



## Minutes

### NAACCR Board of Director's Meeting

Wednesday, October 9, 2019

#### Board of Directors Only Meeting 3:00 PM – 4:00 PM Eastern

#### Roll Call

Randi

NAACCR Board Present: Randi Rycroft, Antoinette Stroup, Maria Schymura (slightly early departure), Isaac Hands, Kevin Ward, Lorraine Shack, Angela Meisner, Wendy Aldinger, Lori Swain

Board Member Excused:

Ex-Officio Member: Betsy Kohler

Staff: Charlie Blackburn

Guest: Lauren Groff, CPA; Sikich LLP

#### Consent Agenda

All

1. Minutes
2. Finances
3. Executive Director's Report
4. Membership Maria
5. Correspondence
  - Firefighter Registry
  - Geocoder Report
  - Mid-Level and High-Level Strategic Group Notes

**The motion to approve the consent agenda for October 9, 2019 was passed.**

#### Governance

**3:00 pm – 3:05 pm**

6. Call for New Items to Agenda Randi
  - Membership Application - METAvivor Discussion

Prior to the meeting Maria Schymura contacted METAvivor to discuss their needs for membership and eventually obtaining access to NAACCR data. Maria is not sure they will eventually get what they need from the data but they still want to be a NAACCR member. The Board discussed the options and will approve their membership.

**The motion to approve the METAvivor member application was passed.**

- EDITS

Isaac

**3:05 pm – 3:30 pm**

**7. 2019 Audit Presentation**

**Charlie / Sikich, LLP**

Ms. Lauren Groff, CPA from NAACCR's independent audit firm, Sikich, LLP presented the audit. The financial statements ending May 31, 2019 shows that NAACCR has no instances of fraud and is in good financial standing. Ms. Groff went over NAACCR's major financial reports. There were no material items of weakness. Responsibilities of each party were also reviewed. Lauren reminded the Board that this is a year-long process and thanked Adele as well as Charlie for their work during the audit. Board members reviewed the financial statements prior to the meeting and asked questions during the presentation. Charlie thanked Adele Hileman, NAACCR Comptroller, for her efforts during the audit and working with Sikich. He also thanked Sikich for their work and advice during the year.

**8. Susan Bolick Proposed Board Resolution**

**All**

The Board reviewed a proposed board resolution for Ms. Susan Bolick. Angela suggested spelling out the acronyms. Charlie will take care of this request.

**The motion to approve the Board Resolution for Susan Bolick was passed.**

**3:30 pm – 3:45 pm**

**9. Program Updates**

a. NPCR

**Wendy / Nan**

The due date has been delayed until January 10<sup>th</sup> for both 24 and 12-month data. This was just released prior to the meeting. Betsy said that NAACCR may need to consider what we do. She asked for input from the Board on our deadline. Maria said that it would not make a difference for NY. Kevin felt the same way. Wendy said that it would be best for her to have the same dates as NPCR. Members of the Board said that it may be appropriate to coordinate a conversation with NPCR to identify any red flags with processes and state operations.

**Board Action:** Betsy will coordinate with NAACCR staff and Vicki Benard on potential issues with registries on this change.

b. SEER

**Kevin / Angela / Kyle**

No major reports at this time.

c. Canada

Lorraine/Randi/Betsy

No major reports at this time.

Note: Steering Committee updates were presented in prior Board / Chair Meeting.

**3:45 pm – 4:00 pm**

**10. Board Self-Assessment Update**

**Lori S. / Kyle**

Lori is reviewing the past Board assessment for ideas of how to structure the 2019-2020 version. She will update the Board with recommendations at the November meeting.

**11. 2020 Annual Conference Update**

**Nan / Wendy**

Plans continue for the 2020 conference. Speakers are starting to be confirmed and the call for abstract letter is almost complete. October will be a busy month with planning and a new update will be presented at the November meeting.

**12. 2020 Board Election Update**

**Charlie**

The Nominating Committee will meet this week and finalize their timeline. They will continue to promote nominees over the next month. The web site will be updated with information in November.

**13. Board Policy Initial Review Update**

**Lori S.**

An update will be provided in November.

**14. Adjournment and Next Meeting**

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

**Scheduled Board Meetings 2019 – 2020**

2019: 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
<b>September 2019 Action Items</b>		
Maria will connect with METAvivor to seek further information and report back to the Board.	Maria	
The NAACCR Office will start the process of completing a Board resolution for Susan Bolick' s retirement.	Charlie	Completed
Randi will connect with Kyle to see if he wants to remain on the committee as a member and Board liaison.	Randi	
Angela will get back with Recinda to give input. The Board will send feedback to Angela for specific changes by September 27, 2019.	Angela/Board members	
<b>August 2019 Action Items</b>		
None		
<b>June 2019 Action Items</b>		
Angela Meisner is interested in possibly attending the OVAC meeting that NCRA will participate in (Hill Event).	Angela	
<b>May 2019 Action Items</b>		
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