

**NCC Policy, Procedures and Operations Subcommittee**  
**Meeting Notes:** Thursday, October 20, 2011

**Attendees:** Ella Greene-Moton, Jenny Oliphant, Albert Ramirez, Arlene Sparks, Robyn Keske

**Agenda**

- I. Last year's process – calls, organization, task completion
- II. Members
- III. List of changes for this coming year
- IV. Additional items identified for PPO Guidelines
- V. Next Steps

I. In order to identify any areas for improvement, we discussed the process over the last year. All agreed that monthly calls were helpful and in general the process worked well. Robyn thanked Albert for his significant contribution to the revision of Article II. Robyn asked if anyone in the group would like to assume the role of Chair but with no interest, agreed to remain in the position for the coming year. In the absence of a co-Chair, Albert agreed to lead calls if Robyn is unavailable.

II. We discussed who should be included in the member roster going forward. The member list to our knowledge includes the following NCC members in addition to the attendees listed above: Frieda Brown, Lisa Hoffman, Antonio Tovar, Sharrice White-Cooper and Chikezie Maduka.

III. The following list of changes emerged during the Leadership Retreat and PPO discussion earlier in the Annual Meeting:

- Formalize an Executive Committee (Chair, Chair-Elect, Vice-Chair and Immediate Past Chair)
- Clarify Leadership Team structure and quorum
- Add Education and Outreach Subcommittee
- Streamline PPO Guideline process – add additional revision and approval time points and process
- Process for selecting NCC special interest projects and activities
- Process for identifying NCC members to serve on PRC Subcommittees
- Add definition of CBPR already in use by the PRC Program

IV. Through discussion and reflection, the following items were identified by the PPO subcommittee as additional items for review and/or development this coming year:

- Formalize NCC operating standards such as Robert's Rules
- Revise Grievance Procedure to clarify the process
- Clarify roles and language – e.g., past chair, immediate past chair
- Develop a transition plan and/or closedown procedures

V. We will meet in November to initiate our work on these items. Our call schedule is the third Wednesday of each month at 4:00 eastern time. Robyn is not available on 11/16 and will query the group for a new time, possibly 11/9.