

NAACCR ANNUAL BUSINESS MEETING MINUTES
Detroit, Michigan
June 6, 2007

- 1. Call to Order** **Betsy Kohler**
Written materials were distributed to all attendees prior to the meeting. President Betsy Kohler called the meeting to order at 12:07 pm. Voting delegates were polled and it was determined that a quorum was present.
- 2. Approval of Minutes from 2006 Meeting** **Betsy Kohler**
Minutes of the 2006 NAACCR Annual Business Meeting. **Approved**
- 3. President's Report** **Betsy Kohler**
Betsy thanked everyone in attendance at the meeting. She opened the meeting with a brief review of NAACCR activities over the past year. They included expanded education and training workshops, webinar training workshops, the Community Counseling Service feasibility study project, and the interoperability of NAACCR standards initiative. She complimented Holly Howe and the NAACCR staff for their service to the membership over the past year. She also asked members to consider running for NAACCR office and to remember to participate on a NAACCR committee. She thanked the members for allowing her to serve as President over the past two years and she looks forward to serving on the Board for one more year as the Past-President.
- 4. Treasurer's Report** **Lilia O'Connor**

 - a. Balance Sheet as of 4/30/07**
Lilia said that the NAACCR Balance Sheet as of April 30, 2007 shows that NAACCR total assets equal \$1,063,534.23. NAACCR has a stable balance sheet and the past year has been a solid year financially.
 - b. Investment / Revenue and Expense History**
Lilia reviewed the two bar charts which show NAACCR's history of Cash and Investments as well as our overall Revenue and Expenses since 2001. The reports show excellent growth of cash and investments and a stable relationship between revenue and expenses.
 - c. NAACCR Gifts, Donations, and Bequest Program**
Total membership contributions since June 2007 equal \$2,100. Corporate or other contributions equal \$175.
 - d. List of Sponsors' Support of All Kinds** **Lilia O'Connor**
Lilia reviewed the list of sponsors support from all sources. She thanked all the organizations listed as their contributions to the organization are very important.
- 5. Executive Director's Report** **Holly L. Howe**
Holly reviewed her written report. She said that major activities such as the CCS Fundraising study, webinars, expanded education and training workshops, and new grants made for a very busy year. She reviewed the current contracts and grants that

NAACCR has as well as current staffing levels. She personally continues to provide support to many NAACCR committees. She said that the CCS Fundraising study will be completed in July. The second season of webinars will begin in October 2007. She thanked Shannon Vann and Jim Hofferkamp for their efforts. NAACCR has secured a \$30,000 per year, three year annual conference grant from CDC as well as a \$300,000 three year grant from the Susan G. Komen for the Cure Foundation. Lastly, she announced that they Board of Directors and NAACCR leadership decided that interoperability of NAACCR standards will be the #1 overarching goal for the organization. She said that the NAACCR Showcase will highlight this and will help educate the membership on this initiative. She referred to her written report for the remainder of activities.

6. Membership Report from the Board

Susan Bolick-Aldrich

Susan Bolick-Aldrich reviewed the NAACCR Membership Report.

7. Standing Committee Reports

a. Bylaws

Maureen MacIntyre

No requests for bylaws changes were made and Maureen said that the committee will accept requests as they are referred to them for consideration.

b. Communications

Dan Curran

Dan Curran referred to the written report.

c. Data Evaluation and Certification

Thomas Tucker

Tom referred to the written report.

d. Data Use and Research

Maria Schymura

Maria Schymura reviewed current activities as well as future plans for the committee and subcommittees (Abstract Review Subcommittee, Asian/Pacific Islander Identification Panel, CINA Editorial Subcommittee Confidentiality Subcommittee, Rapid Case Ascertainment, Research Proposal Review Subcommittee and Research Subcommittee).

e. Education

Mignon Dryden

Mignon Dryden reviewed the major activities of the group over the past year. They completed the Educational Matrix, updated the Annotated Bibliography, and added workshops, webinars, and other educational workshops. She thanked Shannon Vann for her service to the committee.

f. Information & Technology

Ken Gerlach

Ken Gerlach reviewed each of the workgroups (E-Path Transmission Work Group, Interoperability Work Group, Cancer Abstract Transmission Work Group, Path Lab Subcommittee, Security Work Group, and the Volume I Subcommittee). In addition, he provided information about the interoperability initiative and how it will change the structure of the IT

committee groups. He thanked Lori Havener for her hard work and support to the committee.

g. Nominating (Vote on Action)

Vivien Chen

Vivien started by thanking the members of her committee as well as Josh Whitely for his service to the group.

The response rate for the 2007 general election was 84.4%. The results of the election were:

- Treasurer: Maria Schymura
- At-Large: Susan Bolick-Aldrich
- At-Large: Jim Martin
- At-Large: Frances Ross

ACTION: The membership voted to destroy the 2007 voting ballots.

h. Program

John Graff

John Graff thanked everyone for their hard work over the past year to put on the 2007 conference. He enjoyed working with everyone and hoped everyone enjoys their time in Detroit. He referred to his written report for the remainder of activities.

i. Registry Operations

Susan Gershman/ Susan Bolick-Aldrich

Susan Gershman referred to her written report. She thanked Susan Bolick-Aldrich for work as the Co-Chair.

j. Uniform Data Standards

Andrew Stewart

Andrew Stewart said that this will be his last year (ending at the conclusion of the 2007 annual conference) serving on the committee. He anticipates that the group will have a light year in 2007-2008 and will serve as a resource to the committee during the transition. He referred to his written report for the remainder of activities.

8. Other Committee Reports

a. Cancer Registration Steering Committee

Liz Ward

No report given.

b. GIS

Francis Boscoe/ Kevin Henry

Frank Boscoe referred to his written report.

c. Interoperability Ad Hoc Committee

Ken Gerlach

Ken Gerlach addressed this in the IT Committee report.

d. NAACCR IRB

Holly L. Howe

Holly Howe referred to her written report.

e. Scientific Editorial Board

Myles Cockburn

No report given.

9. Liaison Reports

a. Commission on Cancer

Susan Van Loon

Susan referred to her written report.

b. AJCC

Colleen Sherman

Colleen referred to her written report.

10. Announcement of Future Meetings

Betsy Kohler

Betsy reviewed the future sites for the NAACCR Annual Conference for 2008-2010.

- a. 2008 – Denver, Colorado
- b. 2009 – San Diego, California
- c. 2010 – Quebec City, Quebec

11. New Business

a. Election: 2007-08 Nominating Committee

Betsy Kohler

Betsy opened the floor for nominations. The 2007-2008 Nominating Committee members that were appointed were:

- **Jill MacKinnon**
- **Laura Stephenson**
- **Jon Tonita**

b. Appoint Chair: Nominating Committee

Betsy Kohler

ACTION: Betsy appointed Laura Stephenson as the Chair of the 2007-2008 Nominating Committee.

c. Other Business from the Floor

Betsy Kohler

None.

12. Vision Statement for 2007-2009 from President-Elect

Susan Gershman

Susan Gershman reviewed her vision for NAACCR for 2007-2009.

13. Adjournment

The meeting adjourned at 1:20 PM Eastern.