NAACCR ANNUAL BUSINESS MEETING MINUTES

Denver, Colorado June 11, 2008

1. <u>Call to Order</u> Susan Gershman

Written materials were distributed prior to the meeting. President Susan Gershman called the meeting to order at 12:15 pm. The number of voting delegates were counted and it was determined that a quorum was present.

2. Approval of Minutes from the 2007 Meeting

Susan Gershman

No corrections were suggested. A motion was made to approve the minutes. All present were in favor of approving the minutes.

ACTION: The minutes were approved as written.

3. NAACCR Executive Director Announcement

Susan Gershman

Susan reviewed a presentation that she gave in San Antonio. During the first part of the presentation, she described the structure of the committees and subcommittees involved in the transition to a new Executive Director. She also reviewed the questions asked of the interviewees and the search process. She announced that candidates have been interviewed and the process is ongoing. Several questions were asked relating to timing and where the group is within the process. No exact timing has been determined for completion of the transition. Betsy's position as the Acting Executive Director technically ends this week however there is paperwork currently being finished to extend her position as Acting Executive Director until September.

4. President's Report

Susan Gershman

Susan offered the report to the participants and thanked the NAACCR staff for their help. She asked for questions, but there were none.

5. Treasurer's Report

Maria Schymura

- a. Balance Sheet as of 4/30/08
 - i. Total NAACCR assets are \$1,211,951.67. The report showed a stable balance sheet. The report was reviewed and Maria thanked the NAACCR staff for their help throughout the year.
- b. Financial Indicators History
 - i. Maria reviewed the provided charts on NAACCR's income and expenditures.
- c. NAACCR Gifts, Donations, and Bequest Program
 - i. Maria recognized those who donated through this program.
- d. List of Sponsors' Support of All Kinds
 - i. Maria reviewed the types of support that NAACCR receives from all organizations and recognized each.

6. Acting Executive Director's Report

Betsy Kohler

Betsy thanked the staff and the board of directors for their support. She reviewed new activities of NAACCR including sponsoring a CSI I in Canada and a data quality management program in Canada. She spoke about renewing NAACCR's participation in Comprehensive Cancer Control and a cancer surveillance summit that NAACCR hosted in February. Finally, she welcomed our new Sponsoring Member Organization – the Canadian Partnership Against Cancer.

7. Membership Report from the Board

Susan Bolick-Aldrich

Susan reviewed the membership report and noted the newly added members.

8. Standing Committee Reports

a. Bylaws

Maureen MacIntyre

i. The bylaws are not expected to change this year. Maureen requested that the following year's committee review the bylaws and anyone that wishes to suggest changes, please do so.

b. Communications

Dan Curran

i. Dan offered a PowerPoint presentation to the attending members that overviewed the role that the Communications Committee plays in the organization and the publications that they produce. He also reviewed the activities that they have completed this year and those they intend to complete next year. He discussed the News Wire service that we now subscribe to for putting press releases out to the public. He also discussed the new certification logos available for download on the NAACCR website.

c. Data Evaluation and Certification

Thomas Tucker

i. Overviewed the history of the committee and its role in NAACCR. He discussed the CINA Deluxe data file and registry certification. The committee is currently working on a project to improve the completeness of case ascertainment. Tom gave the results of registry certification for this year. They were: 66 submitted; 58 received certification; 51 received gold; 7 received silver. Tom then asked Kevin Ward to serve as the cochair of this committee.

d. Data Use and Research

Maria Schymura

i. Reviewed the reason for the committee and referred to the written report. Maria highlighted the coordinated call for data and its impacts. She also wanted to mention the recently disbanded research subcommittee and their recommendation to launch a research mentorship program which this committee hopes to carry out.

e. Education Mignon Dryden

i. Mignon referred to the report. She also thanked Shannon, Jim, and Monica. She noted that the committee would like to hear about the educational needs of the membership.

f. Information & Technology

Rich Pinder

i. Rich thanked the NAACCR staff, highlighted a couple of items then referred to the written report.

g. Nominating (Vote on Action)

Laura Stephenson

i. The committee sang a song about the report summary and then referred to the written report. They thanked Josh Whitley for his help with the committee and announced the results of the board of directors' election. There were some unusual circumstances for the election this year due to Maria's current position as Treasurer and her being elected as the President-elect. Susan asked Karen Knight to take on the role of Treasurer for the remaining year in that position. Glenn Copeland was asked to replace Karen Knight as a representative-at-large. She will take that position again after the first year. Laura asked for a motion to destroy the ballots. All present were in favor of destroying the ballots and the motion was approved.

ACTION: The membership approved the destruction of the voting ballots.

h. Program

Randi Rycroft

i. Referred to the written report. Noted the number of abstracts submitted and the invited session on the schedule.

i. Registry Operations

Robin Otto / Donald Shipley

 Referred to the written report. Wanted to highlight three completed projects: The Record Consolidation Test; The Guide to Address Data Security for Central Registries (included in Chapter 6 of Volume III); and the Volume III update.

j. Uniform Data Standards

Nancy Schlag

i. Referred to the written report. Nancy offered several updates: Volume II will be published soon after the meeting. Edits – on Monday, the workgroup decided to not release a version 11.2a, but will carry those changes over to the 11.3 release in July. The group has started taking data changes for version 12. UDS has approved 13 new CS data items.

9. Other Committee Reports

a. Cancer Registration Steering Committee

Liz Ward

i. This committee is relatively new. Their goal is to work as a communications vehicle. Liz referred to the written report.

b. GIS

Francis Boscoe/Kevin Henry

i. Frank discussed some of the major projects of the committee and referred to the written report for all other information.

c. Interoperability Ad Hoc Committee

Ken Gerlach

i. This committee is new and includes four workgroups. Ken referred to the written report. He highlighted the development of a flow diagram for the approval of new NAACCR data items. The committee is now proposing data item changes and they continue to work with the NPI file to flush out its uses.

d. Scientific Editorial Board

Myles Cockburn

i. The committee reviewed 18 or 19 articles before going out to journals. The process involved 37 different reviewers. The committee also reviewed the annual report to the nation before distribution. Very fast turn-around this year on the annual report.

e. NAACCR IRB

i. No oral report was given. Refer to the written report.

10. Liaison Reports

a. Commission on Cancer

Susan Van Loon

i. No oral report was given. Refer to the written report.

b. AJCC

Colleen Sherman

i. Referred to her written report.

11. <u>Announcement of Future Meetings</u>

Susan Gershman

- a. 2009 San Diego, California
- b. 2010 Quebec City, Quebec, Canada
- c. 2011 Louisville, Kentucky

12. New Business

a. Election: 2008-09 Nominating Committee

Susan Gershman

 Donna Turner nominated Kim Vriends. Maria Schymura nominated Laura Stephenson. Melanie Williams nominated herself. All were in favor of approving the nominee list.

ACTION: The list of nominees was approved.

b. Appoint Chair: Nominating Committee

Susan Gershman

 Susan Gershman made a motion to nominate Laura Stephenson as the Chair.

ACTION: Laura Stephenson was approved as the chair of the nominating committee.

c. Other Business from the Floor

Susan Gershman

i. No other business was presented.

13. Adjournment

The meeting adjourned at 1:35 PM Mountain Time.