



Minutes

NAACCR Board of Director's Meeting

Wednesday, December 19, 2018

2:00 PM – 4:00 PM Eastern

Roll Call

Nan

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

NAACCR Board Members Excused: Lori Swain

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn

Consent Agenda

All

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership
5. Correspondence
 - a. TAMU Geocoder Report (Separate Attachment)
 - b. SEERiously Newsletter (Separate Attachment)

Maria

Kyle

The minutes from December 2018 were reviewed with Maria's edits. The Board approved the minutes pending the edits are made. **THE MOTION TO APPROVE THE CONSENT AGENDA FOR DECEMBER 19, 2018**

Governance

6. Call for New Items to Agenda

Nan

Nan asked if there were additions or changes to the agenda.

7. Board FY19 Timeline

Nan

Nan drafted a 2019 Fiscal Year Timeline. She identified the major elements of the timeline. Nan asked members to provide input to her after the meeting on any changes or suggestions.

8. Finance and Personnel Subcommittee Update

Maria

The group has not met since last Board Meeting. They meet Friday to discuss the Bylaws.

9. Program Updates

a. NPCR

Deirdre

A town hall call was discussed. Their internal evaluation is happening at this time. They announced future funding cycle opportunities and schedules. The next town hall calls were announced. Continuation applications are due in February. At NCRA there will be software program trainings. The education and training conference will take place in May. The program review will be in April. WebPlus is in the final stage of testing and will be released soon. PrepPlus is in testing phase. AbstractPlus has been released already.

b.

SEER

Isaac/Angela/Kyle

No SEER updates to announce. Kyle announced a reliability study will be performed in coming months (March 1 start). He was not sure on the number of groups that will be involved. The SEER workshop will be in May with the location in Denver, CO. The SEER Newsletter was also sent with this meeting's agenda for review. Members of the Board expressed positive comments about the newsletter.

c. Canada

Nan/Betsy

Kim Vriends was invited to an executive meeting. They had a Canadian Council meeting and their standards are still not finalized. This has been a difficult task. Canada has secured a member on the XML group. The next meeting is in April 2018.

10. Update on Nominating Committee

Kyle

The Nominating Committee has completed their process and the group has finalized the candidates. The vote will begin in January. Kyle said that the group was pleased that a Canadian Candidate was secured this year.

11. Board Self-Assessment

Nan

Nan, Betsy, and Frank reviewed the summary of the Board self-assessment. They analyzed the information and presented a review of the comments. She referred the Board to the document presented at the last Board meeting. Nan reviewed the summaries of major sections, areas of strengths, areas of weaknesses, and potential next steps. Nan would like to have a larger group discussion of what the Board needs to decide on what to change and work on over the next few months in relation to the outcomes of the self-evaluation. Randi asked when the last time the Board asked the membership about communications. Charlie thought that there was a survey completed by the Communication Steering Committee approximately 5 years ago. He will look for results of that survey. He also said that the Communications Steering Committee will discuss surveys and methods at the Board / Chair meeting. Betsy asked the Board to consider the major items on the list that they would like to address first to gain consensus on priorities. Frank is willing to synthesize the results for Nan in advance of the meeting so that they could be discussed in January.

12. Board/Chair Meeting (Jan 8-9) Agenda

Nan/Betsy

The Board / Chair meeting agenda was distributed prior to the meeting. Charlie will send the agenda to the attendees after the meeting. The agenda is still in the works but is mostly complete. Nan highlighted the major sections, updates, and next strategic steps for the Association. This year the Board is asking the Committee Chairs to update to the group on action items from the current plan of activities. This meeting will take place over two days with the second day being a Board only meeting in the afternoon. Betsy asked opinions from the Board on their thoughts of the agenda. Kyle said that there is a lot on the agenda and is hopeful that we can get through it all. Randi noted a typo. Maria mentioned that she and Frank will need to leave at 5:00 PM and Betsy will adjust the schedule. The Board would like to have as much information as possible prior to the meeting for digestion of the topics. Charlie also reminded everyone to book their travel and to contact him if they need assistance. Nan asked everyone to send changes or additions to her or Betsy as soon as possible.

As a side note, Betsy provided the Executive Director's Report. NACDD contracts are not completed yet but should be finalized by the end of the year. Battelle is slow to start but activities are moving. She met with NCI after U.S. Thanksgiving which was a good meeting to iron out priorities for next year.

Communications

13. Steering Committee Update

Lori / Kyle

The group met last week. A survey and concepts will be presented in January. Kyle also mentioned that there were no comments from the Board on the survey so they No other immediate updates were available.

Standardization and Registry Development

14. Steering Committee Update

Isaac / Wendy

Their last meeting was cancelled. No update at this time.

Professional Development

15. Steering Committee Update

Deirdre / Randi

The group met in November and discussed the final presentations for the survey course. They are ramping up content in the LMS also. Work also continues on remote workplace policies and procedures. They are gathering information from various sources across the country on this topic and will synthesize them moving forward.

Strategic Alliances

16. Steering Committee Update

Betsy / Nan / Frank / Lori

Update provided in #17 below.

17. OVAC Update (June 2018 priority)

Nan

Nan and Lori attended the OVAC meeting in DC last month. She mentioned key cancer surveillance leaders that were in attendance. A summary was presented in a report prior to the meeting which Nan reviewed in more detail. Nan and Lori were pleased that cancer registries were highlighted at points during the meeting and their continued funding / increased funding is critical also.

Research and Data Use

18. Steering Committee Update

Maria / Angela

The next meeting is scheduled for the 25th of December so that meeting will be cancelled. The next meeting will be in January and Maria will provide a report at that time.

Other

19. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next meeting of the Board and Chairs is an in-person meeting in Philadelphia, Pennsylvania on January 8 - 9, 2019.

Scheduled Board Meetings 2018 – 2019; Time: 2:00 PM – 4:00 PM Eastern; Dates:

January 8-9 Philadelphia, PA (all day), February 20, March 20, April 17 (Board/Chair), May 15

Board Members, Committee Memberships, and Document Review Assignments:

Board Member	Committees	Document Review
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	