

AGENDA
NAACCR Board of Directors Teleconference Call
August 18, 2004

1. **Roll Call** **Dennis**
Members Present: Vivien Chen, Jane Braun, Michael Green, Lilia O'Connor, Dennis Deapen, Mignon Dryden, Susan Gershman, Betsy Kohler, Maureen MacIntyre
Members Absent: Connie Bura, Maria Schymura

Staff Present: Holly L. Howe, Charlie Blackburn

2. **Approval of July 21, 2004 (sent separately)** **Dennis**
The minutes of the June 7, 2004 Board-SMO minutes – Were **reviewed**.
The minutes of the July 9, 2004 minutes of Board - Were **approved as amended**.
The minutes of the July 21, 2004 – Were **approved as amended**.

3. **Treasurer's Report** **Charlie**
 - *Balance Sheet as of June 30, 2004* – The Balance Sheet reflects an increase in Total Assets. The Morgan Stanley Trust increased \$550.00.
 - *Revenue and Expense Statement Detail* – Lilia and Charlie will work together to develop a format.
 - *Revenue and Expense Statement as of June 30, 2004* - Expenses exceeded revenues by \$2,140. Annual Conference payables for hotel and audio-visual were paid in June 2004. In addition, the cost for printing of CINA was included in June.
 - *Unrestricted Budget Comparison as of July 28, 2004* – Expenses exceeded revenues by \$4,162. This is a typical balance for the July statement.
 - *Cash Flow Projection as of June 2004* - NAACCR cash flows continue to be strong.
 - *Annual Conference Report* - All conference registration has been received with the exception of \$650.00. Purchase orders have been issued for the amount. All expenses should be reflected in the next statement.

4. **Membership Applications** **Mignon**
Mignon presented the application of William F. Athas Ph.D to the Board.
ACTION. The Board approved the application for William F. Athas Ph.D.

5. **Executive Director's Report** **Holly**
The landlord of the NAACCR executive offices asked whether we would be interested in moving to a slightly larger space next door. The space has become recently available and is laid out more like office space than our current space. We would retain part of our current space and gain two more offices with an increase in storage space. The address

and entrance to the executive office will remain the same. The landlord has agreed to assume all moving expenses including rewiring for computers and phones in the new area as well as some refurbishing of the new space. A moving date has not been set.

Holly discussed the plans for an in-person meeting in March with the Board and chairs. Although some activity has taken place in planning this event, it became apparent to her that no budget has been designated. We traditionally have monies for one in-person meeting a year of this group and this year it is the Leadership Retreat. The Board discussed the need for a second spring meeting and decided to defer a decision on the second meeting until after the November retreat.

6. President's Report **Dennis**
None separate from other items on the agenda.

7. New Committee Liaison Assignments **Dennis**
Dennis briefed other members on the liaison assignments. The following recommendations were made and respective members were assigned as Committee Liaisons.

- Public Relations: Michael Green
- IT: Lilia O'Connor
- DEPC: Jane Braun

Dennis gave his appreciation for the effort, focus and direction that each liaison brings to the committees. Dennis noted that the SEB chair will be vacant soon and he is looking for a new chair. If anyone has any suggestions, please email him [Ed. Myles Cockburn was approached after the meeting and he agreed to chair this committee.]

8. Fall Leadership Retreat Agenda **Holly**
The November 3 and 4 meeting is progressing well. The agenda is attached. The agenda for November 1-2 training will be completed by the end of August.

9. Standards Implementation and UDS Committee **Dennis**
No new items.

10. Summary Stage: SS1977 to SSS2000: CRWG **Betsy**
NCI is working on this project. A report should be available in two months from the CRWG.

11. Naming of an Awards Coordinator **Holly**
Holly requested an awards coordinator be named. Betsy suggested a three-person committee with one chair and two members. Responsibilities would be to collect forms, answer questions on earning points and process forms. Maria, Susan and Betsy will take the responsibility for this. If Maria is not able to participate, then Jane volunteered to serve.

12. Public Health Data Standards Consortium

Holly

The IT committee recommended that NAACCR become a member of the consortium. There is no membership fee. The Board recommended that we sign up. Holly said she would handle this and arrange for all communication to be directed to Lori Havener who will then distribute to IT or other interested parties.

13. Report on Cluster Software Review and Approval

Dennis or IT liaison

The Board discussed the process of the review and its results. Members present feel that the report is more balanced than previous submissions.

ACTION. The Board moved to approve the report with the suggested revisions. Holly will notify David O'Brien.

14. Standards Volume III Review

Susan G

Members reviewed the document and discussed proposed changes. Other semantic changes and editorial suggestions should be e-mailed to Lori Havener. Most of the discussion focused on the use of the words “must” and “should”. **Monday August 23, 2004 is the deadline to give changes to Lori.** There was a motion to strike “approval” from agenda. The Board will be approving Volume III after all chapters are completed with review input from the Board.

15. Legal Filings Report

Holly

Holly presented the legal filings that NAACCR, Inc is responsible for on a regular basis. These are legal Federal, State and Local filings which are required to conduct the business of NAACCR, Inc. Staff will present this report on a bi-annual basis usually at the time of the in-person meeting.

16. Other

The Board reviewed the revised description and roster for the GIS Ad Hoc Committee. They felt that the materials provided a good scope, mission, and measurable objectives and direction for the committee.

ACTION. The establishment of the GIS Ad Hoc Committee was approved.

17. Correspondence (IACR, Certicode, et al)

Lilia clarified miscellaneous items as they relate to subjects above.

18. Board of Director Liaison Reports (if any announcements or updates)

Bylaws – Mignon

DEPC – Jane

DUC—Dennis

Education – Betsy

IT – Lilia

Membership – Mignon

Nominating – Maureen: *Maureen briefed the Board.*

Program – Dennis

PR – Michael

Registry Certification – Maria

ROC – Susan G

UDS – Maria
Web -- Connie
Scientific Editorial Board -- Maureen

19. 2004-05 Board Meeting Schedule:

Thursday September 23, 2004 at 3 pm Eastern
October 20, 2004 at 3 pm Eastern
Tuesday November 23, 2004 at 2 pm Eastern
December 15, 2004 at 2 pm Eastern
January 19, 2005 at 2 pm Eastern
February 16, 2005 at 2 pm Eastern
March 16, 2005 at 2 pm Eastern
April 20, 2005 at 2 pm Eastern
May 18, 2005 at 2 pm Eastern

20. Adjournment and Next Meeting

Dennis motioned for adjournment. The meeting adjourned at 5:00 pm EST. The next teleconference BOD meeting will take place September 23, 2004 at 3:00 pm EST.

Respectfully submitted,

Charlie Blackburn