**Present:**

Chasity Newkirk (Chair/ Durham County Health Department); Ashley Rink (Burke County Health Department); Cathy Cox (Scotland County Health Department); Ulva Little-Bennett (Hoke County); Emily Earnest (Vice Chair/ Orange County Health Department); Brittany Dobbins (Caldwell County Health Department)

1. **Introductions**

Chasity welcomed everyone and introductions were made.

1. **Current confirmed presentations**

* Chastity reviewed the following presentations that are confirmed to date:
* Wednesday, September 14- 2:30-4:30: Using Results Based Accountability for Action Planning and Evaluation- For this presentation the section is partnering with APBR and Public Health Leadership section. The presenters are asking for attendees to pre-register for the session, there is no extra fee.
* Thursday, September 15- 3:30-5:00pm: NC Perinatal Health Strategic Plan Discussion

1. **Times open for presentations:**

* The group discussed the following schedule for presentations:
* Wednesday, September 14:
* 1:30-2:15 pm: Engaging Presentation Design
* 2:30-4:30: Using Results Based Accountability for Action Planning and Evaluation
* Thursday, September 15th:
* 8:30-9:15 am: [Fun physical activity session- Chastity will work with her staff for suggestions.]
* 9:30-10:15 am: Dynamic Duo: Educators and Clinic Staff working together to improve education during clinical visits
* 10:30-12:00 pm: Breast and Cervical Cancer Control Program Presentations
  + Health Care Reform Impact on NC Breast and Cervical Cancer Control Program (BCCCP)
  + NC Breast and Cervical Cancer Control Program: Data Reporting Challenges and Lessons Learned
* 12:30-1:00 pm: Business meeting will be during lunch
* 1:00-1:30 pm: Section awards
* 1:30-2:15 pm: Making Friends with the Media
* 2:30-3:15 pm: Media Panel Discussion- Chastity will call the presenter to schedule a conference call to coordinate questions and discussion.
* 3:30-5:00pm: NC Perinatal Health Strategic Plan Discussion
* The deadline for awards is listed as August 12th. Emily has not received any award nominations. The award nomination information will continue to be shared. Emily asked for suggestions of how to encourage submissions for award nominations.
* The group discussed limiting presentations to forty-five minutes with questions and discussion.
* The group discussed suggestions for presentations that included the following: key points for media; have someone on the radio come in; social media- how to make exciting/ make people come to your page
* The BCCP program presentations are based on posters and will be in a combined session.
* Brittany Dobbins: Suggestion for developing Power Point and engaging participants- speaker said was interested. – Engaging Presentation Design

1. **Abstract Submissions**

* Chastity has received the following four abstract submissions:

1. **Abstract Title:**Dynamic Duo: Educators and Clinic Staff working together to improve education during clinical visits
2. **Abstract Title:** Making Friends with the Media
3. **Abstract Title:** Health Care Reform Impact on NC Breast and Cervical Cancer Control Program (BCCCP)
4. **Abstract Title**: NC Breast and Cervical Cancer Control Program: Data Reporting Challenges and Lessons Learned

* Abstract submission closes on July 29th. If there are not any more abstract submissions, the presentation schedule will continue as is.

1. **Next Steps**

* The final planning call will be on Wednesday, August 17th at 3:00 pm.
* Chastity let everyone know that the blocked rooms are filled. Kim is looking at getting a discounting rate at other surrounding hotels.