



Minutes

NAACCR Board of Director's Meeting

Wednesday, August 21, 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, Angela Meisner, Wendy Aldinger, Lori Swain

NAACCR Board Members Excused:

Ex-Officio Member: Betsy Kohler

Staff: Charlie Blackburn, Lori Havener

Consent Agenda

All

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership
5. Correspondence
 - Geocoder Report
 - Merrill Lynch Portfolio Adjustment
 - Mid-Level and High-Level Strategic Group Notes

Maria

The motion to approve the consent agenda for August 21, 2019, was passed.

Governance

6. Call for New Items to Agenda

Randi

Randi welcomed the group and asked for agenda items to be added. The Board would like to discuss the Board policy review at this meeting as an additional item. It will follow immediately after in the agenda.

7. Board Policy Review

Randi would like to assign the policies for review by a Board volunteer. Lori Swain volunteered to review the document and Charlie will send an updated copy to Lori after the meeting. Lori will bring changes to the Board at the September meeting.

8. Program Updates

a. NPCR

Wendy / Nan

There will be a Town Hall Meeting on September 3, 2019. An ETC training is happening now (today). There will be a NPCR product-specific workshops to get involved in enhancement. Version 18 enhancements have been rolled out. Wendy also identified the items that are in use and those that are not with states. Ten states are still testing. Isaac asked if NPCR has plans on XML implementation. Wendy said that she did not recall any announcement recently but will check and get back with Isaac. Betsy did have some communication from CDC and reviewed it with the group. Betsy recently received some communication from CDC that they have stopped working on XML work at this time. She is trying to accommodate CDC with the 2019 data submission and IMS is working on a solution.

b. SEER

Kevin / Angela / Kyle

Kevin reported that there was a new NCI SEER solicitation that was sent out. These will be 8-year contracts and are expected to be awarded around November 2020. The applications are due February 23, 2020. NCI has also had a number of other solicitations for study proposals that use synthetic census tracts data sets. Proposals are due in September 2019. NCI is also promoting CANMED through various social media outlets and other methods. This would be used by the research community that has all of the drug codes. The PI meeting will be held in Seattle in 2020. Kevin will send the link of the synthetic dataset information to Recinda. A quality improvement meeting was held last week. Kyle noted that one of the changes for February 2020 completion rate has been reduced to 90% from 95%. There is a proposal to develop rare cancer specialist positions for all SEER registries. No other information is available at this time. Kyle also reviewed details from Winny Roshala's (manager at his office) summary of this meeting. Any questions can be forwarded to Winny.

c. Canada

Lorraine/Randi/Betsy

Lorraine mentioned that there will not be a requirement for 2018 incidence year to include stage. Some registries are not as far along as they wanted. Pediatric coding is still in progress. She will update the Board at a later date. Canadian Cancer Research Conference with Stats Canada and CPAC to host a hackathon for researchers to data mine and report back on their findings. This meeting will take place in Ottawa in November.

Professional Development

9. Steering Committee Update

Wendy / Lori S.

The IT modules for the survey course will be out soon. The telecommuting best practices is still in review but will be reported at their next meeting. A toolkit for recruitment and retention will be available soon. Angela added that Deirdre and she met last week on ideas on how to move forward on this recruitment project. They asked if this is a Board or Committee project. After discussion, it was determined that this would be a steering committee activity.

Board Action: Randi will reach out to the PD Chair to make sure they know this will be a SC activity and not necessarily the Board.

Angela also mentioned the work that is being done on new member or ambassador program. More information will follow later in the year. She is also working on an elevator speech for the activity.

10. 2019 Conference Evaluations

All

Charlie submitted the results of the evaluations from the 2019 conference. Overall, the responses were positive and informative with suggestions. Charlie noted that there was a slightly higher number of responses compared to last year. This means that there was a similar response rate since the conference had more attendees in 2019. There was a suggestion to possibly have moderators know the inner workings of the computers and possibly also know how to tactfully end a speaker if they run over time.

Board Action: Charlie will add the suggestion of moderators know the inner workings of the computers and possibly also know how to tactfully end a speaker if they run over time to the suggestions for 2020.

11. 2020 Program Committee Update

Nan / Wendy

Nan and Wendy provided an update on the 2020 planning committee. She has already started suggesting ideas to the group and Betsy. Their first call is scheduled for August 28. A recurring meeting will be set at that meeting.

Standardization and Registry Development

12. Steering Committee Update

Isaac / Kevin

Isaac reported that the last meeting was July 25. Topics were ICDO-3.2 changes. This was released via an excel file and is in review. This is scheduled to be opened up in 2021. ICDO-4 will be skipped and will only do ICDO-5. Lois was asking for members on a workgroup and members were suggested. The other topic included the 2018 readiness survey that NAACCR was involved with. The group reviewed the questions in detail but no other information is available at this time. Lori Havener added that there were 45 and 44 responses in each of the two surveys. She noted that registries that can accept 2018 changes increased between each survey as well the possibility of being able to process the cases. Lori also reviewed XML questions which will be shared with the Board in detail at a later date once reviews are complete.

