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| **Voting Members Quorum Present (4 required) Yes  No** | | | | | |
| P | James D. Bearden III, MD, FACP, PI, **Chair**  Spartanburg Medical Center | P | Amarinthia L. Curtis, MD, PI  **Finance Chair**  Spartanburg Medical Center | P | Jeremy M. Kilburn, MD, PI  **Secretary**  Bon Secours St. Francis |
| P | Robert D. Siegel, MD, Affiliate Responsible Investigator  Bon Secours St. Francis | P | Leander Cannick III, MD, Affiliate Responsible Investigator  Anmed Health | E | John E. Doster, MD,  Affiliate Responsible Investigator  Anmed Health |
| **Non-Voting Members** | | | | | |
| E | Patricia C. Griffin, MD, Co-PI, Imaging & GYN | P | Howland E. Crosswell, MD, AYA Lead | P | Michael S. Humeniuk, MD, Precision Medicine Lead |
| P | Kamara Mertz-Rivera, MA, CCRC, Administrator | P | Lucy J. Gansauer, MSN, RN, CCRP, CCDR Coordinator | P | Rhonda Ballew, RN  Anmed Health |
| P | Melissa Beckman, RN, BSN  Bon Secours St. Francis | P | Alex N. Akkary, MBA  Grants Management | P | Samantha Carter, AVP  AnMed Health |
| P | Melyssa Foust, MSN  UC-NCORP Co-lead CCDR | P | Kelsey Bridges, MHA  UC-NCORP Quality Assurance | P | Heather Farmer, MS  UC-NCORP Regulatory |
| P | Cindy Haguewood  AnMed | P | Alaina Kennedy  UC-NCORP |  |  |

| **Agenda Item** | **Discussion** | **Follow-up/ Assignments** |
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| **Welcome** | | |
| Action Required  Dr. Bearden | Time called to order 16:36 Attendance & Quorum Confirmed  Minutes of Leadership Council Meeting November 26, 2019 sent out on November 26, 2019, no corrections and additions received. | Approved  Lucy Gansauer, 1st  Dr. Amy Curtis, 2nd |
| **Financial Report** | | |
| Dr. Curtis | Review of Financial Dashboard   * December & YTD Actuals | *Information Only* |
|  | CCDR Time & Effort  Update: Now requiring Monthly Invoices for Time & Effort, for Auditing Requirements | *Information Only* |

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| **Accruals & Biospecimen/Special Entries** | | |
| Dr. Kilburn | Progress towards accrual target by affiliate & overall  **Dec YTD Accruals:**  Base Intervention ­­­­­152% of target  Biospecimens & Special Entry 163% of target | *Information Only* |
| **PI Update** | | |
| James D. Bearden III, MD  Action Required | **Annual Meeting**  May 8, 2019 UC-NCORP Annual Meeting  Speakers: Dr. Robert Schoen, NRG, FORTE  Dr. Mark Lewis, AYA  AYA survivor, colorectal malignancies, expert on social media and impact on clinical care | *Information Only* |
| **Research Base Membership**  ECOG-ACRIN, Requirement- 25 accruals for Main Member | Approved  *Dr. Curtis 1st*  *Dr. Kilburn 2nd* |
| James D. Bearden III, MD & Melyssa Foust | **E1Q11: The EROS Trial**  Attention called to this trial by NCI and importance to participate to accelerate enrollment | *Information Only* |
| **Protocol Review Committee***: Trials Activated November 19, 2019- January 28, 2020* | | |
| Dr. Kilburn | **See PRC Agenda/Minutes emailed January 21, 2020**  Dr. Kilburn   * + EA2185- Pancreatic Cyst     - Recommended for sites to open   + S1827- Small-Cell Lung Cancer     - Recommended for sites to open   Dr. Humeniuk   * + S1922- Refractory Small Bowel Adenocarcinoma     - Rare, currently no standard of care, may want to review and consider   + NRG-GI005- Stage IIA Colon Cancer     - Will review next meeting (clarify protocol)   + S1900C- Non-Small Lung Cancer     - Not a common mutation but are seen in the community, addresses a known resistance to immunotherapy   Dr. Curtis   * + S1820- Symptom Management-Bowel     - Recommended, limited burden, side effect seen daily in clinic   + URCC-19085- TENS-Peripheral Neuropathy     - Recommended, common side effect, TENS commonly used for pain management | *Information Only* |
