



Minutes

NAACCR Board of Director's Meeting

Wednesday, April 18, 2018

2:00 PM – 4:00 PM Eastern

Roll Call

Nan

Board Members Present: Nan Stroup, Randi Rycroft, Heather Stuart-Panko, Chuck Wiggins, Isaac Hands, Maria Schymura, Deirdre Rogers, Chris Johnson, Frank Boscoe

Board Members Excused: Lori Swain

Ex Officio: Betsy A. Kohler

Staff Member: Charlie Blackburn

Consent Agenda

All

1. Minutes
2. Finances
3. Executive Director's Report
Betsy's report was provided orally.
4. Membership
5. Correspondence
 - a. FAQ for New NAACCR BOD Members

Maria

Nan

There were several changes to the minutes from April. Charlie will update the changes and forward to the Board for electronic approval.

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MAY 16, 2018, WAS PASSED

Governance

6. Call for New Items to Agenda

Nan

Nan asked the Board for new agenda items. Betsy wanted to discuss the geocoder if there is time. At the end of the meeting this was discussed. The Geocoding Group has been meeting regularly to discuss options. The group has identified that it would need approximately \$230,000 annually to operate the geocoder. NCI has been involved with this group and will need to be involved in any discussions if this is something that is needed. Frank has also been with the group and provided some background. He said that the \$230,000 was a "wish list" and not necessarily critical activities. Frank said that he believes that the geocoding for the entire country could warrant one full-time employee to keep the system running etc. He also said that maybe the NAACCR core \$55,000 portion could be for basic services and then additional items through NCI directly with TAMU. Chris added that the amount being requested would be relatively inexpensive overall. Chuck said that any requests should be presented and evaluated through the head office and not necessarily through the subcontractor directly with NCI. Randi and Deirdre suggested talking to CDC about paying a portion of this increase in funding so that it can benefit the entire country. Chris asked to see if Dan has any records on service to NCPR registries and SEER registries. Betsy will obtain a little more information and get back to the Board.

7. Calum S. Muir / Constance Percy Awards**Betsy**

Betsy has sent a new vote for the Muir and Percy awards. The NAACCR office is required to place the order by Friday, May 18, 2018. The Board discussed the nominees and reached a conclusion on each award. These awards are confidential and therefore omitted from the minutes.

8. Investment Account Update**Betsy / Charlie**

The Finance and Personnel Subcommittee met with the NAACCR investment representative, Damon Hofstrand, in late April. Mr. Hofstrand provided a hybrid option to ensure that NAACCR does not invest in prohibited stocks and retains our investment strategy. The committee recommends the approach by Mr. Hofstrand. They also recommend that Charlie Blackburn meet with Mr. Hofstrand monthly to monitor the activities and progress. There are different methods available to manage NAACCR's investment portfolio that would provide broad diversification, but would exclude tobacco. The Finance Committee discussed the choices and opted for a hybrid approach, using primarily lower-cost exchange-traded funds (ETFs), but supplementing with a traditional mutual fund to fill a gap. This borrows from the advantages of both types and all funds used will screen out tobacco holdings, or are in sectors where tobacco does not exist. Frank noted that the portfolio was not compromised by this temporary hold on the account.

Mr. Hofstrand also noted that the advisory fee was recently reduced from 1% to 0.8% and will not change as a result of this transition.

THE MOTION TO APPROVE THE INVESTMENT STRATEGY RECOMMENDED BY THE FINANCE AND PERSONNEL SUBCOMMITTEE WAS PASSED

9. Southern Plains Tribal Membership – Update**Chuck**

Chuck has had several conversations with officials from the Southern Plains Tribal Registry. He will communicate with Charlie on the invoicing procedure once Chuck finalizes this with the organization.

10. Program Updates

a. Canada

Heather

There is quite a bit of transition from a staffing perspective because of retirements and other organization changes across the country. Heather said there are ongoing initiatives for cancer registries that is being discussed. A new system "Canadian Chronic Surveillance System" is being rolled out. They are checking into the possible duplication of cancer data and trying to link cancer data rather than a new system. A young Canadian group what captures pediatric data at a provincial level. They would like to link that pediatric data with cancer registry data. Staging and TNM is still being discussed. They would still like to have the top 4 sites available. The Canadian Committee will assist with training and other activities though.

Nan attended the Canadian Council meeting earlier in the month. Nan said that they did raise the issue of not having a Canadian representative on the Board next year. Nan asked Canadian representatives to consider ways to identify future people that could serve on the Board and how Canada could ensure there was representation on certain NAACCR committees. Heather said that this was discussed and a list was developed. There will be more information later in the year on the next steps.

b. NPCR

Chris

NPCR is rolling out a transition to their main software product. The production versions of Registry Plus V18 will be ready by July 2018. Hospital vendors may take longer so central registries may not receive v18 abstracts after data submission. They are not certain if NPCR will require V18 or not. They will indeed use version 16. If there

is a disconnect on the versions then there will be a conversion tool available. A survey is due to CDC by the end of May. This includes many items such as staffing levels, data, and operational elements. NPCR will be at the NCRA conference holding a training. This same training will be held at NAACCR. Randi said that new awards have not been received by all registries yet. The group then discussed the version preference by CDC for the next data submission. There is some concern that this could require additional work on NAACCR. Chris worked through the possibilities with the group and said there is a backup plan in place that should work to mitigate the impact.

c. SEER

Chuck / Nan

The contracts were awarded to registries. There was a contract kick-off meeting with all participating registries. Chuck said that there are many reports that will be due with the new contract process. There were a total of 16 registries funded. There were two registries that were not funded due to an application issue. There are four new registries. There are a lot of other operational changes that may be required from a security and IT standpoint. These will be worked out over time.

