



Minutes

NAACCR Board of Director's Meeting

Wednesday, November 20, 2019

2:00 PM – 4:00 PM Eastern

Roll Call

Randi

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

Board Member 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
 - Seiffert Thank You Letter
 - AJCC Correspondence
 - OVAC Letter to Congress
 - Strategic Alliances Team Charter
 - Steering Committees Annual Timeline
 - CCO Our Future Health Built with Care
 - National Firefighter Registry – New as of 11-18-19
 - Geocoder Report
 - View Geocoder Report
 - Mid-Level and High-Level Strategic Group Notes
 - Mid-Level Notes
 - High-Level Notes – No notes; has not met since last BOD meeting.

Maria

The motion to approve the consent agenda for November 20, 2019, was passed.

Governance

6. Call for New Items to Agenda

Randi

Randi asked the Board for new agenda items. Betsy wanted to provide an update on Executive Office staffing.

Added Items: NAACCR Staffing #7 below.

7. NAACCR Staffing

Betsy

Betsy said that the Program Manager interviews went well and we just completed the second round. She thinks all three finalists are extremely qualified. In fact, she is looking into the possibility of recommending hiring two individuals. She and Charlie are looking at the funding around this possibility. More information may be available in a week or two. Angela asked if we are still looking at the Volunteer Coordinator position. Betsy said that she would be happy to discuss this moving forward.

8. Assign Reviewers

Randi

- Telecommuting Best Practices (Finalize Reviewers)
- Recruitment and Retention (Finalize Reviewers)

The Board needed to assign reviewers for best practices documents that are coming up for completion. The assigned reviewers are:

Telecommuting: Lorraine Shack – Primary, Kevin Ward - Secondary

Recruitment: Lori Swain – Primary, Wendy Aldinger - Secondary

9. Program Updates

a. NPCR

Wendy / Nan

NPCR Town Hall Meeting will be held December 3, 2019. Nan announced that continuation funding progress reports are due in February. She also asked if anyone has heard about the STAR Project. Registries will be contacted by a contractor to CDC named Tanaq. The initiative is designed to help develop a cloud-based information system that will facilitate e-path and early capture of pediatric cases.

b. SEER

Isaac / Angela / Kyle

The SEER Program had their November 1 submission. The Contracts Office said they will be adjusting their February 2020 submission completeness standard from 95% to 85%. The November 2020 submission will be 95%. The SEEP PI meeting will be in Seattle in April 2020.

c. Canada

Lorraine/Randi/Betsy

They are working on submissions to the central registry. Stage will not be included this year. Some registries are further along than others but it will be delayed.

10. Policies for Review by Board

Lori S.

The Board is scheduled to review all current NAACCR policies. In September, Lori Swain volunteered to take on the responsibility to do an initial review with Charlie. Prior to the Board meeting the policies were posted to the SHARE site. She asked the Board to review the suggestions in detail and then send comments to Charlie prior to December 6. The plan is to receive comments and then provide final suggestions at the December Board meeting. At that time the Board will discuss and finalize any suggested changes.

11. 2020 Board Election Update

Kyle

Kyle said that the committee is still receiving nominations. Currently, there are four nominations for Representative-at-Large. The SMO Representative has verbally committed to submit a nomination form. They are still in search of finalizing a nomination for President-Elect. There are three individuals that were going to reach out to Randi for inquiries on the process and obligations. The nomination period ends on December 9. He will update the Board at the December Board meeting.

Standardization and Registry Development

12. Steering Committee Update

Isaac / Kevin

The S&RD met on October 24. The call was lightly attended. This was unusual for this group. They spoke about two major issues (1) proposal for GitHub account for XML, and (2) 2018 Readiness Survey Recap. This was sent to the Board prior to the meeting. They want input on how to reach out to those that need help and assist registries.

Lori Swain mentioned previous activities on how hospitals were handling the changes. NCRA has been working on a hospital-based survey that is going to be released on November 21. She will report back to the Board on details of their findings.

13. 2018 Readiness July Survey Results

Lori H.

The Board reviewed the most recent results of the 2018 Readiness Survey. This was presented to the Board prior to the meeting. Lori Havener provided background on the results, process, and next steps. The committee would like to receive approval to release the results of the survey to the membership. They also want guidance on when to send the next survey of how and when to proceed. Specifically, the following items are requested:

- Delay the next survey to Spring (assuming the Board wants to continue conducting the 2018 Readiness Survey).
- Assess whether we continue with current survey questions or come up with new questions.
- Determine whether Canadian registries should complete a different/separate survey.
- Get input from standard setting agencies after they have had an opportunity to assess the 2018 data they received in January/February 2020.

Maria said that she is in favor of a spring release. Kevin and all Board members concurred. Lori Havener will forward information to Lorraine after the meeting to help with the Canadian side.

THE MOTION TO APPROVE THE RELEASE OF RESULTS WAS APPROVED.

Professional Development

14. Steering Committee Update

Wendy / Lori S.

Since the last BOD meeting their most recent call was cancelled. Their next meeting is on November 21 and they hope to approve the telecommuting best practices document tomorrow also.

15. Annual Conference Update

Nan

Nan provided the update on the 2020 Annual Conference plans. The group last met on November 19. She said most of the plenary speakers have accepted to speak. The Call for Abstracts was also sent and submissions are open until February. At this time, the web site is continually updated, preliminary schedule is being formalized, and logistical plans are being made. Entertainment is also being finalized. The 2021 Chair in California was secured and they are sitting on the conference calls.