| **Administrators Report** | | |
| Kamara Mertz-Rivera | **Office Location- Gibbs CC&RI @ Pelham, March 4, 2020**  **New Wallet Card Requirement**  **Contract Update**  Bon Secours St. Francis (Crosswell & Amy), Received edited contract 01/22/2020 from BSSF, with SRHS legal for review | *Information Only* |
| Kelsey Bridges | **Upcoming Audits & Monitoring**  Confirmed Audits:   * Alliance- Last week of April * NRG Audit- CAPA submitted 01/27/2020 * SWOG LUNGMAP 1/22-01/23/2020 (SMC & AnMed) | *Information Only* |
| **Policies & Procedures** | | |
|  | No Updates/Action |  |
| **Committee Report** | | |
| AYA  Dr. Crosswell & Dr. Kilburn | * AYA Workplan Progress Report * Attendance on conference calls excellent * Joint meeting with SCOR went well, good interaction * Pilot registry study is moving forward | *Information Only* |
| Disparities  Dr. Griffin & Lucy Gansauer | * Q2 Community Engagement, Target Population: AYA, Clemson University * Health Equity and Clinical Research * Structural Barriers to Minority & Underserved Participation in Clinical Trials * Research Base Disparity Committee Participation   + SWOG R&R   + Alliance Health Disparities   + NRG Health Disparities | *Information Only* |
| CCDR Update | | |
| *Information Only* | No New Studies  Site Visits- Melyssa Foust to increase capacity | *Information Only* |
| **Publications** | | |
|  | Reminder:  Please submit all publications for inclusion in progress report | *Information Only* |
| **Research Base Meetings & Travel** | | |
| Research Base  Meetings & Travel | **NRG:** January 9-11, 2020, Houston, TX  Registration:Pending  Location & Hotel:  **SWOG:** April 22-25, 2020, San Francisco, CA  Registration: Pending | *Information Only* |
| **Open Forum** | | |
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*Information Only- Updated Monthly and will form required progress report*

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|  | **UC-NCORP Specific Aims Progress Report** |  |
|  | **Aim** | **Progress** |
| Aim 1 | **Adopt Research Advances**: Accelerate the adoption of Research Advances into community practices through participation of community oncologists, non-oncology specialists, and primary care physicians in NCI clinical trials. | * Research Base Publications are shared with members (Alliance & SWOG shared ASCO abstracts and presentations) * Cancer Letter- Dr. Curtis 07/21/19 * Duke Cancer Review- GU Malignancies- Dr. Humeniuk moderated, 07/18/2019 |
| Aim 2 | **CCDR:** Conduct and support the design of Cancer Care Delivery Research that impacts patient outcomes, practitioners, and health care delivery systems and reduces health care disparities. | * Lucy has a concept pending at Alliance with Dr. Hopkins and Blake Loman: Elderly Population using chair base exercise to mitigate fatigue during active treatment (Spring 2018). |
| Aim 3 | **AYA:** Enhance screening and access to clinical trials among Adolescent and Young-Adult population in our catchment area. | * AYA leader, Dr. Hal Crosswell * ASCO Abstract submitted 08/20/2019 “Complete Response to Dual Immunotherapy in a Young Adult with Metastatic Alveolar Soft Part Sarcoma Enabled by a Comprehensive Patient Assistance Program in a Community Practice“ (BSSF) * IIT: “A Comprehensive Review of Adolescent Young Adult (Ages 15-39) Cancer Patients' Demographic, Psychosocial and Clinical Outcomes as compared to Pediatric and Older Adult Cancer Patient” Study PI: Crosswell (BSSF & SMC) * Monthly tracking of AYA accruals * AYA awareness: Roger Daltrey of The Who visited Greenville for dedication of Teen Cancer America Center, September 18, 2019 * Dr. Crosswell hosted AYA unit tour on November 15, 2019 for attendees at Wake Forest Annual Meeting * CTSU WEBINAR: NCTN and NCORP Adolescent and Young Adult (AYA) Trials, Webinar Date: Tuesday, December 3, 2019 at 3pm-4pm EST (Attendees: Dr. Bearden, Kamara Mertz-Rivera, Lucy Gansauer, Amy Adams, Melissa Beckman, Rhonda Ballew, & Samantha Carter) * AYA Joint Meeting with UC-NCORP and SCOR, January 8, 2020 |
