



AYA UNIT STEERING COMMITTEE MEETING MINUTES

Thursday, November 6, 2014 --- 2:30 P.M.
BASCM Joan Katz Breast Center Education Room

ATTENDEES

AYA Unit Leadership Committee Members

- Joe Busch, Shana Berenzweig, Stacey Guillen

AYA Unit Co-Chairs

- Debbie Dolan, Kristie Gibson, Teresa Clark, Amy Hailey, Ellen Pitcher, Sue Shields, Janice Walker, Jeanine Anderson

Guests

- Lucy Catala (Baylor CFO)

WELCOME

Joe Busch called the meeting to order at 2:30 pm.

MOU UPDATE

Joe updated the group on the status of the MOU, remarking that it is almost done and ready to be signed, just working out the official unit name and awaiting final approval from all parties.

IMPLEMENTATION TEAM UPDATES

Joe told the group that the Implementation Team Member lists have been 'scrubbed' and for co-chairs to let the Leadership Committee know if they have questions or concerns. Joe also mentioned that the financial and operational needs are still being considered by the Leadership Committee, including a budget and timeline.

- *Marketing Team* Co-Chair Debbie Dolan updated the group --- Just received the name of her co-chair, Jeanine Anderson (from Harris). Has been brainstorming on ideas and a logo for the unit. Need to work on timeline and budget, which they anticipate being minimal. Co-chairs will meet soon. She also mentioned that when the time is ready for stories about the unit, the local press is ready.
 - **ACTION ITEMS:** Looking for Graphic Designer; Shana Berenzweig will reach out to someone, but team will consider how to leverage internal talent at partner institutions.
- *Fundraising Team* Co-Chair Kristie Gibson updated the group --- She also just found out who her co-chair is, Grant Harris (from Cook). Kristie has met with Baylor Foundation leadership for suggestions on team members. Ready to put their team together and get to work, but first need to work with co-chair on budget and timeline. Need some Fundraising/Marketing materials to tell unit story and present to potential donors.
 - **ACTION ITEMS:** First priority is to create fundraising/marketing materials and message.
- *Operations Team* Co-Chairs Teresa Clark, Ellen Pitcher, and Sue Shields were all present and updated the group --- They are eager to get started and have already begun to outline unit nurse

staffing needs and identifying positions that to be funded. Staffing, equipment, and budget are their biggest priority at the moment. They are a large team with big scope so will probably divide team and labor. Have reached out to Suzy Lockwood to see if they could get a nursing student to help on projects.

- ACTION ITEMS: Would like to see standards/guidelines/criteria from TCA, NCCN, others; Also need some IT and Legal talent on their team.
- *General Team* Co-Chair Amy Hailey updated the group --- She and her co-chair, Lori Drew, have spoken. There is no budget or timeline yet, but they have a small project list, including ideas for a Community Ambassadors Board to raise awareness and promote the unit and a Conceirge Service for families. Most projects will however be dependent upon the needs of the other teams, how to help and support them, and pick up their "leftovers."
 - ACTION ITEMS: Will continue building team and project lists.
- *Facilities Team* Co-Chair Janice Walker updated the group --- She and her co-chair, Stan Davis, have spoken and feel the first priority would be a AYA unit site visit, ideally to 2-3 locations.
 - ACTION ITEMS: Determine where, the logistics, and funding of site visit(s) to US locations with AYA units and/or programs.

OTHER BUSINESS

Joe remarked that the Unit Business Plan, Budget, and Timeline are still being created. The next couple of months of gearing up will lay the foundation to get the ball rolling and begin the "real work" in January 2015.

ADJOURNMENT

Joe Busch adjourned the meeting at 3:30 pm.