16. 2020 Hackathon

Isaac

Isaac provided the update on the 2020 NAACCR Hackathon plans. The group developed a budget which Isaac presented to the Board. The group discussed each line item and possibilities for implementation moving forward. The event is tentatively scheduled to occur prior to the Annual Conference. The group is working on a web site with details on the event. Registration will be included. The event will take place at the host hotel,

Loews Philadelphia. The cost estimate was broken down into three different days. Wendy asked if there was discussion to inquire about sponsors for the event. Isaac said that there will be sponsorship efforts but wanted to get the OK from Board first. The Board discussed the options in detail and focused most of their consideration on budget and promotion. It is assumed that there may be less of a cost in the end with sponsorship or savings with the hotel and AV.

THE MOTION TO APPROVE THE HACKATHON BUDGET ESTIMATES PROVIDED WAS PASSED

Communications

17. Steering Committee Update

Kyle / Angela

The Communications Steering Committee met last week. Their current activities include updating the *Narrative*, web updates, and their Charter. The group wants to continue to focus on improving the content and information of the *Narrative*. They are also trying to get volunteers for the registry spotlight article are but do not yet have anyone confirmed.

Strategic Alliances

18. OVAC Update

Nan / Lori S.

OVAC's annual meeting is happening in December and Betsy will be attending. Randi learned about the continuing resolution was signed yesterday. She reminded the Board that OVAC is specifically asking for consideration of increased funding for cancer registries. During this agenda item Nan asked Isaac on details of the Ci4CC meeting. He said that Eric Durbin's request for support of the health informatics workgroup was overwhelmingly positive. Attendees thought that the research informatics space is in need for this type of group.

Research and Data Use

19. Steering Committee Update

Maria / Lorraine

Their new work plan was reviewed and accepted. Most of the other discussion was about the publication and the cluster guidelines. They want to ensure consistency. Also, survival and fitness for use initiatives are being discussed. Particularly the Canadian and U.S. issue with not all registries being included. They will need input from the Board and this request will be coming soon.

20. Confidentiality & Data Security Survey

Angela

The Board reviewed the confidentiality and data security survey in detail prior to the meeting. Angela said that the adjustments seem better and liked the changes. Randi said that, for example, #4 seems to have some logic related questions and she is not sure if she agrees with them. Similarly, #12 has challenges also. Maria endorsed Randi's suggestion of the wording change in #12. Regarding the instruction letter, the Board thinks that the committee chairs should be added in the signature lines.

THE MOTION TO APPROVE THE RELEASE OF THE CONFIDENTIALITY SURVEY WAS PASSED PENDING THE CHANGES TO #12 AND THE INSTRUCTION LETTER.

21. CiNA Monograph Volume 5

Randi

The Board was presented with the new CiNA publication prior to the meeting. Randi asked the Board for their comments and overall impression of the document and timeline. She asked members for their input on the long-term approach and timing of future documents. The Board is supportive of this methodology and document. Lori Swain asked if NAACCR would consider adding acknowledgement of cancer registrars for the data. The Board and Betsy agreed and thought this was a good idea. Kevin asked if downloads or access to the PDF

documents can be tracked. Charlie said that he thought that this could be done. He will get with Tyler at the office and start the process if it is not being done already.

Board Action: Kyle will have the Communications SC publicize the new CiNA document which will include a press release.

THE MOTION TO APPROVE THE CiNA MONOGRAPH VOLUME 5 WAS PASSED

Other

22. Board Self-Assessment Update

Lori S.

Lori Swain completed the draft Board self-assessment. She asked the Board for input and suggestions. Lori requested that the Board go over the draft survey and send changes to Charlie by December 6. The survey will be reviewed for a final time at the December Board meeting. The schedule is tentatively set for completion of the survey between December 16 through December 31.

23. Review and Update Action Item Table (Standing Item)

Randi

Randi asked the Board to review our Board Action Item Table. She wants to try and finalize some of the tasks. The Board discussed the action items and made updates to the activities. Randi said that she wants to keep this topic as a standing agenda item at each meeting.

24. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board will be December 18, 2019, at 2:00 PM Eastern.

Scheduled Board Meetings 2019 – 2020

December 18, 2018; 2020: January 15, February 4-5, March 18, April 15 (Board/Chair), May 20, June 21 (In-person Annual Conference, June 21-26).

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
Telecommuting	Lorraine Shack	Kevin Ward
Recruitment and Retention	Lori Swain	Wendy Aldinger

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
November 2019 Action Items		
Kyle will have the Communications SC publicize the new CiNA document which will include a press release.	Kyle	
Charlie will get with Tyler at the office and start the process of tracking downloads of new CiNA volume if it is not being done already.	Charlie	Completed
October 2019 Action Items		
Betsy will coordinate with NAACCR staff and Vicki Benard on potential issues with registries on this change.	Betsy	Completed
September 2019 Action Items		
Maria will connect with METAvivor to seek further information and report back to the Board.	Maria	Completed
Randi will connect with Kyle to see if he wants to remain on the committee as a member and Board liaison.	Randi	Completed
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	Completed
August 2019 Action Items		
None		
June 2019 Action Items		
Angela Meisner is interested in possibly attending the OVAC meeting that NCRA will participate in (Hill Event).	Angela	Completed – Still Open
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	Completed
Kyle will work with the NAACCR office will develop a guided tour recording for new Board members.	Kyle Zeigler	