

**NAACCR Board of Directors In-Person Meeting  
Minutes**

January 8 – 10, 2019  
Loews Hotel Philadelphia, PA

**Wednesday, January 9, 2019 –**

**NAACCR Board of Directors In-Person Meeting    11:30am – 5:00pm**

**11:30am – 11:10am    Roll**

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

NAACCR Board Members Excused: Frank Boscoe

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn

**11:10am – 11:20am    Consent Agenda**

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership
5. Correspondence
6. FY19 Board Timeline

**THE MOTION TO APPROVE THE CONSENT AGENDA FOR JANUARY 9, 2019 WAS PASSED.**

**11:20am – 11:30am    Call for New Agenda Items**

**President-Elect Conversation**

This was discussed later in the agenda.

**Maureen MacIntyre**

Maureen is retiring at the end of the month. Maureen was NAACCR's first Canadian President.

**ACTION:** Betsy will complete a Board Resolution and present it to the Board at the February meeting. Betsy reminded everyone to submit nominations for the Muir and Percy awards in the spring.

## Congressional Welcome Letter

Lori presented a congressional welcome letter. The Board is supportive of this letter and thanked Lori for developing it with Betsy. **ACTION:** Lori will take ideas from the Board via email next week and integrate them into the letter.

## AcOS Cancer Programs

Based on the changes to the Cancer Programs Division at AcOS, the Board discussed how membership would be handled for AJCC and CoC sections. The Board wants to make sure that if the ACoS has restructuring and it makes sense to have a single membership. **ACTION:** After discussion, the Board would like Charlie to contact Connie Bura to have her complete a membership application for the program.

## Filling Web and Technology Position

Charlie said that the position interviews are happening now and through next week. He and Betsy are meeting tomorrow to discuss candidates more. He hopes that interviews are completed by the third week of January?.

## Documents Approval and Review

The Board will update the committee manual in coming months in order to provide more guidance on NAACCR committees, work groups, task forces and other groups. Items such as the Call for Abstracts letter, theme for the Annual Conference, and other items should be defined as not needing BOD approval. This will be finalized as the group goes through the revision process. **ACTION:** Lori Havener will lead this effort and work with Board, Steering Committee Chairs, and other NAACCR members to update the committee manual.

## Informatics Representative

Isaac asked if there should be an informatics representative on the Board. He asked if there was a set position that could benefit the organization on specific IT and informatics topics. The Board is interested in exploring the idea. There may be some challenges on filling too specific roles on the Board. They would like to discuss this in further detail at the February Board meeting. One concept is to focus on the advisory group and then report back to the Board on new ideas for this concept and how to fill the need. **ACTION:** Isaac and Randi will explore this.

## 11:30am – 12:00pm Board Self-Assessment

Nan reviewed the Board Self-Assessment major suggestions as presented in a prior meeting. The Board tallied Top 5-6 recommendations and identified items with the most votes to discuss. Lori noted that the Board does not need to tackle all items listed as suggestions

Top 5-6 Recommendations from Board Self-Ass.

1		21
2		22
3		23
4		24
5		25
6		26
7		
8		
9		
10	*	20

Handwritten notes on the right side of the board:

- inform Board (if more action needed to Strategic Group)
- add to program reports Board Chair (bidirectional)
- Communication
- Together/Combo 2-18-19-20-21(x3) 22-23-26 (x1) 10-12 (x1)

immediately. Scheduling the suggestions and changes brought up by the Board may help by not trying to solve all suggestions at one time. Hiring a Membership Coordinator is the first step.

#3 (8 votes): Low participation in NAACCR activities by some member registries – Conduct formal assessment of NAACCR involvement at each registry and target outreach. **ACTION:** NAACCR office will generate list of active NAACCR members by state/registry. Board members will evaluate the list and conduct targeted outreach to member registries to identify barriers and opportunities for involvement. Hiring a Membership Coordinator will help in this effort. **Responsible parties:** NAACCR Office, Melanie Williams, Maria Schymura

#13 (4 votes): Create action item list and track progress call-to-call. **ACTION:** Document action items and dedicate time on agenda to follow-up on action items. **Responsible parties:** Charlie, Nan (President), Betsy (ED), President-Elect/Past-President

The following items received 3 votes each:

#4 Not enough training of new Board members – More on-the-job training, periodic check-in with new Board members, more time to learn about SCs and role of Board Liaison. **ACTION:** Create new Board orientation packet/process. **Responsible parties:** Nan, Kyle, Deirdre, Angela. Frank and Randi will help Nan with President-Elect orientation materials.

