

Associate Directors Monthly Meeting MINUTES

MEETING DATE/TIME	Monday, October 8, 2018 / 1 – 2 pm			
EXECUTIVE OWNER	Eileen White			
EXECUTIVE NOTE TAKER	Allison Warzala			
ATTENDEES		Present		Present
	David August	X		
	Andrew Evens	X	Edmund Lattime	X
	Shridar Ganesan		Sharon Manne	X
	Howard Hochster	X	Linda Tanzer	Phone
	Yibin Kang	Phone	Allison Warzala	X
	Anita Kinney	X	Eileen White	X
INVITED GUESTS				

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION
Urgent issues (Team)		
Deputy Director's Report (White)	<ul style="list-style-type: none"> CCSG retreat Thursday, 10/18/18 Active recruitment for open positions 	
AD roles & responsibilities memo 092718	<ul style="list-style-type: none"> Group discussion captured a series of suggested changes 	<ul style="list-style-type: none"> A. Warzala and E. White will incorporate recommended changes for review with S. Libutti Updated version will be available for further discussion Any further input should be sent to them for consideration
Area report, Faculty Affairs (August)	<ul style="list-style-type: none"> Slides attached 	
Area report: Cancer Health Equity and Engagement & ScreenNJ (Kinney)		
New business		
Next Meeting: November 12, 2018, 1 pm – will follow up to decide who will be presenting		