



Minutes

NAACCR Board of Director's Meeting

Wednesday, September 19, 2018

2:00 PM – 4:00 PM Eastern

Roll Call

Nan

NAACCR Board Present: Antoinette Stroup, Maria Schymura, Angela Meisner, Isaac Hands, Deirdre Rogers, Kyle Zeigler, Wendy Aldinger, Lori Swain, Randi Rycroft

NAACCR Board Members Excused: Frank Boscoe

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn

Guest: Lauren Groff, Auditor, Sikich LLP

Nan

All

Consent Agenda

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership
 - a. Leukemia Society Sponsoring Member Application
 - b. Avalere Sustaining Member Application
 - c. Brook Individual Member Application
 - d. Lu Individual Member Application
 - e. Lynch Individual Member Application
 - f. Frost Individual Member Application
5. Correspondence
 - a. Geocoder Activities Summary
 - b. Capturing the Picture of Cancer
 - c. AJCC Annual Meeting Report

Maria

The membership applications ITEM #4 were removed from the consent agenda. These will be discussed later in the meeting.

THE MOTION TO APPROVE THE CONSENT AGENDA FOR SEPTEMBER 19, 2018 WAS PASSED

Removed from Consent Agenda Membership

Maria

- a. Leukemia Society Sponsoring Member Application
- b. Avalere Sustaining Member Application
- c. Brook Individual Member Application
- d. Lu Individual Member Application
- e. Lynch Individual Member Application
- f. Frost Individual Member Application

g. NorelFrame Sustaining Member Application

Maria provided feedback on all Sustaining Membership applications. The Board reviewed their applications prior to the meeting. NorelFrame was sent the same day of the meeting but Maria was able to still provide background on the non-profit organization.

THE MOTION TO APPROVE THE SUSTIANING MEMBERSHIP APPLICATIONS OF LUKEMIA SOCIATY, AVALARE, AND NORELFAME WAS APPROVED.

Maria also provided feedback on all Individual Membership applications. Their applications were reviewed prior to the meeting.

THE MOTION TO APPROVE THE INDIVIDUAL MEMBERSHIP APPLICATIONS OF BORRK, LU, LYNCH, AND FROST WAS APPROVED.

Governance

2. 2018 Audit Presentation to the Board – Separate Attachments

Charlie / Sikich LLP

Lauren Groff from Sikich LLP presented the 2018 audit. Ms. Groff explained the major elements of the audit, elements of what is covered, and future changes to the audit process. Overall, NAACCR is on solid financial and operational footing. There were no material items of weakness and NAACCR was designated as a low risk auditee. Responsibilities of each party were also reviewed. Lauren reminded the Board that this is a year-long process and thanked Adele as well as Charlie for their work during the audit. Board members reviewed the financial statements prior to the meeting and asked questions during the presentation. Charlie thanked Adele Hileman, NAACCR Comptroller, for her efforts during the audit and working with Sikich. He also thanked Sikich for their work and advice during the year.

3. Call for New Items to Agenda

Nan

Nan asked for new items to the agenda. Nan struck Item #11 and moved #9 Standing Rules Amendments to October.

4. Program Updates

a. NPCR

Deirdre

A new Summary Data Item was released. October / November is the anticipated release date for Registry Plus updates. Betsy mentioned that the DLL should be out this week or by the end of the month.

b. SEER

Isaac/Angela/Kyle

A face to face DMS and Quality Experts meeting will be held in D.C. next week. Others are preparing for their data submission in November.

c. Canada

Nan / Betsy

Nan said that she and Betsy spoke with Kim Vriends. They discussed the program planning in Vancouver 2019. Kim will look for individuals to serve on the RDU Steering Committee (Loraine Shack) as well as the 2019 Program Committee. THE Canadian Council Meeting will be held in early April 2019. They also discussed Canadian Nominees for the 2019 election. Kim will assist with this also and report back to Bettys and Nan.

5. Standing Rules Proposal – Separate Attachment (ACTION)

Lori / Maria

This item was tabled until the October BOD meeting.

6. Board Self – Assessment Update

Nan

Nan and a subcommittee have been working on a draft of the Board-Self Assessment. Charlie has created a very rough draft to see how the functionality will work. The committee still have a few steps to complete before forwarding to the Board. Once the next steps are complete a draft will be sent for input. Nan will connect with Charlie to finalize the survey tool.

7. Follow up on Action Items from June Meeting

Nan

a. Board Self-Assessment

Nan

This item was addressed above.

8. Tactical Group Draft Charter

Betsy

Betsy presented a proposal for managing change to the Board. Betsy answered questions on how this is different than the Change Management Board. She said the CMB will be retired and the process presented will replace the formal group. Maria asked if the National Coordinating Council would still exist. Betsy and Lori Havener have suggested resurrecting this group again but the buy-in has been slow. Lori Swain endorsed having the NCCCS group exist in some way for the greater good of all organizations. The group recommends a High-Level Strategic Group and a Mid-Level Tactical Group. Randi Rycroft will be the liaison to the Mid-Level Tactical Group and Betsy will be the liaison to the High-Level Strategic Group.

