



## Minutes

### NAACCR Board of Director's Meeting

Wednesday, February 20, 2019

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, Randi Rycroft, Lori Swain

NAACCR Board Members Excused:

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn

#### Consent Agenda

All

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership Maria
  - a. ACoS Cancer Programs Membership (Agenda Attachment)
  - b. Myriddian Membership (Agenda Attachment)
5. Correspondence
  - a. Maureen MacIntyre Resolution (Agenda Attachment)
  - b. OVAC Budget Cap Letter Correspondence (Agenda Attachment)
  - c. SEERiously Newsletter (Separate Attachment)
  - d. TAMU Geocoder Report (Separate Attachment)
  - e. Strategic & Mid-Level Tactical Groups

**THE MOTION TO APPROVE THE CONSENT AGENDA FOR FEBRUARY 20, 2019 WAS PASSED.**

#### Governance

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

Nan

Nan welcomed all in attendance. She asked for additions to the agenda. Lori asked if OVAC could be added. Nan said that it is located lower in the agenda. Nan wanted to add a reviewer for Standards Volume V. **ACTION: Appoint a reviewer for Standards Volume V.**

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

###### a. NPCR

Deirdre

Continuation applications are due tomorrow. Town meeting is on March 5<sup>th</sup>. There is a meeting for the program directors in Atlanta in the spring. A registry Plus training will happen on May 18-29, 2019. WebPlus is now available for an upgrade.

b. SEER

Isaac / Angela / Kyle

Angela said that there is an in-person meeting in April. Kyle said that there is a reliability study beginning March 1, 2019. Randi added that the data submission is due at the end of the month.

c. Canada

Nan/Betsy

The CCCR meeting will be held in April. It is held at the same time as the CDC meeting and Betsy or Nan making plans to attend this meeting.

#### **8. Informatics Representative on Board**

Isaac

In a previous meeting Isaac mentioned the possibility of the Board requesting that a person with experience and knowledge in informatics sit in on Board meetings for expert opinion. At that time, the Board wanted Isaac and Randi were to look into this. Isaac said that he learned there is an IT Advisory Group that met in the past but has not convened in some time. He is not sure how the Board would like to proceed. The prior discussions revolved around maybe not needing a specific person but rely on this group (a new and different version) to provide this advice to the Board. Nan said that she was involved in this group in the past and is supportive of this group providing advice moving forward. Betsy would like this group to be the eyes and ears of the Board for cancer IT-related technology and trends. Maria asked if we could connect with IMS to see if they can act as our consultant and advice on IT related activities. Isaac thinks that it may be perceived to be more SEER-centric if we align with IMS on decisions for NAACRC's direction. Maria agreed with this observation. The group discussed how direction could be given to the group. Items such as proactive. **ACTION: Isaac and Winny to go back to S&RD to reconvene this group for creation and charge the group to be more proactive in direction and guidance to the Board. The Board would like to know if this is a feasible plan or not.**

#### **9. Bylaws / Parliamentary Update (Separate Attachment)**

Maria

Maria and the Bylaws Committee have been working hard to update the NAACCR Bylaws. They group has identified a Parliamentarian and met with her last week. They are making major updates in 2019 and then more specific changes in 2020. The group will convene in March and she will update the Board at that time. This meeting will take place on March 18<sup>th</sup>. The plan is to have the proposed changes to the Board at the April Board meeting.

#### **10. Monitoring the SMP**

Nan

This was brought up at the January meeting. The concept is to develop a monitoring device and communication piece in regard to the SMP. Lori Havener and Nan and working together to complete this. Nan is hopeful that by April more information is available to share.

#### **11. Staff Salaries Evaluation Update**

Betsy / Nan

The Finance and Personnel Subcommittee has been working on concepts of updating how the Board evaluates the Executive Director salary and evaluation / raise. In addition, this trickles over to staff also. The committee reviewed salaries and found that NAACCR salaries are close to other organizations. The committee will proceed with the evaluation of the budgets and how to incorporate fair and reasonable increases. Staff have been getting increases that fair and reasonable for their work and performance. The NCI limits have not been restrictive of salary increases and Betsy provided an explanation on how this has been handled. The group has asked Betsy and the staff to look into tweaks of our fringe benefits. The following changes were approved by the Finance and Personnel Subcommittee. The adjustment of 401K match up to 6%, adding a personal day, birthday off, and other minor administrative changes to our 401K fees where NAACCR pays for the administrative fees rather than the employee. This is a very small impact to NAACCR and our funds but something tangible for the employees.

## **12. Steering Committee Video Next Steps**

All

Jim Hofferkamp is working with the Professional Development Steering Committee on a promotional video. However, this concept for the Board call is to see if the Board would like to create a video for viewing at the 2019 conference. The Board discussed the pros and cons in developing a video. **ACTION: It was concluded to table the development of a video at this time.**

Lori asked if the other items that were brought up during the Board Chair call will be reviewed for possible inclusion into NAACCR's action plan or SMP. After discussion, the action below was added.

