Roll Call   Randi

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

Board Member Excused: Antoinette Stroup

Ex-Officio Member: Betsy Kohler

Staff: Charlie Blackburn, Lori Havener

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

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

Randi asked the Board for additional or new agenda items. Lori Swain wanted to add a comment on the Journal for Registry Management. Lori wanted to partner on the Journal of Registry Management. This would be a NAACCR / NCRA partnership. The concept is to possibly have NAACCR be a part of the publication during the year at a specific time. This would hopefully have NAACCR members contribute to the publication on a more consistent basis. The Board discussed the idea and this would lend to a central registry focus as well as provide a more well-rounded publication. Their main consensus is to understand what the logistics of this process would be. At first glance, this may be a Communications Committee responsibility. Lori Swain recommended setting up a call in January with stakeholders to start the process.

Board Action Item: Lori Swain will coordinate a call in early January with any potential leaders from NAACCR who may take ownership of this activity.

7. **Program Updates**
   a. NPCR   Wendy / Nan
   A Town Hall Meeting was held on December 3rd. The continuation application is due at the end of February. The submission for data was opened December 12th. Registries will still have until January 10th to submit. Joe Rodgers from CDC is working with vendors on the changes, policies, and timelines. Randi added that if a state was selected for a data quality audit then they received an email. Additional funding for those registries is available. Maria mentioned that there is a data management plan due also.

   b. SEER   Kevin / Angela / Kyle
   No new updates are available.

    c.   Canada   Lorraine/Randi/Betsy

A cancer registry expanded call was held. A new assistant director is now at Stats Canada, Kelly Saunders. They reviewed data from 2017 and results were due in November. There are some dissemination items that Lorraine updated the group on. Some items listed were Cancer Prevalence (December 2019), 2017 Incidence and Staging (February 2020), and Young Adult and Childhood (later in 2020).

They are also reviewing how registries are described in publications to include provincial or territorial registries. This would be important to refer to Canadian registries rather than just states. However, when it refers to central cancer registries then it is fine. Betsy provided some background and efforts to ensure proper reference to Canadian provinces and territories. Betsy said that she will try and ensure consistent practices in the future across all NAACCR products.

8. **Policies for Review By Board – Action Item**   **Lori S.**

The Board has viewed the updated policies at the November meeting and December meeting. Lori Swain worked with Charlie to synthesize the updates and comments. Charlie received comments and edits from several Board members during the process. Lori asked for final comments and recommended that the Board approve the policies highlighted for updates. Randi brought up policies 114, 155, and 160 as possible items that are reviewed later in the year once the Bylaws are finalized. Lori and Charlie noted that the intent was to revise and approve as presented but then pull any out for future discussion. There are a few policies that have been identified for further discussion at the February in-person Board meeting and others that should be compared to the final Bylaws when approved after the June 2020 business meeting.

#48 *The Executive Director also as the authority to expend up to an additional $15,000 in one fiscal year for any unbudgeted activities.*

#22 *NAACCR will invite the registry from its corresponding location to chair the Program Committee, develop the scientific program, and social programs.*

Lori moved that the board approve the policies as presented with the exception of #117. The motion was seconded. Discussion followed and changes were made to #22 and #48. Number 117 will be added to the "review later after Bylaws" list for future consideration.

THE MOTION TO APPROVE THE AMENDED POLICIES AS PRESENTED (including the edits to #22 and #48) WAS PASSED

9. **2020 Board Election Update**   **Kyle / Randi**

Kyle updated the Board on the status of the BOD elections for 2020. To date, the committee has received five Representative-At-Large nominations. There was a sixth submitted but this person is not eligible since they are not an employee of a Full Member. There has been one SMO Representative nomination and zero President-Elect nominations. Prior to the BOD meeting, a small group met to identify potential candidates the Nominating Committee can approach.

10. **Dr. Martha Linet Resolution – Action Item**   **All**

Castine Clerkin, NAACCR Program Manager of the Virtual Pooled Registry, presented a board resolution for Dr. Martha Linet. Dr. Linet has been instrumental in the development of the VPR. The Board discussed the resolution in detail and are supportive of Dr. Linet receiving the honor.

THE MOTION TO APPROVE DR. MARTHA LINET'S BOARD RESOLUTION WAS PASSED

Professional Development

11. **Steering Committee Update**   **Wendy / Lori S.**

Wendy said that the committee just completed the Telecommuting Best Practices Document as well as the Recruitment and Retention Best Practices Document. The Telecommuting Document is being discussed in ITEM #12 below. The link

to the Recruitment and Retention seems to not be working. Charlie will look into this and send another notification. (Charlie fixed this after the meeting.) Angela Meisner is in the planning process of the meet and greet at the Annual Conference.

12. Telecommuting Best Practices Document – Action Item   **Angela / Wendy**
The Professional Development Steering Committee has been working on a Telecommuting Best Practices Document for the past several months. It was presented to the Board for review. Kevin and Lorraine were the main reviewers for the document. Their comments were outlined and presented to the Board prior to the meeting. Kevin thought that having this as more of an editable document may be beneficial. Lorraine thought that there may be some benefit to adding contact names of registries already doing these activities. Members of the Board discussed the document and complimented the committee on their work. Changes discussed: Wendy will check on the TN sample policy and adjust as needed. They outlined major sections and discussed portions of each. Wendy will see if this document can be editable in any way for ease of use.