| Aim 4 | **Precision Medicine:** Ensure capacity to screen and enroll in NCI Precision Medicine trials through engagement and partnerships with pathologists, surgeons, and multidisciplinary providers. | * Precision Medicine Lead, Dr. Michael Humeniuk * Precision Medicine Studies Open and accruals are monitored: * LUNGMAP (AnMed & SRHS), Alchemist A081105 (All sites), MATCH EAY131 (All sites), DART S1609 (BSSF & SMC) * Dr. Khomani & Elizabeth Hassen presented a Precision Medicine Poster in Barcelona, Spain titled: “Implementing Precision Medicine in a Community Cancer Center to Impact Outcomes in Lung Cancer” |
| Aim 5 | **Disparities:** Promote the participation of the African Americans and other underrepresented groups in our catchment area into NCI Clinical Trials through community engagement and patient support programs. | **-**Disparities Leaders: Drs. Bearden & Griffin  **-**Disparity Presentation at NCORP Annual Meeting- 8/22/2019, Lucy Gansauer  **-**Disparities Integration Workplan completed: Submitted to Leadership Council 8/27/2019 and approved  -Q1 Community engagement for Sickle Cell Foundation completed with 75 attendees: Presenter: Lucy Gansauer 09/17/2019  -Q2 Community engagement- AYA Clemson students, attendance 21, Health Equity and Structural Barriers in Clinical Research. Presenter: Lucy Gansauer 01/23/2020 |
| Aim 6 | **Community Provider Engagement:** Engage community oncologists (Medical, Surgical, Radiation, and Gynecological) and other medical specialists including Primary Care, Gastroenterology, Urology, Emergency Medicine, Radiology and Pathology in NCI clinical research. | **-**Scheduling time with GI providers to prepare for NRG CC005 FORTE “Five or Ten Year Colonoscopy for 1-2 Non-Advanced Adenomatous Polyps” (SMC)  **-**Identifying Primary Care Physicians to participate in the Alliance A211701 “A Prospective Study to Establish a New Onset Diabetes (NOD) Cohort” (SMC)  -Community Engagement Committee with SWOG  -MedNet, Dr. Kilburn supporting SWOG initiative of utilizing social media platform to engage providers in clinical trial enrollment- Fall 2019  -SMC site selected 11/26/2019, for Alliance A211701 “A Prospective Study to Establish a New Onset Diabetes (NOD) Cohort” that has facilitated engagement with multiple levels of primary care within SMC. |
| Aim 7 | **Social Media:** Adopt the use of Social Media (Facebook, Twitter) to increase awareness of NCI Clinical Trials among providers, the public, and utilize social media resources provided by the research bases. | **-**Pending budget release NCORP press release (AnMed, BSSF, SMC)  **-**Conference call/ Meeting with representative from site’s marketing clinical trials for accruals (11/2019)  **-**Annual Meeting- Social Media Topic on Agenda (Spring 2020)  -NCORP Press Release:  -The Greenville News “Upstate SC hospitals get $14.4 million cancer institute grant for joint clinical trials” (Sept. 15, 2019), online, social media and print  - Discover Health (Sept. 16, 2019)  -Channel 4 (Wyff4) “Three Upstate health care systems up their fight against cancer” (Sept. 18, 2019) (TV and online)  -News 7 (WSPA) “Upstate hospitals team up to continue Cancer research trials” (Sept. 25, 2019)  -Healthlink Magazine article “Upstate Powerhouses Join Forces to Fight Cancer” on UC-NCORP Grant. Drs. Bearden, Curtis, Siegel, Cannick and Kilburn + Kamara Mertz-Rivera all quoted. (01/2/2020) |
