



**Minutes**

**NAACCR Board of Director’s Meeting**

**Board / Chair Meeting to Follow**

Wednesday, October 17, 2018

Board Meeting 2:00 PM – 3:00 PM Eastern

Board / Chair Meeting 3:00 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

**Consent Agenda**

**All**

- 1. Minutes
- 2. Finances
- 3. Executive Director’s Report
- 4. Correspondence
  - a. AJCC Membership Information / Update
  - b. OVAC Membership Completed
  - c. TAMU Monthly Activity Report

The membership applications were removed from the consent agenda prior to the meeting.

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

**Governance**

**5. Call for New Items to Agenda**

**Nan**

Nan welcomed everyone and asked for new agenda items.

Randi Rycroft will be retiring her position in Colorado at the end of November and become the director of Idaho Cancer Registry December 10<sup>th</sup>.

Lori presented a request from the NCRA’s board asking for suggestions of organizations to consider collaboration with. Betsy suggested joint presentations with NCRA and NAACCR be considered as well.

**6. Membership**

**Maria**

- a. American Lung Association Sustaining Membership

The American Lung Association has applied for a Sustaining Membership. Maria reviewed the application and discussed her endorsement of their membership to NAACCR

**THE MOTION TO APPROVE THE AMERICAN LUNG ASSOCIATION’S SUSTAINING MEMBERSHIP APPLICATION WAS PASSED**

## **7. Program Updates**

### **a. NPCR**

Deirdre

Success stories and financial reports have been submitted. Data submission information is available on the website. Software will be tested in November-December and then be ready for use for 2018.

### **b. SEER**

Isaac/Angela/Kyle

SEER has discussed scaling back on stringent security requirements in the contracts. Kyle reported the face-to-face meeting went well. Isaac shared that Paul Fern, Chief of Surveillance of the Informatics branch with NCI SEER passed away earlier this month.

## **8. Gil Friedell Contribution**

Betsy

Sadly, NAACCR learned that Gil Friedell recently passed away. Dr. Thomas C. Tucker approached NAACCR to inquire if the Association would be interested in contributing to a memorial in his name. The details of the proposal were included in the Board agenda. A charity will be decided for contribution in memory of Paul Fern by the next board meeting.

**THE MOTION TO APPROVE TO CONTRIBUTE TO A MEMORIAL FUND IN THE NAME OF GIL FRIEDEL WAS PASSED**

## **9. Funding Updates**

Betsy

NAACCR was approached by the Chronic Disease directors to work on 2 NPCR projects and was funded for both. The projects are:

- Enhance an LMS system for use by all registries and post award conversations.
- Compare between registries that had success in collecting 12-month data to those that have had a difficult time complying with the 12-month data standard. Develop recommendations for registries having difficulty meeting that standard.

## **10. Standing Rules Proposal – Separate Attachment (ACTION)**

Lori / Maria

Lori provided the revised standing rules to the Board prior to the meeting. She detailed the major changes and highlighted some rationale for the updates. Nan would like to have the S&RD Steering Committee update their purpose and scope. Lori recommended that the Board approved the standing rules. Ask the S&RD to update their purpose and scope, to be added later. Funding is available in the current NAACCR fiscal year for a parliamentarian to provide review and guidance on the bylaws.

**THE MOTION TO APPROVE STANDING RULES AS SUBMITTED WAS PASSED**

## **11. Board Self – Assessment Update**

Nan

Nan forwarded the final survey to Charlie. He is developing the electronic survey. This will be complete by next week and distributed at the end of October.

## **12. Finance & Personnel Subcommittee Update**

Maria

Maria provided an update on the Finance and Personnel Subcommittee actions. This group has met over the last few months to iron out a review of benefits, salary structure, and other financial matters. They are now beginning to look closely at the salary structure to ensure NAACCR is competitive. There is no immediate opinion that NAACCR does not have competitive salaries, but this process has not been completed in years. In addition, the benefits package may have opportunity for enhancement with minimal cost to the association while giving good benefits to the employees.

## **13. Update on Nominating Committee**

Kyle

Upcoming positions were discussed and ways to communicate the opportunities to run. The committee is also looking at increasing Canadian participation on the board.

**14. Discussion of AJCC Correspondence****Nan**

Nan is unsure the issues in securing AJCC's membership can be resolved. An email was sent to Francis Ross regarding their membership. Betsy is at a loss as what to do next. Connie Bura will return to the cancer program the end of this year.

**15. De-Brief on CDC Co-OP Kick-Off Meeting****Betsy**

Betsy, Jim Hofferkamp, and Lori Havener all met in Atlanta to attend the CDC Cooperative Agreement Kick Off Meeting. This was attended by ACoS, CAP, and NAACCR. Betsy detailed the meeting goals, objectives, and outcomes.

**16. Committee Reports (Provided During Board / Chair Meeting)****All**

The Steering Committee Reports will be provided during the Board / Chair meeting immediately following the Board meeting.

**17. Adjournment and Next Meeting****All**

The meeting adjourned at 3:00 PM Eastern. The Board / Chair meeting will follow immediately after the meeting. The next teleconference meeting of the Board is November 28, 2018. This is a new date from the normal pattern.

*Scheduled Board Meetings 2018 – 2019*

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

*November 28 (NEW DATE), December 19, January 8-9 In-Person Philadelphia, PA; Loews Hotel, February 20, March 20, April 17 (Board/Chair), May 15*

<b>Board Members, Committee Memberships, and Document Review Assignments</b>		
<b>Board Member</b>	<b>Committees</b>	<b>Document Review</b>
Betsy Kohler, Executive Director, Ex-Officio	Strategic Alliances, Personnel & Finance Subcommittee, Bylaws Committee	
Nan Stroup, President	Strategic Alliances, Personnel & Finance Subcommittee, Bylaws Committee	Standards Volume I (primary)
Frank Boscoe, President-Elect	Strategic Alliances, Personnel & Finance Subcommittee, Bylaws Committee	Standards Volume V (primary)
Maria Schymura, Treasurer	Personnel & Finance Subcommittee, Bylaws Committee, Research & Data Use SC	Standards Volume II (secondary)
Lori Swain, SMO Representative	Strategic Alliances, Personnel & Finance Subcommittee, Bylaws Committee, Communications SC	
Angela Meisner, Representative-at-Large	Research & Data Use SC	Standards Volume V (secondary)
Deirdre Rogers, Representative-at-Large	Professional Development SC	Standards Volume II (primary)
Isaac Hands, Representative-at-Large	Standardization & Registry Development SC, XML Implementation	
Kyle Ziegler, Representative-at-Large	Communications SC, Nominations Committee	Implementation Guidelines Review (secondary) Standards Volume I (secondary)
Randi Rycroft, Representative-at-Large	Professional Development SC	Implementation Guidelines Review (primary)
Wendy Aldinger, Representative-at-Large	Standardization & Registry Development SC	