



**Minutes**

**NAACCR Board of Director's In-Person Meeting**

Wednesday, February 19, 2020

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**

- View February 2020 Minutes

**2. Correspondence**

- UICC Membership Dues \$3,000
  - View UICC Membership Dues
- OVAC Membership Dues \$5,300
  - View OVAC Membership Dues

**3. Geocoder Monthly Report**

- View Geocoder Monthly Report

The minutes link was incorrect. It was posted correctly on the SHARE site but not within the agenda. Charlie will send the February minutes to the Board after the meeting.

**Governance**

**4. Call for New Items to Agenda**

Randi

No new items to add.

**5. Program Updates**

a. NPCR

Wendy / Nan

Annual report and renewals are due at the end of the month. Maria asked how the STARR program is going. Kevin said that a meeting was held last week. He said that it was an interesting meeting and next steps will be defined later in the process. He reminded that the mission was to enhance technology for cancer surveillance in the future specific to early case capture for pediatrics and young adults. Although it could be used for all populations. More information will be available in December of 2020. Kevin provided detailed on screening, transmission, and legality of this program. This was not intended to replace AIMS (relating to Quest) but after time and discussion, further conversations will need to be had on this topic.

b. SEER

Kevin / Angela

Kevin mentioned that via the SEER monthly newsletter outlined a December CDC and NCI meeting that took place in December. It appears as though the largest challenge discussed was the funding of registries and support. In particular, dual funded registries need to identify themselves as NCI and CDC funded. SEER DMS data collection is getting a new interface soon.

c. Canada

Lorraine / Randi / Betsy

No new updates at this time.

## **6. Update on New NAACCR Projects**

**Betsy**

Betsy announced that we received notice from Komen for the Cure that we were awarded a contract. There are still some final details that Charlie is working out with them but it is expected to be completed by the next Board meeting.

- Staffing Plan Update

Betsy said that staffing updates are coming and she is in the process of syncing our staffing needs with new opportunities coming in the future. She should have more an update in March.

## **7. Board Liaison on Nominating Committee**

**Randi / Betsy**

The Board discussed the process of filling the Nominating Committee in the future. It is important, per the advice of our Parliamentarian, that Board involvement be minimal. Ideas were discussed as to whether a Liaison is needed or should even be a spot on the committee. Kyle shared some of the challenges of being the Liaison to the Board. Nan provided some input on her views of how the committee could be more effective. Nan said the group struggled with filling spots and being convincing with potential candidates. Having past Board members on the committee would help a lot. It was suggested that Charlie (or the person in his role as the COO or staff member servicing the committee) could be a person to provide updates to the Board and keep everyone on the proper timeline. Maria mentioned that the Board suggested that the committee be formed prior to the Business Meeting but finalized at the meeting. Betsy suggested that the Nominating Committee be responsible for the committee spot nominations as a part of the general vote. Randi asked if the committee could have three or four. Kyle thought four would be good. Charlie said that if three can commit then three is enough. The Board will proceed with three individuals. Charlie will synthesize the thoughts and work with Kyle to summarize the process discussed. Wendy will bring this up to the Parliamentarian to gain input also.

## **8. Composition and Appointment of the Nominating Committee.**

**Randi**

See ITEM #7 above.

## **9. ED Contingency Plan**

**Randi / Betsy**

- View ED Contingency Plan Sample

The Board would like to start the process to develop an ED contingency plan. **Board Action: Isaac will send the Sustainability and ED Transition document to Charlie and Charlie will forward to the Personnel and Finance Subcommittee meeting. Charlie will forward it to the Finance and Personnel Subcommittee.**

## **10. Review of officer contingency plans for unexpected vacancies/lack of candidates for officers.**

**Randi**

Randi wanted to discuss what the Board will do if there are not enough candidates for roles on the Board. She asked if these "Plan B" processes should be included in the Bylaws or not. Betsy thought that this year's set of circumstances was a bit of an anomaly. The Board discussed the pros and cons in detail. In particular, it was discussed to have a promotional packet for President-Elect. The Board will revisit this in the future if there is a situation where someone can't be found to run for office.

### 11. NAACCR Data Security

Betsy / Charlie

- Update Legal Review of DUA and Confidentiality Documents

Betsy

Our DUA agreements are being reviewed by the NAACCR attorneys. At first glance, they are in good shape. The Interstate Data Exchange Document was included in their review and comments will be sent back before Friday for Betsy and Randi.

### 12. Policy Review Continued Discussion / Action

All

### 13. Revisit Policies from In-Person Meeting

- Policy 158 and 161 were moved to second February 19 meeting.
  - View Policy 158 Confidentiality of Data Policy 161 Conflicts of Interest

The Board wanted to outline policies 158 and 161. They want to keep policy 161 as it is still relevant to NAACCR. Policy 158 is a position statement and not really a policy. After discussion the Board would like to have some version of a policy like this. **Board Action: The Board will have RDU look at the policy 158 Confidentiality of Data (as NAACCR's position on confidentiality). This will be led by Lorraine and Maria.**

**Board Action: Randi will rewrite grammar suggestions for policy 161.**

### Steering Committee Reports

#### Professional Development

### 14. Steering Committee Update

Wendy / Lori S.