|  | **Accruals:** Achieve over 400 unique annual accruals exceeding the NCI requirement evenly distributed across study types listed below. | **-**Accrual Dashboard shared monthly |
| Aim 9 | **Interact with the NCORP Research Bases**   1. provide community insight into feasibility during concept development; 2. identify pragmatic questions from the community setting that are appropriate for research; and 3. participate in protocol development and on the study team. | **1. Community Insight- Feasibility during concept development:**  **-**URCC meeting- 9/2019 #PIs & CRPs attend  **-** Tracking research base feasibility surveys  **2. Pragmatic Questions from Community:**  - Lucy has a concept pending at Alliance with Dr. Hopkins and Blake Loman: Elderly Population using chair base exercise to mitigate fatigue during active treatment.  **3. Participation in Study Teams:**  **-**Lucy Gansauer, NCORP Community co-chair: URCC 18004CD “Understanding the Impact of Drug Shortages on Oncology Care Delivery” (2/2019)  **-**Dr. Curtis presented at NCORP Annual Meeting 8/23/2019 “Accrual Planning and Opportunities within NCORP”, TMIST focus  **-**Lucy Gansauer presented at NCORP Annual Meeting 8/22/2019 “Setting Benchmarks for NCORP Disparity Integration”: Disparity Integration Work Plan  -9/6-7/2019 URCC: sent 1 PI, Administrator, CCDR Coordinator, 3 CRPS |
| Aim 10 | **Succession plan:** Train the next generation of community research leaders and investigators. | **-**Principal Investigator in Training: Dr. Michael Humeniuk, being mentored by Drs. Bearden and Kilburn |
| **Publications & Presentations** | | |
| 8/22/19 | **Amy Curtis, MD, PI** | NCORP Annual Meeting-TMIST |
| 8/23/19 | **Lucy Gansauer, MSN, RN, CCRP** | NCORP Annual Meeting-Disparities Integration |
| 8/20/19 | **Hal Crosswell, MD** | ASCO Abstract “Complete Response to Dual Immunotherapy in a Young Adult with Metastatic Alveolar Soft Part Sarcoma Enabled by a Comprehensive Patient Assistance Program in a Community Practice” |
| 9/2019 | Dr. Khomani & Elizabeth Hassen presented a Precision Medicine Poster in Barcelona, Spain | “Implementing Precision Medicine in a Community Cancer Center to Impact Outcomes in Lung Cancer” |
| 9/2019 | <https://onlinelibrary.wiley.com/doi/epdf/10.1002/cncr.31925>  Elizabeth J. Cathcart-Rake, MD; Tyler Zemla, MS; Aminah Jatoi, MD; Kathryn E. Weaver, PhD; Heather Neuman, MD; Anne E. Kazak, PhD, ABPP; Ruth Carlos, MD; **Lucy Gansauer, MSN**, RN; Joseph M. Unger, PhD; Nicholas M. Pajewski, PhD; and Charles Kamen, PhD, MPH | “Acquisition of Sexual Orientation and Gender Identity Data Among NCI Community Oncology Research Program Practice Groups” |
| 9/24/2019 | Journal of Oncology Practice, Volume 15, Issue 7  **Robert D. Siegel, MD**1 ; Richard G. Slough1 ; **Howland E. Crosswell, MD1** ; Theresa M. Standifer1 ; Michael E. Borron1 ; Dionne L. Pringle, MA1 ; Karen K. Hancock1 ; Lara H. Widener1 ; Erin B. Hill1 ; Terra F. Spann, RN1 ; and **Kristina M. Stoeppler-Biege, RN**1 | “Drug Recovery and Copay Assistance Program in a Community Cancer Center: Charity and Challenges” |
| **Audits** | | |
| NRG | 11/12-11/13/2019 | Pending Final Report |
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| **Website or other Internet Sites** | | |
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| **What individuals worked on the UC-NCORP grant?**  **Any changes in PIs or staff?**  **Any individual who devoted 1 person month or more** | | |
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