



Minutes

NAACCR Board of Director's In-Person Meeting

Wednesday, March 18, 2020

2:00 pm – 4:00 pm Eastern

Roll Call

Randi

NAACCR Board Present: Randi Rycroft, Antoinette Stroup, Maria Schymura, Isaac Hands, Angela Meisner, Wendy Aldinger, Lori Swain, Kyle Ziegler

Board Member Excused: Kevin Ward, Lorraine Shack

Ex-Officio Member: Betsy Kohler (excused)

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Consent Agenda

All

1. Minutes
2. Correspondence
3. Geocoder Monthly Report
4. Executive Director's Report
5. Membership Applications
6. Financials

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MARCH 18, 2020, WAS PASSED

Governance

7. Call for New Items to Agenda

Randi

Randi welcomed everyone and asked for new agenda items. Isaac asked if we could move up the Item #17. Randi asked Charlie to provide an update after ITEM #7.

8. Program Updates

a. NPCR

Wendy / Nan

There was a Town Hall Meeting recently. No other updates. Nan said that all registries had to turn in their FY NPCR budget. NJ was asked to reduce their budget.

b. SEER

Kevin / Angela

The April managers meeting has been cancelled. They are looking to update their telecommuting capacities of the registries. The ramp on contracts are expected to be executed in November 2020. Funding for the first year is 6 months. Then option year 1 begins May 1 with the other registries. NCI also sent a supplementation funding for cancer centers. They are seeking to augment registry data in the NPCR file for the NCCR initiative. The application is due May 26, 2020, the day after Memorial Day. Funding is for 1 year for about \$300,000.

c. Canada

Lorraine / Randi / Betsy

No new update.

9. ED Contingency Plan Update and Status

Randi / Betsy

The Finance and Personnel Subcommittee has reviewed the Ed contingency plan and succession documents. The group met two weeks ago and came away with an action plan. An update will be sent to the Board next month. They are seeing delivery in June with approval in July. This would be reviewed annually in May.

10. Background Check Policy Update from Attorney – ACTION

Charlie

This is a policy that the Board asked the attorney to provide a legal opinion on the text. Charlie asked the Board to provide input on the suggested changes. He said that if they like the updates when the Board can approve the policy as written. If they have suggestions, then he can make those changes. Randi will work with Charlie on final language.

THE MOTION TO APPROVE THE BACKGROUND CHECK POLICY (AS AMENDED BY THE BOARD) WAS PASSED.

11. SMP Survey Instrument - ACTION

Randi / Nan

Need Board approval to distribute this survey to the membership. The Board reviewed the survey and provided input on the questions. Randi asked if the Board was supportive of this survey going to the membership. Lori Swain thought this concept will work well and supports the mechanism. Isaac asked when this will go out. The Board discussed this and decided that this would be deferred until later in the year since there are so many priorities in advance. **Board Action: The Board will send this survey later in 2020 at a date July or August.**

12. NAACCR Bylaws Review

Randi / Wendy / Lori H.

Board was sent the revised Bylaws for review. The subcommittee has worked all year to make the revisions along with a Parliamentarian. The Parliamentarian provides NAACCR with expert advice on our Bylaws. Wendy reviewed the major changes and rationale for each. The Board thanked Wendy, Maria, Randi, and the entire committee for their hard work. Randi said that since these changes are substantial in quantity that we are working with the Parliamentarian on how to present it to the membership. She reviewed those options. (As a whole; Article by Article; Every single change.) Randi asked the Board to review the changes prior to them being sent to the membership. Lori Swain said that the group needs to look into some provisos prior to submission. This will go to the Board one more time before it goes to the membership.

13. Election Results

Randi / All

Randi announced the election results. Winny Roshala was elected to President-Elect. Lori Swain was elected to SMO Representative. Angela Meisner, Monique Hernandez, and Mary Jane King were elected to Representative-At-Large. She thanked all members who ran for office and appreciates everyone's interest in being on the Board.

14. Muir and Percy Awards

Betsy

The Board reviewed the nominations for the Muir and Percy awards. They discussed the contributions of each nominee and detailed their impact. The NAACCR office will need to know the award winners by May 1, 2020. Randi asked if some of the nominees had a specific award that they are eligible for or is it either award? Charlie said that the office needs to know the status by May 1, 2020. It was determined that this would go to the April meeting.

Steering Committee Report Update Structure

Potential standing reminders for committee reports. Randi will ask for input.