WOW Initiatives / March Group Reports

11. Registry of the Future

Nan

Nan is working through a higher level summary with the SMP and Registry of the Future. Nan is waiting to hear back from Nan and Betsy. Nan's hope is to have something at the June meeting. He would like to receive some updates from the groups that were formed in March. (See Below)

12. March Meeting Group Reports

Nan

No updates were provided. Betsy suggested bringing this up at the June meeting. Charlie will add this to the agenda.

Standardization and Registry Development

13. Report from S&RD

Randi

The group is still in search for a new co-chair. Nan asked the Board if there were any ideas of potential chairs for this group. No suggestions were provided.

Communications

14. Steering Committee Update

Lori

The May committee meeting was cancelled. The committee will meet in June to discuss leadership changes and establish a firm set of goals and objectives for 2018 – 2019. Frank said that the main agenda item would be to search for a new chair. Winny Roshala was approached to see if she would serve as an interim chair for Communications or S&RD. Nan will follow up with her. During the meeting Winny replied and said that she would be interested in co-chairing the S&RD committee.

Professional Development

15. Steering Committee Update

Deirdre / Maria

The last call was April 26th. Betsy provided an update of the Puerto Rico support. The group discussed options on how to help Puerto Rico but was unable at that meeting to come to a firm conclusion. The LMS and recording sessions is still a priority for the group. Frances continues to work on the Hackathon. Judging and logistics of the Hackathon were discussed. Work continues on the recruitment and retention survey. Nan elaborated a little more on the Puerto Rico discussions. After several calls the group it was determined that NAACCR would not be able to

provide the type of education they require at this time. Nan has connected a NJ employee with Puerto Rico to see if individualized assistance could be worked out.

Isaac said that there are 17 registrants. The registration was to close yesterday but it is still showing on the web site as of today. Isaac recommended that we continue to accept registrations through the month of May. Betsy and the group supported a longer registration. Isaac will see this out. He also mentioned that the Japan registry director contacted Isaac and he would like to send someone to observe the Hackathon as an observer but not stay for the Annual Conference. The board would like Isaac to invite this person to attend the conference at a complimentary rate.

16. Update on 2018 Conference

Betsy / Charlie

The 2018 conference is entering the final stages of planning. Registration is lower than previous years and is currently at 352. Charlie estimates that we will have between 370-390 attendees. Workshop registration is stronger than past years. Advanced is 17, Basic is 10, Geocoding is 16, MatchPro is 21. The final program proof is due today. Charlie is finalizing AV, logistics, hotel accommodations and other items with Venue West. He thanked the program committee, the Board, Betsy, and Wendy Aldinger for their efforts and guidance.

Research and Data Use

17. Steering Committee Update

Chris / Isaac

There was no meeting held in May. The Steering Committee will meet on June 11th in Pittsburgh. The XML webinar was held in April. The session was well attended and many questions were answered. Several have been working on a synthetic dataset that was a part of the call for data last year. David Stinchcomb has been working with Chris on this dataset which will be used for the Hackathon.

Strategic Alliances

18. Steering Committee Update

Betsy / Chuck / Lori S.

Nan asked Betsy if there was any word form CAP on their membership. Betsy said that there is a leadership meeting on the 2018 changes. Betsy has invited David Winchester to this meeting but there has not been a response as of yet. Heather asked if Canadians should be involved in this committee / meeting. Betsy said that Heather will be invited to this meeting but it is not a standing committee. This is to be more a debrief and next steps / lessons learned meeting.

Other

19. Items for June in Person Meeting

All

The Board discussed June meeting agenda items. Charlie recorded the ideas below and will ensure that they are included in the agenda and materials. Other ideas should be forwarded to Nan and Betsy.

- ROF
- Standing Rules
- March Meeting Groups
 - o Coordinator Positions (Advocacy / Volunteer Coordinator)
 - o Sustainability with Communications SC
- Geocoder

20. Adjournment and Next Meeting

The meeting adjourned at 4:00 PM Eastern. The next meeting of the Board will be Sunday, June 10, 2018 Wyndham Grand Pittsburgh, 8AM – 5PM King's Garden 1 Room.

Reviewers for Documents

2018 Implementation Guidelines review February 2018 – Randi Rycroft, Heather Stuart-Panko

Layout: Isaac Hands, Lori Havener (Staff)

Standards Volume I review January 2018: Nan Stroup, Deirdre Rogers

Standards Volume II review January 2018 – Chris Johnson, Frank Boscoe

Standards Vol V review April 2018: Isaac Hands