### 15. New Orleans Counter Offer by Hotel

Charlie / Betsy

- Hotel changed offer from \$225 to new rate of \$199

**THE MOTION FOR NAACCR TO ENTER INTO A CONTRACT WITH THE ROOSEVELT PENDING ACCEPTANCE OF A ROOM RATE OF \$199 US WAS PASSED.**

#### Research and Data Use

### 16. Steering Committee Update

Maria / Lorraine

No new report since this was the second meeting of the month.

### 17. Journal of Registry Management- NAACCR Fall Edition

Betsy / Lori

We have been in discussions with NCRA to work with them in coordinating a piece in the Fall Edition of the Journal of Registry Management. We will use papers from our spring and summer annual meetings that could be folded into the article. This will be turned over to Research and Data Use as a project. All papers will have to be in by August 1. Some NAACCR members will be able to serve on the editorial board for this issue. The Board thinks that this is a great opportunity. Randi thinks that in the future we can obtain some guidance from RDU on how to operationalize the process for future editions.

#### Standardization and Registry Development

### 18. Steering Committee Update

Isaac / Kevin

No new report since this was the second meeting of the month.

#### Strategic Alliances

### 19. Steering Committee Update

Randi / Betsy

No new report since this was the second meeting of the month.

## Communications

### **20. Steering Committee Update**

**Kyle / Angela**

No new report since this was the second meeting of the month.

### **Other**

### **21. Review and Update Action Item Table (Standing Item)**

**Randi**

The Board reviewed the action item table. Most items are in good shape and should be finished in March. In particular, Nan contacted with Kyle just before this meeting to continue the process of the guided tour recording.

### **22. Adjournment and Next Meeting**

**All**

The meeting adjourned at 3:55 PM Eastern. The next meeting is scheduled for March 18, 2020.

## **Scheduled Board Meetings 2019 – 2020**

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

## **2019 – 2020 Liaisons**

| <b>Priority Area</b>                   | <b>FY19 Liaisons</b>             | <b>FY20 Proposed</b>                      |
|--|----------------------------------|---|
| Standardization & Registry Development | Isaac Hands<br>Wendy Aldinger    | Isaac Hands<br>Kevin Ward (Junior)        |
| Communications                         | Lori Swain<br>Kyle Ziegler       | Kyle Ziegler<br>Angela Meisner            |
| Research & Data Use                    | Maria Schymura<br>Angela Meisner | Maria Schymura<br>Lorraine Shack (Junior) |
| Professional Development               | Deirdre Rogers<br>Randi Rycroft  | Wendy Aldinger<br>Lori Swain              |

## **2019 - 2020 Document Reviewers**

| <b>Document Review</b>                | <b>Primary Reviewer</b> | <b>Secondary Reviewer</b>   |
|---------------------------------------|-------------------------|-----------------------------|
| Standards Volume V (April 2020)       | 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                  |

| <b>NAACCR Board Action Items</b>  |  |               |
|---|--|---------------|
| <b>Item</b>   | <b>Responsible BOD Member / Person</b> | <b>Status</b> |
| <b>February</b>   |  |               |
| Isaac will send the Sustainability and ED Transition document to Charlie and Charlie will forward to the Personnel and Finance Subcommittee meeting. Charlie will forward it to the Finance and Personnel Subcommittee. | Isaac                                  |               |
| Randi will rewrite grammar suggestions for policy 161.  | Randi                                  |               |
| The Board will have RDU look at the policy 158 Confidentiality of Data (as NAACCR's position on confidentiality). This will be led by Lorraine and Maria.   | Lorraine and Maria                     |               |
| Assign a SMP Committee Chairperson  | Board                                  |               |
| Charlie will look at areas in procedures, policies, and text on web site which need fiscal agent/registered agent updated.  | Charlie                                | Completed     |
| Wendy and Lori H. will take these concepts of eligibility for president-elect back to the Parliamentarian for guidance and then report back to the Board.   | Wendy Lori H.                          |               |
| Charlie will add an agenda item to the Board February agenda on the background document regarding the ED position and vacancy.  | Charlie                                | Completed     |
| <b>December 2019 Action Items</b>   |  |               |
| Randi asked for suggestions for a Communications Committee Chair. Members should contact her with ideas.  | All                                    | Completed     |
| Lori Swain will coordinate a call in early January with any potential leaders from NAACCR who may take ownership of this activity.  | Lori Swain                             | Completed     |
| <b>November 2019 Action Items</b>   |  |               |
| Kyle will have the Communications SC publicize the new CiNA document which will include a press release.  | Kyle                                   | Completed     |
| 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     |
| <b>October 2019 Action Items</b>  |  |               |
| Betsy will coordinate with NAACCR staff and Vicki Benard on potential issues with registries on this change.  | Betsy                                  | Completed     |
| <b>September 2019 Action Items</b>  |  |               |
| 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     |

| <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       | Completed |
| <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 | Completed |
| Kyle will work with the NAACCR office will develop a guided tour recording for new Board members.               | Kyle Zeigler |           |