NAACCR Annual Business Meeting Minutes

San Diego, California June 17, 2009

1. Call to Order, President's Welcome, and Report

Susan Gershman

a. Written materials were offered to those attending as they entered the meeting. President Susan Gershman called the meeting to order. The number of voting delegates present was counted and it was determined that a quorum had been reached.

2. NAACCR Executive Director's Welcome and Comments

Betsy Kohler

a. Betsy Kohler, NAACCR Executive Director, welcomed everyone present and noted the changes in the structure of the business meeting for this year which included the presentation of the Merit and Achievement awards and recognition of those registries who achieved certification for the most recent Call for Data.

3. Approval of Minutes From 2008 Meeting

Susan Gershman

- a. No corrections to the minutes were offered. A motion was made to approve the minutes. That motion was seconded and no one offered opposition.
- b. ACTION: The minutes were approved as written.

4. Financial Status Report and General Updates

Karen Knight

- a. Balance Sheet as of 3/31/09
 - i. Karen Knight reviewed the balance sheet and made note of our recent investment in a Washington Mutual fund. This fund has underperformed recently, but this was not unexpected in the current economy. As such, the NAACCR Board will remain vested in the fund with a careful watch on its progress.
- b. Financial Trends (2008 Audit)
 - i. Karen reviewed information regarding the 2008 audit and noted that there were no major findings.
- c. Presentation of Support of All Kinds 2008-2009
 - i. Karen urged those involved in NAACCR to review this information to learn more about how and from whom NAACCR receives its funds.

5. Committee Activity Summary and Reports

Susan Gershman

- a. Achievements and Activities Summary
 - i. Susan gave a report on current committee activity. She chose a single highlight for each committee from their individual reports.
- b. Committee Reports: 2008-2009
 - i. The full committee reports for each NAACCR committee, subcommittee, and workgroup are available as addendums to the agenda beginning on page 26.

6. Recognition of Committee Chairs

Susan Gershman

a. Susan recognized each committee chair and gave each a token of appreciation. Betsy thanked the committee members and chairs for their hard work and dedication throughout the year.

7. New Business

a. Election Results: 2009-2010

Susan Gershman

i. Susan announced the election results for the 2009-2010 Board Election. Karen Knight was elected Treasurer. Glenn Copeland, Mary Jane King, and Gary Levin were elected to fill the three available Representative-at-Large positions. Susan also noted the temporary appointment of Nan Stroup to fill a 1-year void in a Representative-at-Large position left by Karen Knight who will be the Treasurer.

b. **Destruction of Ballots**

Susan Gershman

 A motion was made to destroy the electronic ballots from the 2009 NAACCR Board Election. The motion was seconded and all present were in favor of the motion.

ACTION: The 2009 Board Election Ballots will be destroyed.

c. Nominating Committee for 2009-2010

Susan Gershman

i. Susan opened the nominations to the floor for the nominating committee. Laura Stephenson, Melanie Williams, Jim Martin, and Carol Russell were nominated. Laura, Melanie, and Carol were elected to serve on the Nominating Committee.

d. Appoint Nominating Committee Chair

Susan Gershman

ACTION: The incoming President, Maria Schymura, appointed Melanie Williams as the Nominating Committee chairperson.

e. 2010 - 2011 Membership Dues

Betsy Kohler

i. Betsy announced that, after much deliberation by the board, there will be no raise in membership dues for 2010-2011.

f. Other Business from the Floor

Susan Gershman

- i. Wendy Scharber wished to compliment the NAACCR executive office for the work they do. She also asked that members get involved in the electronic medical record/electronic health record arena. Betsy noted that Lori Havener has been doing all she is able to keep up with the advances in this area but she, as any one person, can only do so much. However, the board is aware of the situation and will do what they can.
- ii. Steve asked that the organization look at the three-year roll-out of major versions of the record layout and re-evaluate that rule based on the impact that each major version has on registry operations. Betsy noted that some of the pain is from the late availability of CSv2 schema and other projects not yet being complete, regardless of the year. Janette Jackson-Thompson noted that she believe they did not envision the 3-year guideline as a hard and fast rule, specifically in this instance where there has been almost no testing. She suggested taking a long look at every data element being collected and the quality of all items when we continuously expand the number of items being collected. When many data items in public use data sets are missing or listed as unknown, what use is it to ask registries to collect those items? Betsy noted that NAACCR's role in this is not to come up with the required data items. NAACCR can serve as a voice for the registries, but we do not make the rules for these organizations.
- iii. Jill MacKinnon noted that if items were to be required, that all necessary materials were to be made available for those items, which has not yet been the case with the 2010 changes.

8. Merit and Achievement Award Presentations

Frances Ross

a. Frances gave an introduction explaining the purpose of the awards and recognized those who have accumulated enough points to receive the awards. Four members received Achievement Awards and three received Merit Awards.

9. Registry Certification Announcement

Betsy Kohler

a. Betsy announced and handed out awards to the registries that received Silver and Gold Certifications for the quality of their data. This year, six registries from Canada and 47 from the United States were given a Gold certification. One registry from Canada and four from the United States were given a Silver certification.

10. Adjournment

a. The 2009 NAACCR Business Meeting was adjourned at 2:09 PM.