birmingham
Ronnie	Williams	University of Alabama - Birmingham
Susan	Kunz	University of Arizona
Anna	Huff	University of Arkansas
Christie	Lindsey	University of Arkansas
Won	Kim-Cook	University of California at Berkeley

Michael	Ballue	University of California at Los Angeles
Liza	Marron	University of Colorado
Theresa	Rudder	University of Colorado
Antonio	Sandoval	University of Colorado
Heidi	Haines	University of Iowa
Candice	Combs	University of Kentucky
Sandy	Good	University of Kentucky
Chikezie	Maduka	University of Maryland
Suzanne	Randolph	University of Maryland
Judi	Kirk	University of Massachusetts Medical School
Sharon	Shad	University of Massachusetts Medical School
E. Hill	De Loney	University of Michigan
Ella	Greene-Moton	University of Michigan
E. Yvonne	Lewis	University of Michigan
Arlene	Sparks	University of Michigan
Gabriel	McNeal	University of Minnesota
Jenny	Oliphant	University of Minnesota
Rosemarie	Rodriguez-Hager	University of Minnesota
Frieda	Gonzales	University of New Mexico
Katie	Barnes	University of North Carolina at Chapel Hill
Darlene	Leysath	University of North Carolina at Chapel Hill
Janice	Zgibor	University of Pittsburgh
John	Reid	University of Rochester
Matthew	Starr	University of Rochester
Catherine	Blumberg	University of South Carolina
Linda	Pekuri	University of South Carolina
Antonio	Tovar	University of South Florida
Jorge	Cruz	University of Texas at Houston
Maribel	Cruz	University of Texas at Houston
Kim	Lopez	University of Texas at Houston
Gary	Tang	University of Washington
Chuck	Conner	West Virginia University
Paul	Gilmer Jr.	West Virginia University