#10 & #12 were discussed together as they both centered around making the most efficient use of the time we have on our monthly Board calls: #10 Focus on issues steering committees are struggling with or need input on and #12 In meetings, focus on critical items, new initiatives. Suggestions included having Board Liaisons complete a written report in advance of each meeting and only bringing topics that require Board discussion or consideration to the Board. There was a discussion about how updates from the Strategic and Mid-Level Tactical Groups would come to the Board. **ACTION:** Add Strategic and Mid-Level Tactical Groups to “Program Reports” on the Board agenda, minutes will be posted as part of consent agenda, and Board Liaisons will facilitate bi-directional flow of information. Board Liaison will ask SC for any items that need to be brought to the Board at the end of each SC call and upload SC minutes/notes from the last SC call to Board workspace as part of the consent agenda. Reminders to Board members for SC updates? Board members will be added to all SC workspaces so they can access updates as needed. **Responsible parties:** Charlie, Nan (President), Betsy (ED), President-Elect/Past-President, Board Liaisons.

It was decided to move the agenda along and the remaining items will be decided at a later date, including #14, #15, #16, and addressing communication issues in #2, #18, #19, #20, and #21. **ACTION:** Table these items and add to future Board meeting agendas.

**12:00pm – 1:00pm Working Lunch - Board Self-Assessment (cont'd)**

Lunch was taken earlier in the day. The Board worked through this period.

**1:00pm – 2:00pm Governance Issues**

Frank Boscoe is leaving the New York State Cancer Registry at the end of January. He is currently the President-Elect. Since he will not be employed by a Full Member Organization Frank will not be eligible to serve on the Board. After detailed discussion, the Board acknowledged that indeed Frank is not able to serve his term. A special election will be held in conjunction with the current election about to begin. The Board discussed options for who could be nominated as President-Elect. Members asked if Randi Rycroft would consider running for this position. Randi is very qualified and meets all the requirements for this position.

The Board will discuss the filling of Randi's at-large position until after the election.

The proposal is to move Randi's name to the President-Elect candidacy and offer a write-in.

**ACTION:** Nan to draft message on Frank's departure and the special election procedures. Kyle will draft a memo to the Nominating Committee on the changes.

**THE MOTION TO NOMINATE RANDI RYCROFT TO THE SPECIAL ELECTION FOR PRESIDENT-ELECT WAS PASSED.**

**2:00pm – 2:15pm      Break**

**2:15pm – 3:15pm      Bylaws**

Maria noted several changes to the Bylaws that were observed by the committee upon their review prior to the meeting. Members noted some changes and clarified rationale for the changes. Other items were noted as discussion points which are listed below.

Discussion points:

1. Canadian representative.
2. Renewal of membership.
3. Committee vs Steering Committee language.
4. Term of President.
5. Filling vacancies and special election.
6. Do we want more guidance on election, length of services, length and gap of service.
7. Remove "mail" ballot.
8. Is the President the CEO of the organization? President is the Chief elected Officer.
9. Description of the Treasurer needs attention.
10. Duties of the President Sec 6 Item A. Shall to May.
11. Definition of officers.
12. Sponsoring members provide fiscal support to the Association.
13. Proposed amendments Bylaws Committee, Chair, submission of changes form membership, days of notice changes.
14. Good to add language to make changes to grammar without going back to membership.

The group is considering if they want to do smaller changes now and then more significant changes in 2020; or just wait to do them all in 2020. After discussion, it was determined to do the changes in two stages but discuss this with the Parliamentarian. Smaller changes will be

handled in 2019 with the larger changes in 2020. Nan would like to have a more recently elected member of the Board serve on some subcommittees of the Board of Directors. Wendy volunteered to help in the Bylaws Committee.

