MINUTES
NAACCR In-Person Board of Directors Meeting
Sunday, June 9, 2013
8:00 am - 5:00 pm
Austin, TX

Roll Call   **Maureen**

Board Members Present: Maureen MacIntyre, Frances Ross, Gary Levin, Susan Gershman, Mary Jane King, Jill MacKinnon, Nan Stroup, Kim Vriends, Nancy Schlag, Les Mery

Ex Officio Board Member Present: Betsy A. Kohler, Executive Director

Newly Elected Board Members: Winny Roshala, Chuck Wiggins, Eric Durbin

NAACCR Staff Present: Charlie Blackburn

Guest: Ann Marie Hill

Board Training   Ann Marie Hill
The Board meeting began with consultant, Ann Marie Hill, proving Board training. The following topics were discussed.

   Board Roles and Responsibilities
   Board Best Practices
   Strategic Planning
   Communication
   Resource and Organizational Development

The training portion of the meeting concluded at Noon local time. The Board broke briefly and then conducted a working lunch meeting.

1:00pm   Consent Agenda   Maureen

   1. Minutes
   2. Membership (None at this time)
   3. Executive Director's Report
   4. Correspondence (None at this time)
   5. Resolutions

The Board minutes for May 2013 were removed from the consent agenda. The agenda item will be reviewed and passed after the June meeting via NetLink.

MOTION TO APPROVE THE CONSENT AGENDA (Items 2-5) FOR JUNE 9, 2013, WAS PASSED

Governance

6. Financial Reporting   Charlie

Charlie provided background regarding NAACCR's fiscal status as of February 28, 2013.
The Finance and Personnel Subcommittee met last week to review the NAACCR financials.
Overall, the Association is operating within budget. Charlie also pointed out several pieces of
the financials that are important to the Board. Charlie thanked Susan Gershman, Treasurer;
Betsy Kohler, Executive Director; and Adele Hileman, Comptroller for their work and
involvement with NAACCR financials. The Board asked Charlie to forward their thanks to
Ms. Hileman.

7. Approval of 2013-2014 Budgets   Charlie

The Board was presented the Find 10, 12, and 15 budgets for the upcoming fiscal year (June
2013 – May 2014). Charlie outlined the highlighted differences between the 2012-2013
budgets and the 2013-2014 budgets. The Finance and Personnel Subcommittee reviewed the
budgets last week and approved them for recommendation to the Board. Susan provided some
background and recommended the following budgets for approval.

The motion to approve the Fund 10 budget (2013-2014) as presented was passed.
The motion to approve the Fund 12 budget (2013-2014) as presented was passed.
The motion to approve the Fund 15 budget (2013-2014) as presented was passed.

8. SMP Update   Nan

7.1 Issues Related to Committee Transition   All

The transition has gone relatively well thus far. However, UDS, Registry Operations, and
EDITS groups have voiced some concerns regarding their role. Betsy and David Stinchcomb
(Chair) have worked closely with the members of the groups to understand their views.
Betsy is very understanding of their concerns as a group and would like to continue to work
with them on this transition. Essentially, their voice is just as strong as ever but happen a
little differently moving forward. She reiterated that volunteers as just as important as ever
and recommends that we communicate with these groups to work through their concerns.
The Board discussed the situation in detail and how best to work with the groups to ensure a
positive outcome. After extensive discussions, they outlined a plan to communicate with
those groups.
- Apologize for any misunderstanding
- We will work to improve communication
- We will continue with our plan with them inclusive in the process

Specifically, the Uniform Data Standards Group will meet tomorrow and several members
of the Board will attend this meeting to address concerns and move the process forward.

7.2 Progress to Date on SMP   Betsy
This was covered in 7.1 above.

7.3 Board Communication Regarding SMP   Ann Marie

Nan said that the Steering Committees will meet on Monday (tomorrow). There will be a NAACCR Now session presented at the conference as well. This presentation will be a version of the old NAACCR 101. Nan, Josh, and Maureen will provide most of the content. Steering Committee Chairs will be recognized at the Business Meeting. There will also be a plenary session given on the progress of the SMP, committee, structure, and other related items. Ann Marie Hill will be holding three focus groups with a cross-section of the NAACCR membership. Member engagement, Connectivity, Value Added Services will be the three major topics in these meetings. Ann Marie said that she had most of the sessions full. Lastly, Nan introduced the Board to the revised committee section of the web site. She provided the Board will an introduction of the various features and benefits of the web site and user interface.

9. Overarching Issue: Changes in Focus of CDC Co-Op   **Betsy**

Betsy reminded the Board that we have just submitted a renewal for the 5-year cooperative agreement. There were differences in the current announcement compared to the previous announcement which was released in 2008. Betsy outlined the differences in the two. In particular, certification, completeness, and timeliness deliverables were omitted in the new announcement. The Board discussed possible reasons why these were omitted. Additionally, the Board took time to outline strategies for moving forward.

Data Use and Research

10. Steering Committee Update   **Nan**

The last Steering Committee meeting was cancelled in lieu of the in-person meeting in Austin. They are almost complete with assigning task forces and assignments. She will forward those task forces to the Board in June.