THE MOTION TO APPROVE THE TELECOMMUTING BEST PRACTICES DOCUMENT AS REVISED WAS PASSED

13. Annual Conference Update   **Nan / Betsy / Charlie**
The Program Committee met yesterday. Nan said that 95% of the plenary speaker spots are now filled and confirmed. Abstracts are being received for both student and regular slots. The web site is up and running. The group is currently finalizing the reception and activities. We recently found out that the NJ and PA cancer registrars state associations are planning to host their annual meeting in Philadelphia near the same time. NAACCR will reach out to the state associations in coming weeks to invite them to attend NAACCR and encourage them to perhaps attend on Thursday of the conference. Charlie hopes to have the preliminary program available by early January. We also expect to have exhibitor registration open in mid-January.

14. Boise 2022   **Randi / Betsy / Charlie**
The NAACCR Office has worked with Boise as a potential site for the 2022 Annual Conference. The office has received the contracts for the location and it seems as though this will be an excellent location with very nice facilities. Randi spoke on the location and services in the city. She endorsed Boise highly. The Board discussed the options and felt as though Boise is a very nice location for the 2022 conference.

THE MOTION TO APPROVE BOISE AS THE 2022 NAACCR ANNUAL CONFERENCE WAS PASSED

15. 2023 Annual Conference Location   **Charlie / Betsy**
Betsy and Charlie are still in the process of looking at New Orleans for a possible 2023 location. There are some items on the site and city that she wanted to gain input from the Board before proceeding further. The Board was concerned with the proposed cost of the hotel rooms. There would not be enough per diem to cover room costs. Board members suggested Atlanta as a possible 2023 location. NAACCR will look into this possibility as well.

Standardization and Registry Development
16. Steering Committee Update   **Isaac / Kevin**
Their last meeting was very busy and held on December 12th. The SSDI workgroup provided an update to the group. They are discussing the C answer forum on proposed SEER items. There are ovarian and lung changes. Others are automated conversion changes. They are on a trial period. Six new codes for existing items have also been approved. A field study is being held with over 200 participants. Any changes to SSDI will be before 2021. They spoke a lot about the process of the changes. Other updates are Volume I Task Force is being formed. The XML workgroup submitted the GitHub proposal (see below). They are proposing a XML concurrent session at the 2020 conference. Additionally, the Cancer Informatics Workgroup is now up and running. They need outside advisors from NAACCR and are working carefully to craft their charter in helping guide the group.

17. GitHub Proposal   **Isaac**
Isaac presented a proposal for a NAACCR github.com account. He recommended that we obtain an account as a non-profit organization. This account will be used to develop and publish a version controlled repository of

source code, documentation, web links, and related files for the XML data exchange standard. The github.com website provides these accounts free of charge. The files and other resources on this website will help to disseminate important digital artifacts, both current and historical, related to the XML data exchange standard. The proposal noted that making these resources available through a well-known, centralized, version-controlled repository such as github.com will help the NAACCR community find and utilize the software tools and artifacts necessary fora successful XML transition in 2021. The Board was supportive of this proposal. Isaac said that there is some set up and maintenance but we can make it as simple or complex as we need. Charlie recommended that Isaac work with Tyler in this process so the office can retain the password and credentials. Isaac abstained from the vote.

THE MOTION TO APPROVE THE GITHUB ACCOUNT WAS APPROVED

Communications
18. Steering Committee Update   **Kyle / Angela**
The committee met on December 11th. They touched on the following items: 1) Preparation for World Cancer Day in February 2020. 2) Promotion of the last CiNA release. 3) They will hold their in-person meeting at the Annual Conference in Philadelphia. Melanie Williams announced that she will be ending her two-year term as Chair. Her term will end in June 2020. Randi asked for suggestions for a Communications Committee Chair. Members should contact her with ideas. **Board Action Item: Randi asked for suggestions for a Communications Committee Chair. Members should contact her with ideas.**

Strategic Alliances
19. OVAC Update   **Nan / Lori S.**
Betsy and Lori Swain attended an OVAC meeting on December 16, 2019. This was OVAC's Annual Meeting for stakeholders and members. She provided the major updates from the meeting which included: Ned Sharpless form NCI was a speaker at the meeting. He focused on funding and spoke highly about surveillance. Childhood cancer initiatives are in the budget for over $50 million. Data aggregation and data infrastructure will be the first priorities.

Research and Data Use
20. Steering Committee Update   **Maria / Lorraine**
They met on November 26th. The data assessment workgroup gave an update on their duties. Recinda Sherman gave an update on the confidentiality survey which was recently released. THE CiNA Prevalence Volume was also discussed (promotion / dissemination etc.) Maria discussed the need for a policy on non-members using CiNA data.

Other
21. Board Self-Assessment Update   **Lori S.**
Board members reviewed the proposed 2019 Board Self-Assessment Survey at the November and December meetings. Charlie received several comments and incorporated the changes for final review. Lori presented the revisions and highlighted the changes. The Board discussed the survey and felt the updated version of the survey will serve the Board well.

THE MOTION TO APPROVE THE BAORD SELF ASSESEMENT SURVEY WAS APPROVED PENDING THE ADJUSTMETN OF THE "TRAINING AND TOOLS" SECTION

22. Review and Update Action Item Table (Standing Item)   **Randi**
Randi asked the Board to review our Board Action Item Table. The Board discussed the action items and made updates to the activities. This will stay as a standing agenda item at each meeting.

23. Adjournment and Next Meeting All

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board will be January 15, 2020 at 2:00 PM Eastern.

Scheduled Board Meetings 2019 – 2020

January 15, February 4-5, March 18, April 15 (Board/Chair), May 20, June 21 (In-person; 2020 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 Best Practices Document	Lorraine Shack	Kevin Ward

NAACCR Board Action Items		
Item	**Responsible BOD Member / Person**	**Status**
December 2019 Action Items		
Randi asked for suggestions for a Communications Committee Chair. Members should contact her with ideas.	All	
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	