Communications

13. Steering Committee Update

Kyle / Angela

They had their August meeting this morning. Most of the call was spent adjusting the timeline of the *Narrative*. There will be some schedule changes for the Spring and Summer issues to better accommodate the schedule crunch of the annual conference. Other structural changes were discussed as ideas for the future.

Strategic Alliances

14. OVAC Update

Nan / Lori S.

Nan went with Adam from NCRA and other NCRA representatives to visit with registrar's staff to discuss reporting, cancer registrars, and other important initiatives. They will be keeping an eye out on the budget details and report back to the Board. Nan recommended the experience to others if they can take advantage of the opportunity. Lori Swain added that there is an October 22 briefing to discuss registries. Vicki B. will speak on behalf of CDC. Other representatives will be survivor groups, physician groups, and registries. She mentioned that NAACCR may want to send a representative. Lori also asked about a ACS report that was recently published and mentioned that she spoke with Becky and Ahmedin from ACS on including registries and registrars with a canned support clause. She read the clause and the Board thanked her for the efforts.

Research and Data Use

15. Steering Committee Update

Maria / Lorraine

The committee met on July 23. Prior to the meeting two reports were sent out by ACS. One was an advocacy piece and the other was *How do you Measure Up Report*. Their charter was adopted by members and they are now turning to work groups and their purposes. Randi mentioned that the prevalence volume may be available for Board review by September. Updates will follow as they become available.

16. Data Security and Confidentiality Work Group

Maria / Lorraine

No update at this time.

Other

17. List of Organizational Liaisons List

Charlie

The Board was presented a list of organizational liaisons at the July meeting. Since that meeting the NAACCR office has updated the list on our internal database as well as the NAACCR web site. Charlie has set a reminder for the Board to visit this list annually in July of each year. However, the list will be updated as representatives change. Randi asked about listing other partners (NCRA, IACR) in a list also. Charlie said that other designations could be done in the database but would need to get with staff. He will report this back to Randi

later in the month. Maria asked Randi and Betsy if we should take actions to re-engage Connie Bura from ACoS Cancer Programs since she has been in the fold for several months now. It was agreed that this was a good idea and Randi will bring this up later in the year to coordinate.

Board Action: Charlie will connect with staff to determine the possibility of adding fields to organizations as requested by Randi.

18. October 16 Board Meeting Reschedule Date

All

Due to conflicts, the October Board meeting will take place on Wednesday, October 9, 2019. Charlie will send the schedule change information to all attendees.

19. Board Self-Assessment Volunteer for Suggestions

Randi

Randi said that the Board Self-Assessment is scheduled to be sent to the group in early winter. She asked for a volunteer to review the survey and recommend any format or schedule changes. Lori Swain and Kyle volunteered to take on this project. Charlie will have Tyler send the prior survey to start the process.

20. Legal Filings Update and Schedule

Charlie

A question had surfaced in July as to the schedule of the Legal Filings report. Charlie provides this report to the Board every six months. The last report was provided in June 2019. The next report is scheduled to be sent in January / February depending on the Board meeting schedule. Randi will look at the schedule and connect with Charlie on the timing of the report.

21. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next meeting of the Board is scheduled for September 18, 2019, at 2:00 PM Eastern.

Scheduled Board Meetings 2019 – 2020

September 18, October 16 (To be Changed) (Board/Chair), November 20, December 18

2020: January 15, February 4-5, March 18, April 15 (Board/Chair), May 20, June 21 (In-person; 2020 Annual Conference June 21-26)

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
August 2019 Action Items		
Rand will reach out to the PD Chair to make sure they know this will be a SC activity and not necessarily the Board.	Randi	
Charlie will add the suggestion of moderatos know the inner workings of the computers and possibly also know how to tactfully end a speaker if they run over time to the suggestions for 2020.	Charlie	Completed
Charlie will connect with staff to determine the possibility of adding fields to organizations as requested by Randi.	Charlie	Completed
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	Completed
June 2019 Action Items		
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	
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	
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		
Betsy will ask Liz Ward to draft a summary response for the Board to look at regarding specialty registries.	Betsy Kohler	
Kyle will work with the NAACCR office will develop a guided tour recording for new Board members.	Kyle Zeigler	

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

Board Priorities for 2019

1. Building Relations with CI4CC, OVAC, CCCNP
2. SMP Renewal and Progress Dashboard
3. Succession Planning and New Hires
4. Bylaws
5. Membership Categories
6. SMO Representative
7. Steering Committee Quorum Necessary