11. Potential PCORI Application   **Betsy**

A funding opportunity is available through PCORI. Westat is interested in applying with us and a patient advocacy group as partners. The concept is to take the population data to the patient group and then work on quality of life or treatment data (as an example). We have approached the Leukemia and Lymphoma Society about this project on a possible partnership. A letter of intent is due June 19th. This letter of intent must be a detailed LOI so there will need to be some work for this step. After the LOI, they then notify you if you can officially apply or not. The Board is supportive of this initiative. Betsy will proceed with this work and update the Board as necessary.

12. Guidance for DUR Steering Committee for Coming Year   **All**

Several suggestions were made. They are listed below.
- Susan mentioned to work on a plan for cancer control as a whole.
- Work on communication of the data and branding.

- Promoting data use for research purposes.
- Establish research networks.
- Update access procedures of data.
- Promote use of data for students.

Standardization & Registry Development

13. Steering Committee Update   Gary/Mary Jane
They are now tracking of the inventory. They have added fields to assist them in tracking responsibilities, updates, and work flow. Registry Operations would like to develop a working group to flesh out ideas further. Also, transition documents are completed for several groups.

14. Guidance for SRD Steering Committee for Coming Year   All
It was decided that this will be addressed at a future Board meeting.

15. Change Management Board Update   Betsy
A Change Management Board was developed earlier in the year. The group is actively meeting about ICDO-10 and ICDO-3 issues. This topic was addressed earlier in the meeting.

Communications

16. Steering Committee Update   Kim/Susan
There was a call on May 21st. There are no structure issues regarding task force creation or work flow. The committee continues to work with other steering committees to assist in promoting their initiatives. Press releases were sent regarding the release of CINA. The Registry Research Information Database will be promoted in coming weeks. The Myevideo initiative will continue to move forward over the next few weeks. The PAN group has 62 members.

17. Guidance for Communications Steering Committee for Coming Year   All
The Board will work with Kim and Susan to focus on direction of this group in the coming weeks.

Professional Development

18. Steering Committee Update   Jill/Frances
At their in-person meeting, the group will focus on two main initiatives. 1) Increasing participation among students at NAACCR meetings. 2) Training for the NAACCR community. In addition, they plan to look at their PAN group to see how they can be engaged in future projects. The group will also focus on evaluating webinar trainings for the future.

19. **Guidance for PD Steering Committee for Coming Year**   **All**

They would like to look at new ways to communicate education to the membership and surveillance community. Further, the Board would like to look at a needs assessment for the community. They would also like to investigate the feasibility of a credential type of model for central cancer registries.

20. **Austin Meeting Update**   **Charlie**

There are approximately 400 registrants for the 2013 Annual Conference. Total revenue is on track to meet the expected budget. Pre and post conference registration is on track also.

21. **IACR Meeting Update**   **Betsy**

The 2014 conference will be in Ottawa, Ontario, Canada.

Strategic Alliances

22. **Board SMO Representative Update**   **Les**

There was a SMO call in November of 2012. Les forwarded documents for input on the structure, purpose, and members of the SMO group. Les has recently picked this initiative back up and will be working with the Strategic Alliance Steering Committee to engage the SMO stakeholders.

23. **Steering Committee Update**   **Betsy**

The group will meet tomorrow. A full agenda is planned and details will be available at the July Board meeting.

24. **Guidance for SA Steering Committee for Coming Year**   **All**

This will be discussed at the next Board meeting.

25. Program Updates
    25.1 Canada   *Kim*
    25.2 NPCR   *Susan*
    25.3 SEER   *Nan*
None discussed.

Other

26. **Executive Director Review**   **Maureen**

Discussed in closed session without Betsy and Charlie in attendance.

27. SC Liaison and Committee Assignments for Coming Year   **Jill**
Professional Development: Frances Ross, Jill MacKinnon
Standardization and Registry Development: Winny Roshala, Eric Durbin
Research and Data Use: Nan Stroup, Chuck Wiggins
Communications: Susan Gershman, Kim Vriends
Strategic Alliances: Jill MacKinnon, Maureen MacIntyre, Les Mery
Finance and Personnel Subcommittee At-Large: Kim Vriends

28. Document Review Assignments for Coming Year   **Jill**
This item will be addressed at the July Board meeting

29. Registry Certification Reports   **Betsy**
Reports were submitted to the Board.

30. 2013-2014 NAACCR Board Meetings
3rd Wednesday at 2:00 PM Atlantic, 1:00 PM Eastern, 12:00 PM Central, 11:00 AM
Mountain, and 10:00AM Pacific Time

   July 17, 2013
   August 21, 2013 – Cancelled due to conflict.
   September 18, 2013
   October 16, 2013
   November 20, 2013
   December 18, 2013
   January 15, 2014 (Possible in-person meeting, date and location to be determined. SC
   Chairs included)
   February 19, 2014
   March 19, 2014
   April 16, 2014
   May 21, 2014
   June 8, 2014 – In person at Annual Conference

31. Adjournment and Next Meeting
The meeting adjourned at 5:30 p.m. local time. The next meeting of the Board will be a
teleconference call on July 17, 2013 at 1:00 PM Eastern.