NAACCR
North American Association of
Central Cancer Registries

Minutes
NAACCR Board of Director's Meeting
Wednesday, July 17, 2019
2:00 PM – 4:00 PM Eastern

Roll Call   Randi

NAACCR Board Present: Randi Rycroft, Antoinette Stroup, Maria Schymura, Isaac Hands, Kyle Ziegler, Kevin Ward, Lorraine Shack

NAACCR Board Members Excused: Angela Meisner, Wendy Aldinger, Lori Swain

Ex-Officio Member: Betsy Kohler

Staff: Lori Havener

Consent Agenda

1. **Minutes**   **All**
   Maria mentioned there is a typo in the minutes that Randi was elected to 'President' not 'President-Elect'. Randi mentioned Board is misspelled in the notes and she added her name to an action item. Lori will forward the corrections to Charlie.

2. **Finances**
3. **Executive Director's Report**
4. **Membership**   **Maria**
   - Note: There are two memberships still pending endorsement and are not ready for Board review at this time.
5. **Correspondence**
   - Mesothelioma Registry Response   **Betsy**
   - CARPHA Update   **Betsy**
   - Going Concerns
   - Geocoder Report
   - Mid-Level and High-Level Strategic Group Notes

The motion to approve the consent agenda for July 17, 2019 was passed.

Governance
6. **Call for New Items to Agenda**   Randi

7. **Program Updates**
    a. **NPCR**   Nan/Wendy

Nan and Wendy will provide NPCR updates. The Cancer Surveillance Branch is collaborating with the Environmental Public Health Tracking (EPHT) on a pilot project to assess availability and accessibility of the sub-county cancer data for use in the EPHT program. NPCR released a definitive required status table on July 1.

    b. **SEER**   Kevin / Angela / Kyle

Kevin will replace Isaac for SEER updates. SEER will be releasing the Ramp-On RFP on July 22nd. NCI is teaming up with Mark Eden (works on hematopoietic coding systems in England and for European Registries) to review coding schemes. There are SEER Site Recodes for AYA and Pediatric cancers.

    c. **Canada**   Lorraine/Randi/Betsy

No updates to report.

8. **NIOSH Bill Review Comments**   Betsy

NAACCR has submitted comments.

9. **Policies for Review by Board**   Betsy

Betsy and Charlie will review the NAACCR Policies to identify which ones need to be reviewed by the Board.

10. **Committee Manual – Review of June Decision regarding Voting**   Randi / Lori

The Committee Manual was updated to reflect the decision that Board Liaisons are not voting members of the steering committees.

The motion to approve the Committee Manual was passed.

11. **Formation of SAD Group**   Angela

Angela and Deirdre plan to meet soon to brainstorm on engaging new NAACCR members and will share their ideas with the Professional Development Steering Committee.

12. **Board Priorities for 2019**
    Building Relations with CI4CC, OVAC, CCCNP
    SMP Renewal and Progress Dashboard
    Succession Planning and New Hires
    Bylaws
    Membership Categories
    SMO Representative
    Steering Committee Quorum Necessary?
    Board self-assessment

These priorities should be added to the Board Action Item list. Some of these should be on the Board agenda to provide Board members with updates.

ACTION: Add Board Self-Assessment to the list of priorities for 2019.

Standardization and Registry Development
13. Steering Committee Update   Isaac / Kevin

The leaders of the CAP PERT committee discussed working with NAACCR to identify new data items that are part of the standardized CAP checklists and collaborating with NAACCR leadership. The 2018 Readiness Survey will be distributed in July and will share each of the registry results from their March survey responses.

Communications
14. Steering Committee Update   Kyle / Angela

Melanie plans to submit a revised NAACCR Narrative publication schedule to the Board.

15. Website overview video   Kyle

Kyle will work with Tyler on the website video. Nan plans to work with Tyler on the nomination video.

Strategic Alliances
16. OVAC Update   Nan / Lori S.

The proposed increases in registry funding for NCI and CDC were proposed out of the House of Representatives and now under consideration in the Senate. Lori Swain arranged a meeting with Senate staff member on Tuesday, July 23. Nan will attend with Lori S. Registry funding discussion at the OVAC meeting mentioned $2 billion funding increase for NIH with $300 million increase for NCI and $40 million increase for CDC funding of cancer programs.

Research and Data Use
17. Steering Committee Update   Maria / Lorraine

The Prevalence WG will conduct their first meeting July 17.

18. Cancer Cluster Response Comments for CDC   Betsy / Randi

The Cancer Cluster public comment period passed; however, Recinda is working on the committee to develop guidelines and NAACCR comments can be sent through Recinda.

Professional Development
19. Steering Committee Update   Wendy / Lori S.
20. Annual Conference Recap   Betsy / Charlie

Continue to get positive comments from the conference, will give an update in August.

21. Planning for 2020 Conference Meeting   Nan

Identifying members and working to convene the Program Committee to meet late August/early September.

