**NAACCR Professional Development Steering Committee**

**MINUTES**

**Monday, June 10th 4:00 pm Pacific**

**Vancouver, BC**

1. Welcome, Roll Call – the meeting was attended by Mignon Dryden, Frances Ross, Deirdre Rogers, Randi Rycroft, Angela Martin, Stephanie Hill, Andrea Sipin, Heather Stuart-Panko, Lori Swain and other guests from IACR and NAACCR community.
2. Approval of minutes from 5/16/19 were postponed to July meeting.
3. Update on the Survey Course – All of the existing modules have been reviewed and updated with any needed changes for 2018 cancer reporting guidelines. Andrea said the IT modules have been distributed to volunteers for creation and should be completed soon.

Demo of LMS - Angela was able to give a demo of the LMS and showcase the material available to date. It was helpful to see where different materials are posted.

1. Jim gave a brief update on the NPCR Train the Trainers work and said things are moving along as planned. He mentioned that all materials developed will be available to each registry for use as they see fit.
2. A brief update on the Best Practices for Telecommuting Workgroup, which is led by Lynn Giljahn with Monique Hernandez (FL) and Gabrielle Taylor (NJ), was provided by Frances in Lynn’s absence. Review and approval of the draft document is postponed to our July call.
3. Stephanie reported that the Member Awards program was on track for the Annual Conference. She also mentioned that no one took the opportunity to list any activities in the new Informatics category.
4. Stephanie reported on the Recruitment and Retention Workgroup. She has enlisted Tresheena Boyd (MS) and Taylor Hessler (NJ) to help create an R&R Tool Kit and she shared a number of documents they have already created. Additional materials are being drafted for review and approval at an upcoming call.
5. Frances discussed the idea of having another hackathon at the 2020 Annual Conference in Philadelphia. Isaac Hands (KY) arranged to host a meeting with people in Vancouver to gauge the level of interest in another hackathon. Angela agreed to be the contact person from the PDSC for this work group.
6. Deirdre mentioned a new task for our group which was discussed at the Board of Directors meeting Sunday: add a session on “How to Get Involved in NAACCR” as part of the Survey Course. A workgroup is being formed to lead this effort and Angela Meisner, (NM) has volunteered to lead it.