9. Update on Nominating Committee

Kyle

The Nominating Committee met two weeks ago. Kyle is the Board Liaison to the group. Betsy also serves on the committee. The group identified the current positions open which are 3 At-Large positions and the Treasurer position. There were several suggestions brought up for these roles but the committee needs specific suggestions for nominees from the Board. In particular, a Canadian representative is requested. There will be an open call but the committee still wants suggestions so they can approach individuals about running for office. They highly encourage any current Board Members that are eligible to run for office again to please do so. Kyle would like to hear from those individuals and forward their name to the committee. Kyle said that an article will be sent in the next Narrative. The ballot will be completed by early December.

Strategic Alliances

10. Steering Committee Update

Betsy / Nan / Frank / Lori

Nan previously mentioned the call with Kim Vriends as the Canadian representative. Additionally, Nan forwarded an application for One Voice Against Cancer. This was previously discussed in June but no decision has been made yet. The cost of membership for NAACCR's size is \$5,300.00. Lori outlined the major obligations for being a part of this organization. There are Walks On The Hill, Hill Briefings, and the ability to bring cancer registry messages to members of government on issues or goals.

Post meeting action: The membership for OVAC was processed later in the week.

11. June 2018 Priority: Framework for Advocacy/Policy Coordinator, OVAC Nan

This concept was vetted several times during the year. Past-President, Chuck Wiggins, previously developed an outline of this concept and position with Lori Swain. Nan wanted to continue to discuss options for this role among the Board to see if it is time to take the next steps in the planning process.

Standardization and Registry Development

12. Steering Committee Update Isaac / Wendy

The group met on August 23rd. There are three new task forces they want to create 1. Interstate Data Exchange 2. Timeliness Task Force 3. New and Emerging Data Sources. Wendy added that the Implementation Guidelines Document was submitted for review at this meeting.

13. XML Implementation in SAS update Isaac

Isaac said that there have been two workgroup calls to uncover what oppositions are to the concept of NAACCR “owning” the process. Not much process has been made to investigate this at this stage. They are also looking at possibly an easier way to extract data rather than SAS (maybe a delimited file). Isaac will speak more to this at a later meeting once the issues are vetted.

14. Implementation Guidelines - Separate Attachment (ACTION) Nan / Betsy

S&RD submitted the guidelines document for review and approval. Kyle and Randi were the reviewers for this document. Randi was excused for this meeting but provided a review and recommendation prior to the meeting. Her recommendation was to approve with minor edits. Kyle also provided a review document and spoke to his findings at the meeting. Her recommended approving with minor edits also. Nan also provided details on some changes that she will forward to the group. Nan confirmed that she will connect with leaders of the group to provide input and potential minor changes.

THE MOTION TO APPROVE THE IMPLEMENTATION GUIDELINES DOCUMENT WITH MINOR CHANGES WAS APPROVED.

15. Volume II Process Proposal - Separate Attachment (ACTION) Nan / Betsy

The S&RD Steering Committee drafted a process document to the Board. They also drafted a guide for how to conduct feasibility analysis and studies for new data items as well as existing data items. Nan understands that this proposed process helps manage changes that standard setters want to make to the NAACCR standards. Specifically, it provides guidance on how to proceed with a feasibility analyses can be done. Maria suggested approving this but discussing this with the other groups impacted. Betsy concurred with Maria’s thoughts. Isaac prefers the processes that are being requested but wonders how they will be enforced in the end.

Maria moved to approve the concept of and recommend that the concept be brought to the Tactical and Strategic Work Groups so that it is clear that the group needs to decide how to work the practical enforcement of the process proposal.

THE BOARD PASSED THE MOTION MENTIONED ABOVE.

Professional Development

16. Steering Committee Update Deirdre / Randi

They will be working via emails to finalize documents, task forces, etc. as well as the web site.

Research and Data Use

17. Steering Committee Update

Maria / Angela

The committee met in August and went over Board priorities. Some of the discussion focused on fact sheets that the Board was speaking about. It was decided that the Fact Sheets of the ACS CAN were the samples the Board was referring to. They will locate these advocacy / cancer control indicators sheets and forward to states for reference. They decided to no longer include birth place in CINA forms because researchers were misusing the fields. The group would like guidance around the certification concept. Maria reviewed the June minutes but it was not clear on the final word of action. Maria will follow up with Heather Stuart-Panko (Canadian Representative) to see where Canada stands in this process.

Communications

18. Steering Committee Update

Lori / Kyle

Melanie Williams, Chair, was ill on the date of the last meeting and the next date is October 10, 2018.

Other

19. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board is Wednesday, October 17, 2018. It is noted that this meeting will be from 2:00 PM – 3:00 PM Eastern with the Board / Chair Meeting taking place from 3:00 PM – 4:00 PM Eastern.

Scheduled Board Meetings 2018 – 2019

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

October 17(Board/Chair) Board 2-3PM; Board – Chair 3-4PM, November 28 (NEW DATE), December 19, January 8-9 Philadelphia, PA Lowes Hotel, February 20, March 20, April 17 (Board/Chair), May 15