

Minutes
Board Meeting
Wednesday, March 7, 2018
Hyatt Regency Princeton, Wilson Suite
Princeton, NJ

1. Consent Agenda

Nan

- Minutes
- Finances
- Membership
- Executive Director's Report
- Correspondence

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MARCH 7, 2018 WAS PASSED

The Board invited all Chairs and Staff to attend the Board meeting for March. Their input was welcomed during conversation.

2. White Paper Survival Changes

Randi

Randi updated the Board on the proposal to take over the CDC's role in promoting a survivorship plan through central cancer registries. This project was previously supported by CDC. However, it is currently not on their list of priorities and is "orphaned." CDC discussed this briefly and said that they believe in the project but just don't have the resources at this time. Randi thinks this can be an additional service to cancer survivors and a positive project for NAACCR. Randi spoke with a consultant who may be able to convert the product. Initial cost estimates for this would be \$20,000 - \$60,000. Randi believes that this could possibly be a small but steady revenue stream. Randi spoke with CDC and they said that they (CDC) would have no issues releasing the code as a NAACCR project. Chuck is appreciative of this proposal. He believes that the costs could well come in higher. Additionally, he cautions the Board that survivorship tools distributed outside of the clinical setting have not been shown to be effective. Randi said that there is still much value to be had. She outlined the ongoing costs for the group to consider. Isaac recommended that this be reconsidered if science supports the efficacy of distributing plans outside of the clinical setting.

THE MOTION TO CONSIDER TAKING ON (NAACCR BE THE NEW HOME) IN THE DEVELOPMENT OF WEBPLUS SURVIVORSHIP 2.0 WAS NOT PASSED. The vote did not pass at a vote of 1 yes – 5 no.

3. Merrill Lynch Investment Plan Change Update

Charlie

The change in the Merrill Lynch investment system inadvertently led to some temporary purchases of funds containing tobacco investments. This situation was quickly identified by Frank, and Merrill Lynch took corrective action. The Board reinforced its wish to not maintain any tobacco related holdings and requests that Merrill Lynch apply appropriate procedures to ensure that this does not happen. **Mr. Hofstrand will be asked to attend our April meeting.**

4. Investment Portfolio Restrictions

Nan

The Board discussed options of restricting investments in areas beyond the current restriction on tobacco such as fire arms, alcohol, and other industries producing harmful environmental exposures (eg. asbestos). Frank wishes to explore asbestos-related restrictions and will investigate this issue for further discussion at a later date.

The Board wants to ensure that they are fully vetting options and restrictions (if needed) for investments made by NAACCR. All members voiced support for maintaining the restriction on tobacco.

Frank motioned to maintain the current policy.

THE MOTION TO MAINTAIN THE CURRENT INVESTMENT PORTFOLIO POLICY WAS APPROVED

Frank motioned that he will convene a task force to investigate if additional cancer related portfolio restrictions should be considered in our portfolio restrictions policy.

THE MOTION TO CONVENE A GROUP TO INVESTIGATE ADDITIONAL RESTRICTIONS TO THE INVESTMENT PORTFOLIO WAS APPROVED

5. Sponsoring Member of Distinction Member Issues

Nan

The Board discussed Members with Distinction and the lack of payment by some organizations. Charlie provided background on how the office runs the membership dues notices. Members discussed, in detail, how to address issues where organizations do not pay their membership dues. They reviewed options and communications methods to garner membership payment dues processing. The Board will review membership categories in future months. (See below)

The Board voted to remove AJCC as a sponsoring member on NAACCR letterhead, print materials and the website since dues have not been paid since 2015. In addition, AJCC staff will not receive the member rate at the Annual Conference.

6. Canada Update

The following written update was forwarded by Heather Stuart-Panko prior to the meeting.

In a previous update I had provided information that Dr. Craig Earl took over the role of Vice-President, Cancer Control. The other senior executive change at CPAC this past year is Cynthia (Cindy) Morton is now the Chief Executive Officer.

- For the transition to TNM, Canada continues to move forward with adopting this for 2018 cases. The Canadian Council's recommendation for 2018 cases is at a minimum to stage the top four cancer sites. Some provinces/territories may do more than this but many haven't made a final decision yet. Canada is having a face to face, train the trainer session in Toronto in March. This is being funded through CPAC. It will focus on the top four sites as well as head and neck and gynec cancers.
- There has been significant progress in obtaining more national registry incidence coverage due to updates within the Ontario Cancer Registry who are now able to report to the Canadian Cancer Registry. As one of our largest provinces this is a huge milestone for Canada to have this data included. We do still have many challenges with getting Quebec cancer data into our national database but progress continues to be made.
- There has been additional capacity in human resources added at Statistics Canada for supporting the Canadian Cancer Registry as well as the Canadian Council of Cancer Registries which is critical to the functioning of our network of registries.
- There are four longstanding retirements of senior registry personnel within our Canadian registry community coming by summer (I won't name people yet) that will have an immense impact on our Canadian environment. That is about 20% of our leadership community! It will therefore be a transition year for us to say good-bye to these folks and onboard new people.
- There are some significant changes to our annual Canadian Cancer Statistics publication this year which includes no new projections for this year. The focus for the special topic will be on stage specific analysis.
- Our annual meeting for the Canadian Council of Cancer Registries is scheduled for May 8th and 9th in Ottawa.

7. Status of Standing Rules and Bylaws Updates

Lori

Charlie updated the group on Bylaws and Standing Rules changes. Currently, the group is finalizing changes to the Standing Rules. They have intentionally decided to focus on the Standing Rules and address Bylaws after June 2018. The Board received tentative changes prior to the meeting. Charlie asked the Board to forward any direction, theme, or text updates to him directly. The hope is to approve the modifications to the Standing Rules by June 2018. **The group will convene in late March for final text recommendations.**

8. Action on Discussions Board/Chair Meeting

Nan

Board Members discussed the action plan for items listed during the Board / Chair Meeting. The following action plan was outlined moving forward.

- **Advocacy Plan:** Lori Swain and Chuck Wiggins will develop an action plan, budget proposal template by June 2018.
- **Membership Coordinator**
- **Marketing Consultant**
- **Education PD (Implement Action Plans):** This will be accomplished during the development of the CDC Cooperative Agreement proposal. This will be accomplished by Staff through March, April, and May
- **Tool to Update SMP:** Lori Koch and Nan Stroup will work on a template for updating. This template will be sent to committees by May 1, 2018 so it can be implemented by the June meeting.
- **XML SAS Investment Tools:** Frank Boscoe and Isaac Hands will check into cost and help desk inquiries to uncover options for plug-ins and tools. Costing will be investigated also.
- **Membership Levels and Categories:** Nan Stroup, Deirdre Rodgers, and Randi Rycroft will work on background justification on potential structure changes. As long as benefits do not change, categories are not added or removed, or other structural changes are not suggested then updates can be handled prior to any official bylaws changes.
- **Sustainability:** Isaac Hands will coordinate with the group to make formal changes in the Spring of 2018.
- **Overarching Relationships:** Mignon will synthesize their thoughts and send to the Board for next steps and consideration.
- **Implementation Change:** Look into consultant to develop a professional change process. The initial steps of this will be handled by Liz Ward during her debrief of the 2018 Implementation Process in the Spring of 2018. Jim, Lori Havener, and Betsy will provide guidance to Liz on some of the concepts discussed so that a consultant can be sourced and priced.

9. Adjournment

The meeting adjourned at 4:00 PM. The next meeting of the Board will be April 18, 2018.