Other
22. List of Organizational Liaisons Update   Betsy
The NAACCR staff have been developing a list of NAACCR liaisons to external organizations.

ACTION: Add liaison list to the NAACCR Board Share site.

23. October 16 Board Meeting – Conflict with CI4CC   Nan / Betsy

ACTION: Reschedule October 16 Board and Board/Chair meetings.

24. Executive Director Trip to France
Betsy has received requests that NAACCR be represented at the IARC Pediatric meeting, the International Society of Pediatric Oncology meeting and a Pediatric Staging meeting in Lyon, France. All of these meetings are during the week of October 21. The Board agreed that Betsy should represent NAACCR at the Pediatric meetings.

25. Census Funding Letter
House of Representatives recently passed H.R. 3055 to allocate $8.45 billion for the Census Bureau. The Census Funding Letter is in support of this funding for conducting 2020 Census. It is in the NAACCR community best interest to get a good Census and that it is properly funded. NAACCR should sign on to the Census Funding Letter.

26. AJCC Meeting
Jim Hofferkamp has been asked to participate on the AJCC Implementation Committee. They will discuss rolling updates for AJCC staging and reducing the data items collected in the CoC STORE manual. CoC has involved NAACCR in the conversations around the reduction of CoC data items in STORE.

27. Annual Report to the Nation
The NAACCR file will continue to be used for the Annual Report to the Nation.

28. Adjournment and Next Meeting   All

Scheduled Board Meetings 2019 – 2020
2019: July 17, August 21, September 18, October 16 (CI4CC Conflict?) (Board/Chair), November 20, December18
2020: January 15, February 4-5, March 18, April 15 (Board/Chair), May 20, June 21 (In-person; 2020 Annual Conference June 21-26)

Item	Responsible BOD Member / Person	Status
NAACCR Board Action Items		
July 2019 Action Items		
Add Board Self-Assessment to the list of priorities for 2019.	All	Completed
Add liaison list to the NAACCR Share site.	Charlie	Completed
Reschedule October 16 Board and Board / Chair meetings.	Nan	
June 2019 Action Items		
The Associate ED position will be drafted by Betsy and sent to the Board.	Betsy	Completed
Charlie will secure the in-person Board/Chair meeting in Palm Springs, CA for February 3, 2020.	Charlie	Completed
Charlie will forward an excel sheet of the current NAACCR polices to Randi for review.	Charlie	Waiting for database export from IT services. Should be able to send in Aug.
The Board will develop a strategy on how to better engage newer/younger members. Angela volunteered to create a task force for this. Deirdre volunteered to help.	Angela	
Charlie will compare the MyNAACCR registry staff list with the NACDD survey staff number data.	Charlie	Completed
NAACCR Narrative with presidents' message for recruitment. Randi will do this.	Randi	
Nan will work with Tyler to create another Board recruitment video. Randi will contact previous Constance Percy award winners to get their views on getting involved in NAACCR and create a video.	Nan and Randi	Randi contacted Constance Percy award winners.
Angela Meisner is interested in possibly attending the OVAC meeting that NCRA will participate in (Hill Event).	Angela	
Isaac will bring background information on needs to update Volume II back to the Board after he researches the needs by users and the committees.	Isaac	
May 2019 Action Items		
Lori Havener to develop action item list form the Board Chair meeting.	Lori Havener	Completed
Betsy will ask Liz Ward to draft a summary response for the Board to look at regarding specialty registries.	Betsy Kohler	Completed
Kyle will work with the NAACCR office will develop a guided tour recording for new Board members.	Kyle Zeigler	

Charlie will add board orientation materials to the board SHARE site.	Charlie Blackburn	Completed
Deirdre will direct the Professional Development SC to assist the with the creation of a Hackathon 2020 committee.	Deirdre Rogers	Completed

2019 – 2020 Liaisons

Priority Area	FY19 Liaisons	FY20 Proposed
Standardization & Registry Development	Isaac Hands Wendy Aldinger	Isaac Hands Kevin Ward (Junior)
Communications	Lori Swain Kyle Ziegler	Kyle Ziegler Angela Meisner
Research & Data Use	Maria Schymura Angela Meisner	Maria Schymura Lorraine Shack (Junior)
Professional Development	Deirdre Rogers Randi Rycroft	Wendy Aldinger Lori Swain

2019 - 2020 Document Reviewers

Document Review	Primary Reviewer	Secondary Reviewer
Standards Volume V	Angela Meisner	Maria Schymura
Standards Volume I (June 2020)	Nan Stroup	Lorraine Shack
Standards Volume II (June 2020)	Isaac Hands	Kevin Ward
Implementation Guidelines (FY2021)	Wendy Aldinger / TBD	Kyle Ziegler / TBD
Interstate Data Exchange	Kyle Ziegler	Lori Swain / Angela Meisner