- a. Any concerns about how the SC is functioning?
 - Inadequate participation
 - Problems with meeting management
 - Ineffective leadership
 - Ineffective delegation of work to subcommittees
 - Significant accomplishments
 - Resources needed

- b. Any documents the Board will need to review/approve in the next couple of months?
- c. Specific requests of the Board from the SC?
- d. What items did the SC flag to forward to Communications?

Professional Development

15. Steering Committee Update

Wendy / Lori S.

Lori provided the latest update. The group lost a valuable volunteer in Stephanie Hill who is now a NAACCR staff member. Other updates were general.

16. NAACCR Talks – Best Practices

Wendy / Lori S.

This was covered in the item above. Specifically, it was suggested that maybe each Steering Committee possibly consider their own NAACCR Talk. Nan said that we are very sensitive to what we ask volunteers to do but, in the event, that the conference is cancelled then maybe this could be done virtually.

17. 2020 Conference COVID-19 Update

Betsy / Charlie

Charlie shared slides with the group. Charlie investigated what others were doing to access how to approach our Annual Conference and included Venue West in several discussions. At 14 weeks out we have 45 registrations when average for other years has been 60. The potential financial impacts and obligations were reviewed. The specifics of the annual meeting insurance policy were reviewed and noted it would not cover the current situation. Moving forward, April 10-20 will be the critical time to make decisions. The hotel has been contacted but is not willing to discuss cancellation until we are closer to the meeting date. Lori Swain shared there are riders available for terrorism and viruses, but the cost is substantial. She has heard from attorneys that there are some things under most policies provide some coverage and relief regardless of the circumstance. Charlie has also heard the same from attorneys. Charlie suggested and the board agreed, a poll be given to the membership. Randi and Angela offered to help with the poll. Charlie would like to see us go back to Philadelphia sometime in the future if we were to cancel and be good contractual partners. Wendy suggested we wait until the April window to see if a decree is made regarding the hotel needing to shut down in June. This would give us justification for canceling. If we can go forward, we need to look at the potential for a greatly reduced attendance. Charlie will schedule a board meeting to specifically address this matter and review the results from the poll.

Research and Data Use

18. Steering Committee Update

Maria / Lorraine

Maria provided an update and commented that Recinda provides excellent support. She said that the meetings may need to be scheduled longer. Additionally, Maria noted that the Board gave several projects to the committee and that they are in progress.

19. CiNA Monographs Update

Maria / Lorraine

Board was asked to discuss and ask targeted questions if needed on this topic. No comments were provided.

Standardization and Registry Development

20. Steering Committee Update

Isaac / Kevin

No new update.

21. Hackathon Update

Isaac

Isaac said that the group will adapt to what we are doing with the conference but with the state of universities in the US now; it possibly will be impacted. The actual impact is not known, although a virtual hackathon would defeat the intended purpose. The status will be updated in April.

22. XML Implementation Guidelines

Isaac / Kevin

Isaac presented the updates to the XML Implementation Guidelines. It was requested for Board approval of changes to v1.4 that clarify technical changes to XML standard when we retire fixed-width format. He provided detailed explanations of the major sections and impact of the updates.

THE MOTION TO APPROVE THE NOTED CHANGES WAS PASSED

23. Cancer Informatics Advisory Group Board Liaison Request

Isaac

There was a request for a Board Liaison to the Cancer Informatics Advisory Group. Maria asked how often the group will meet. Lori Havener thought they may meet monthly at first. The Board discussed possibly not having liaison since they are not a Steering Committee. Since this is a subgroup of a steering committee that already has liaisons, bring concerns to the S&RD as it is on the agenda for monthly reports. Any issues could be funneled onto the board.

24. Reminder Volume V Coming in April 2020

All

Scheduled reviewers are Angela and Maria. Lori Havener thought that it would be good to have it approved in April but if there are major items brought up then she wants to go with what the Board can do. After discussion, it is anticipated that major content will not need to be edited. Randi asked the group to list a summary of changes.

Strategic Alliances

25. Steering Committee Update

Randi / Betsy

No new update.

Communications

26. Steering Committee Update

Kyle / Angela

Kyle provided the updates. The group met earlier in the month. The *Narrative* is coming out next month.

Other

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

Randi

Randi asked the Board to review the action item table on their own.

28. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board is April 15, 2020.

Scheduled Board Meetings 2019 – 2020

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
March 2020 Action Items		
The Board will send the SMP survey later in 2020 at a date July or August	All	
December 2019 Action Items		
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
November 2019 Action Items		
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
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	