



## Minutes

### NAACCR Board of Director's Meeting

Wednesday, August 15, 2018

2:00 PM – 4:00 PM Eastern

#### Roll Call

Nan

NAACCR Board Present: Antoinette Stroup, Frank Boscoe, Maria Schymura, Angela Meisner, Isaac Hands (excused delay), Lori Swain, Deirdre Rogers, Kyle Zeigler, Randi Rycroft, Wendy Aldinger

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn

#### Consent Agenda

All

1. Minutes
  - a. Maria and Nan forwarded adjustments to the July minutes. The Board reviewed the revised minutes and the document was approved in the motion for the Consent Agenda.
2. Finances
3. Executive Director's Report
4. Membership
  - a. Linda Brogan Individual Membership Application
5. Correspondence
  - a. Geocoder Activities Summary

Maria

#### **THE MOTION TO APPROVE THE CONSENT AGENDA FOR AUGUST 15, 2018 WAS PASSED**

#### Governance

##### **6. Call for New Items to Agenda**

Nan

Betsy added the discussion on the template letter to registries. This item was discussed after #12 below. The Board discussed the proposed letter on reporting facilities. They also discussed nuances with implied meaning and perception of the letter. The end result of the discussion was for Nan and the group to go back and review the letter for later discussion.

##### **7. Program Updates**

- a. NPCR

Deirdre

Final reports for grants are due on September 30<sup>th</sup>. Success stories are due on the 15<sup>th</sup>. Changes to the required staging (2018 for registries). Also, the list of site specific data items was changed. CDC has a new Director that was announced. Deirdre said that there was not a lot of discussion on the required status changes. Wendy added that CDC is looking at the SSDI table still. They are trying to address some inconsistencies. A call will be held on Friday this week to finalize the discussions. Betsy received an email from Ryan McCabe that the Store Manual will be released this afternoon and announced tomorrow.

- b. SEER Isaac/Angela/Kyle  
The in-person quality improvement and DMS is happening in the fall. A computer security meeting will be postponed at this time.

**8. Board Self – Assessment**

Nan

Betsy, Nan, and Frank are working on the new Board Self-Assessment. They should have this completed in coming months for distribution closer to the end of the fall. They hope to send it to the Board in September or October. If other Board members have comments for suggestions on the assessment then please contact Nan as soon as possible with comments.

**9. Follow up on Action Items from June meeting**

Nan

a. Standing Rules

Lori S.

Lori Swain said the group met last week. The group will meet next month and bring to the Board for a vote next month or the month after. Nan thanked Lori and Maria for their time with this project thus far.

b. Annual Budget & ED Performance Review Timeline

Nan

The Finance and Personnel Subcommittee met several times over the summer to outline adjustments to information provided for the ED performance review. The delivery of this information will be moved up to January / February each year. Information such as the budget, increases, and adjustments will be provided and voted on between April - May each year. This way, the Board is approving a budget in advance of the fiscal year start which is June 1<sup>st</sup> each year.

c. Pay Equity & Compensation Evaluation

Nan

The Finance and Personnel Subcommittee is also working on evaluating Pay Equity and Staff Compensation. The purpose of this exercise is to simply evaluate where NAACCR is with salaries and benefits as compared to similar organization of size and scope. An organization, ASAE, publishes a comprehensive report comparing current salaries and benefits of organizations across the U.S. Lori added that NAACCR may wish to consider hiring a consultant to help the association navigate nuances in geography given that NAACCR employs ½ of the staff in different parts of the country. Benefits will also be discussed during this process. The subcommittee decided to table this discussion until the 2018 ASAE report is released so that we can do the evaluation with updated data.

d. Board Self-Assessment

Nan

This item was addressed in ITEM #8 above.

**10. Board/Chair Call**

Nan/Betsy/Charlie

Nan mentioned that there is Board / Chair call on September 19<sup>th</sup>. When NAACCR has these calls we typically have 1 hour for the Board then 1 hour for the Board / Chair portion. Frank advocated to keep the total meeting time to 1 hour. Kyle agreed also. Nan asked for agenda items.

- Progress toward initiatives / goals as well as how they integrated the work toward the goals.
- Chairs to share challenges with meeting goals or implementing plans.
- Committee updates.

Nan asked members to share any agenda items to her as soon as possible.

**11. In-Person Board/Chair Meeting (January 2019)**

**Betsy**

The Board would like to hold the Board / Chair in-person meeting on January 8-9, 2019. This will be a Monday travel day, Tuesday meeting, Wednesday meeting, and Thursday travel day. The rates are very competitive at \$149 a night. Charlie will secure the property and finalize the details. In addition, Betsy mentioned that the office is finalizing the Palm Springs 2021 Annual Conference site. With that package, the venue will offer the same rate for the NAACCR Board / Chair meeting in December 2020 or January 2021.

