

**Prevention Research Centers
National Community Committee Monthly Conference Call
March 8, 2011
4:30 p.m. – 5:30 p.m. (EST)
Dial-in: 1-866-830-1012
Pass code: 9805872**

Attendance:

Welcome & Introductions - Antonio Tovar

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

Participants' Roll Call - Theresa Rudder

A roll call was not taken as this information was noted when the participants called in to the conference. A list will be generated and made a part of these minutes.

Approval of Call Minutes - Antonio Tovar

There was a request from the note taker of the previous meeting for clarification of the balance per the Treasurer's Report. It was noted that the balance should be \$2,697.66. Theresa made a motion to approve the minutes with one correction; 2nd by Chuck; motion carried.

NCC Committee Reports:

Content - Gary Tang/Linda Lee/Margarita Holguin

Margarita and Gary reported that there is a meeting set up for March 25. There have been 16 CBPR Best Practice award applications received; right on track with getting the award out and to be announced during the business meeting next month. The Award will be given during the joint meeting with the PRC Directors. There will be an award given to any PRC with 80 points and above.

Policy, Procedures & Operations - Frieda Brown/Robyn Keske

Report by Lisa Hoffman. The committee is working on a piece about the criteria for NCC membership, reviewing the document, and will be presented at the next NCC meeting; not to make a decision but to get input and then final document will be presented at the October meeting for adoption by vote. Antonio sent a draft for a Code of Ethics to be voted on in October. The committee is also looking at a CBPR definition to be incorporated in the PPO. The next call for the PPO will be March 16 at 4:00 (ET).

Communications - Chuck Connor

Chuck reported that the committee will meet on March 17th at 11:00 (ET). They have set aside the idea of having a Facebook page as it was decided that print form is more applicable to those who we serve in our communities. They are waiting to hear about funding for the Photo Voice Project and identified people to be on the communications committee where new leaders will be elected. Future plans are to define a process to collect community stories; create and facilitate e-mail lists; revise and refine materials for orientation of new members; James Bratton sent an e-mail which announces that the PRC Program plans to give webinars about the new visual and verbal standards the week of March 27. Information will be sent out on the List Serv. **REMINDER: When you reply to the List-Serv you reply to all!**

Fund Development - Imogene Wiggs/David Collins

David Collins reported that committee members are planning on bringing funding resources to the Annual Meeting as it relates to grants that relates to travel, etc. They are in the process of putting together a policy on how we handle finances and have it ready to present at the October meeting for approval. The committee meets the 3rd Thursday at 11:00 (ET) and the next meeting is scheduled for March 24.

NCC Regional Updates:

Southeast - Charmayne Turner and Katrina Brooks

No formal meeting at this time but plan to meet soon. Folks have started sharing what is happening in their PRC in an expanded form.

Northeast - Matt Starr

No report.

Midwest - Gabriel McNeal

No Report

West - Lisa Hoffman

No Report – will meet in Atlanta.

Southwest - Albert Ramirez

1. Reviewed some of the issues discussed in last meeting; clarified issue of participation in the PRC Committees; still unclear whether there is closure on this issue; is there consensus on this issue.

2. Updating the region of the work of the leadership team in regard to the issues they are working on and sharing the agenda and the minutes to assure process of the need to be there in Atlanta.
3. Will have some feedback on the PPO, Article #2 in Atlanta.
4. Discussed committee membership – expectation that every NCC member serve on a committee and individual representatives will be coming to Atlanta to serve on a Committee where there is an interest.

South - Catherine Haywood and Ana Huff

No report.

Antonio has set a time for Regional Directors to meet in Atlanta.

Ella Greene Motton - Genomics - Special Interest Group Updates: The SPIG met on Feb. 21. They meet on the 3rd Monday of the month @ 11:00 ET.

- Still working on revisions for goals and objectives;
- Actively working on drafting language to share with potential funders; drafting of the language will include some of the language that came out of the Think Tank in St. Louis.
- Potential funding opportunity from the WV PRC to be involved in a project centered around cancer or some other similar health issue;
- Still working on the website re-design;
- Connecting formally with the fund development of NCC during the April meeting to follow up on some funding sources that may develop;
- Looking to develop action plan for the year and will present to the April meeting.

Oral Health Initiative – Paul Gilmer

Paul Gilmer reported that they are close to having a final draft of a MOU that will be taken to the Leadership Committee which will detail responsibilities of NCC and DentaQuest. Will focus on research of oral health in the communities and could potentially be some direct service within the communities. DentaQuest has agreed to sponsor a Webinar that everyone is invited to attend as well as members at large and anyone to the table – Tuesday, March 22.

PRC Program Updates

PRC Steering Committee Call - Antonio Tovar

The main focus of the call was budget issues. There are 3 different proposals for the budget coming from the legislature. They are all cuts in the budget. There is a lot of concern from the PRC. Antonio will send the information via e-mail to the NCC list serv. A meeting will be held on April 12th with Ursula Bower, National Center for Chronic Disease and Health Promotion to discuss these budgetary concerns.

NCC Leadership Call - Antonio Tovar

- A discussion was held regarding the proposed Code of Ethics that has been sent out by Antonio. This will be included in the agenda for discussion at the meeting in Atlanta.
- Antonio will update the Agenda and send via e-mail
- Will meet with the facilitator tomorrow (March 9) to clarify what is expected on April 11th
- Talked with the organizers at the CDC and they have assured that there is going to be enough room to accommodate the NCC for our meetings beginning on April 10th through the 14th.
- Discussed who could be the lead person for the CBPR discussion. Geri from WV PRC will be co-facilitator of the discussion on CBPR on the 14th; Chuck will explore with Geri to determine if he could do it; Katie Barnes has also agreed. Susan Kunz will also be facilitating a session.
- A discussion was held that in order for community members to see the posters they (the posters) will be presented at the meeting on April 12th.

Review Action/carry-over items - Antonio Tovar

- **Updated agenda for the April meeting**

There will be no call until after April meeting, unless needed. We will resume regular calls May 10th

**Theresa Rudder,
Secretary**