**ACTION:** Maria will have changes available at the next Board meeting. Charlie will add Wendy to the committee after the meeting.



**NAACCR Board Action Items**

<b>Item</b>	<b>Responsible BOD Member / Person</b>	<b>Status</b>
Draft Board Resolution for Maureen McIntyre	Betsy	Completed?
Issue call for nominations for Percy / Muir Awards.	Betsy	Completed
Finalize Congressional welcome letter	Lori S.	Completed
Contact Connie Bura for ACoS membership application (combine CoC, AJCC, NCDB)	Charlie Blackburn	Completed
Assign committee manual for revision to Lori Havener	Betsy	Completed
Research status of IT Advisory Group	Isaac Hands & Randi Rycroft	
Ask Monica to do a report on registries that are not active in NAACCR committees	Charlie Blackburn	Completed
Review list of active NAACCR members and reach out to registries, utilize membership coordinator	BOD Who will call registries?	Plan for February
Discuss development of videos on registries that are not active in NAACCR.	Jim Hofferkamp	
Update format of Board meeting minutes to add action items and update structure of Board agenda	Charlie, Betsy, Nan	
Add Strategic & Mid-Level Tactical groups to agenda and upload meeting minutes to BOD workspace as part of consent agenda	Charlie, Betsy, Nan Strategic & Tactical Group liaisons	
Schedule reminders to Board Liaisons to upload SC minutes and bring agenda items to Nan, Betsy, and/or Charlie	Charlie, Betsy, Nan All BOD Liaisons	
Board liaisons to remind SC to add standing agenda items to things to refer to BOD.	All BOD Liaisons	
Add BOD to SC workspace groups	Charlie	
Establish group to develop Board / Chair training (orientation) and SC Chair orientation.	Nan (lead) Reps-at-Large: Kyle, Deirdre, Angela, President-Elect: Frank, Randi	
Write language about President-Elect special election.	Nan	Completed

Schedule discussion for Board Self-Assessment items: (a) #14, #15, #16 (April?) (b) #2, #18, #19, #20, #21 (May?)	Nan	Discuss at Feb meeting
Bylaws updates proposed for this FY2019	Maria	
Add Wendy Aldinger to Bylaws Committee	Charlie	
Schedule Board / Chair meeting at Annual Conference.	Charlie Blackburn	Completed

**3:15pm – 3:30pm Adjournment and Next Meeting**

*The meeting concluded at 4:00 pm Eastern. The next teleconference meeting of the Board will be February 20, 2019. However, there will be a special Finance presentation by Charlie on January 16, 2019.*

*Future Meetings*

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

*February 20, March 20, April 17 (Board/Chair), May 15, June 9*

Note: On Thursday, January 10, 2019 there was a NAACCR staff in-person meeting held.

Board Members, Committee Memberships, and Document Review Assignments:

Board Member	Committees	Document Review
Betsy Kohler, Executive Director, Ex-Officio	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, OVAC	
Nan Stroup, President	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, OVAC, Orientation/Onboarding TF	Standards Volume I (primary)
OPEN NEEDS REVIEWER	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, Orientation/Onboarding TF	Standards Volume V (primary)
Maria Schymura, Treasurer	Finance & Personnel Subcommittee (Chair), Bylaws Committee (Chair), Research & Data Use SC	Standards Volume II (secondary)
Lori Swain, SMO Representative	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, Communications SC, OVAC (NCRA),	
Angela Meisner, Representative-at-Large	Research & Data Use SC, Orientation/Onboarding TF	Standards Volume V (secondary)
Deirdre Rogers, Representative-at-Large	Professional Development SC, Orientation/Onboarding TF	Standards Volume II (primary)
Isaac Hands, Representative-at-Large	Standardization & Registry Development SC, XML Implementation	
Kyle Ziegler, Representative-at-Large	Communications SC, Nominations Committee, Orientation/Onboarding TF	Implementation Guidelines Review (secondary) Standards Volume I (secondary)
Randi Rycroft, Representative-at-Large	Professional Development SC, Orientation/Onboarding TF	Implementation Guidelines Review (primary)
Wendy Aldinger, Representative-at-Large	Standardization & Registry Development SC, Bylaws Committee	