**ACTION: Lori Havener to develop action item list form the Board Chair meeting.**

## **13. Steering Committee Updates / Process at Business Meeting**

Nan

The Board wanted to investigate if there should be a verbal report at the NAACCR Business Meeting. They would still like the Chair to give a report at the meeting to highlight their work and accomplishments over the last year. Randi mentioned that it would still be good for a report to be provided by Chairs in the regular meetings or more to the membership if possible. Deirdre asked if these reports can be added into this program as a whole. Because of the IACR inclusion this year, it was decided that Charlie will add this to the 2020 agenda suggestion for updates to the "suggestion list". **ACTION: Board Liaisons to plan with Chairs how to summarize their accomplishment (possibly 1) for presentation at the 2019 NAACCR Annual Business Meeting.**

## **14. Conflict of Interest and Consulting**

Nan

Nan said that we have an opportunity for Chairs, Members, and Board members to work on projects for NACDD and other activities. NAACCR has a conflict of interest policy that addresses this. This policy does not preclude members and Board members from doing work but it does require disclosure. Betsy and Nan wanted to report this possibility before anything was finalized. The group reviewed the policy and discussed the options, pros, and cons. Lori asked if the contract required any conflict of interest clause on the side of the prime contractor. Charlie confirmed

Frank recommended that we add language that is signed by the consultant that this has been disclosed and done in good faith. Charlie will add language from our attorney.

## **15. Report on Volunteers Per Registry (Separate Attachment)**

Nan

Lori said that she recommended that she would like to see the person who is working on volunteer efforts to use this data and proceed in a way that is beneficial to the outcomes desired by NAACCR. Betsy said that 95% of the registries NAACCR knows why they are not participating. Lori suggested leveraging this person to do the tasks required by the Board. After discussion, it was determined that this will be tabled until the staff responsible has a chance to develop a plan and reach the outcomes.

## **16. Muir and Percy Nomination (Agenda Attachment)**

Betsy / Nan

The Board was presented nominations for the Muir and Percy awards. Betsy asked what the next steps the Board would like to do. Neither award is required to be awarded each year. The Board discussed in detail the nominees, their work, and overall NAACCR contributions. In particular, they want to ensure that they make an award but for contributions to the NAACCR community as a whole. Frank mentioned that the wording of the awards may need revisiting. The Board agreed. Nan asked how they would like to vote on these candidates; phone, email, or survey.

Nan asked for vote for Constance Percy. There was a nomination and a second.

### **17. Election Results**

**Kyle / Charlie**

The NAACCR Board election concluded on February 15<sup>th</sup>. Betsy provided background on the results. Randi Rycroft will assume the President – Elect role immediately and then the Board will fill the three open positions in June of 2019. This will leave one open Representative - At – Large until June. **ACTION: Nan will reach out to the winning candidates to confirm their acceptance before sending an announcement to the membership.**

### **Standardization and Registry Development**

#### **18. Steering Committee Update**

**Isaac / Wendy**

Tabled until next month.

#### **19. CINA Product Addition(Agenda Attachment)**

**Randi**

Randi suggested a proof of concept on adding a CiNA product to the NAACCR portfolio. Chris Johnson provided detailed background. This concept has support from others. Nan asked that the RDU could vet the idea. Randi moved that the RDU look into the feasibility of this concept. The motion was seconded.

**ACTION: THE MOTION TO APPROVE THAT THE RDU PROCEED WITH THE PROOF OF CONCEPT**

### **Professional Development**

#### **20. Steering Committee Update**

**Deirdre / Randi**

Tabled until next month.

#### **21. Annual Conference Update**

**Betsy / Charlie**

#### **22. Anglesio Prize**

**Betsy**

### **Communications**

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

**Lori / Kyle**

### **Strategic Alliances**

#### **24. OVAC Update**

**Nan**

### **Research and Data Use**

#### **25. Steering Committee Update**

**Maria / Angela**

### **Other**

#### **26. Adjournment and Next Meeting**

**All**

The meeting adjourned at 4:00 PM Eastern. The next teleconference call of the Board is scheduled for Wednesday, March 20, 2019.

*Scheduled Board Meetings 2018 – 2019*  
*Time: 2:00 PM – 4:00 PM Eastern; Dates:*  
*March 20, April 17 (Board/Chair), May 15*



NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
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	Completed
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	As Requested
Establish group to develop Board / Chair training (orientation) and SC Chair orientation.	Nan (lead) Reps-at-Large: Kyle, Deirdre, Angela, President-Elect: Frank, Randi	Complete
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	In Progress
Add Wendy Aldinger to Bylaws Committee	Charlie	Completed
Schedule Board / Chair meeting at Annual Conference.	Charlie Blackburn	Completed

**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)
<b>OPEN NEEDS REVIEWER</b>	<b>Strategic Alliances, Finance &amp; Personnel Subcommittee, Bylaws Committee, Orientation/Onboarding TF</b>	<b>Standards Volume V (primary)</b>
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	

**2018-2019 Document Review List**

Implementation Guidelines Review:	PR-Randi Rycroft	SEC-Kyle Ziegler
Style Layout:	TBD	
Standards Volume I:	PR-Nan Stroup	SEC-Kyle Ziegler
Standards Volume II:	PR-Deirdre Rogers	SEC-Maria Schymura
Standards Vol V:	PR-Frank Boscoe	SEC-Angela Meisner