**12. Resolution – Kathleen McKeen**

**All**

The Board reviewed and approved the proposed resolution for Kathleen McKeen. A plaque will be sent to Kathleen as a mention at a permanent place on the NAACCR web site.

**THE MOTION TO APPROVE THE PROPOSED RESOLUTION FOR KATHLEEN MCKEEN WAS PASSED.**

**Strategic Alliances**

**13. Steering Committee Update**

**Betsy / Nan / Frank / Lori**

Kim Vreinds (Canadian Representative) contacted Nan to discuss IACR Conference as well as other Canadian updates. They are still scheduling meetings with CDC and NCI for future calls. Maria forwarded a letter to CAP that their membership was approved. Payment is pending at this time but will be paid soon. Betsy did reach out to several representatives in Canada as the required changes but most were on vacation at this time. Betsy will stay in contact with Canadian representatives as the year progresses.

**14. June 2018 Priority: Framework for advocacy/policy coordinator, OVAC**

There were no immediate updates at this time. Nan is working on the next steps of considering an advocacy / policy coordinator. This will be handled by the Personnel and Finance Subcommittee.

**Standardization and Registry Development**

**15. Steering Committee Update**

**Isaac / Wendy**

Work has been done on feasibility of required changes. Implementation Manual is also being revised.

**16. Completeness - Certification**

**Betsy / Frank**

Two weeks ago Betsy was contacted by the Chronic Disease Control Association about an opportunity that was released by CDC. This particular funding opportunity had a section of cancer surveillance. There are two projects 1. Build a LMS or enhance it. (\$300k) 2. 12-Month data and make recommendations to comply with requirements. (\$1.5 M)

The funding opportunities are for 10 months beginning in October of 2018. Notifications will take place in September 2018. We were informed by Chronic Disease that these opportunities are set for 10 months but will take 12 months + with no cost extensions if needed. The influx of these opportunities is significant but more important, it is a perfect fit for NAACCR.

### **17. June 2018 Priority: Timeliness Recommendations**

**Wendy**

Wendy said that there was discussion on developing a Task Force but no other information is available at this time.

### **18. XML Implementation**

Fabian Depry has done work to get XML to work in SAS. A presentation was done at the 2018 NAACCR Conference. At that time, it was noted to develop a plan with the work group. During the call, several people thought that it was not a good idea for NAACCR to be the main funder of this activity. However, there was not time to end the discussion. In summary, the XML work group is hesitant to fund this through NAACCR. Additional information will be made available after their next call in September. Isaac said that this development may impact the recommendation on implementing XML. Based on the information presented at this time, a member of the group felt that current tools with slight modifications (flat file to XML) will be sufficient. Members of the Board did not necessarily agree with this solution. Isaac will update the group in September.

## **Professional Development**

### **19. Steering Committee Update**

**Deirdre / Randi**

The group is working on the survey course. This should be released by the end of 2018. They debriefed on the Hackathon. In addition, the group went over the goals of the face to face Board meeting. New staff education was also discussed but nothing was finalized as of yet. In light of these goals, a team charter will be developed. Global initiatives will also become a part of this group's mission.

### **20. June 2018 Priority: Framework for new hire education**

This item was discussed within the conversations of ITEM #22 below and #6.

## **Communications**

### **21. Steering Committee Update**

**Lori / Kyle**

The most recent call was spent mostly re-collecting thoughts and commitments to stay in this committee for the next year. Melanie will provide focus and direction with committee members as the year progresses.

### **22. June 2018 Priority: Membership/Volunteer Coordinator**

Nan asked if the committee had discussion on this topic. Lori said that since this was the first call, this item was not discussed at this time.

## **Research and Data Use**

### **23. Steering Committee Update**

**Maria / Angela**

The July meeting was cancelled. The State Cancer Fact Sheets will be on the next month's agenda.

### **24. June 2018 Priority: Cancer Control Indicators & Data Release Policy (re-release of data)**

The group has not had a lot of progress at this time.

On a side note of conversation, Nan thought that the committees may need a little more time to work on projects and move the Board / Chair Meeting to October 2018. Frank and Kyle agreed with this thought. Nan, Charlie, and Betsy will work on notifying everyone.

**Other**

**25. 2018 Conference and Future Annual Meetings**

**Betsy / Charlie**

The IACR Conference for 2019 is still in progress. We are waiting to hear from them to work out budgets and set up a program committee. A timeline will have to be established for abstracts and major events. This should be completed closer to September.

**26. Adjournment and Next Meeting**

**All**

The meeting adjourned at 3:55 PM. The next teleconference meeting of the Board will be September 19<sup>th</sup>. It was noted that the Board/Chair meeting will now take place on October 17<sup>th</sup>.

*Scheduled Board Meetings 2018 – 2019*

*Time: 2:00 PM – 4:00 PM Eastern; Dates:*

*August 15, September 19, October 17(Board/Chair), November 21 (possibly move to the 14<sup>th</sup>), December 19, January 16, February 20, March 20, April 17 (Board/Chair), May 15*