



Minutes

NAACCR Board of Director’s Meeting

Wednesday, April 15, 2020

Board / Chair Meeting 2:00 PM – 3:00 PM Eastern

Board of Directors Only Meeting 3:00 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, Kevin Ward

Board Member Excused: Lorraine Shack

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Consent Agenda

All

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

Maria

THE MOTION TO APPROVE THE CONSENT AGENDA FOR APRIL 15, 2020, WAS PASSED

Governance

6. Call for New Items to Agenda

Randi

Randi welcomed all in attendance and asked members of the Board for new agenda items.

7. 2020 Annual Conference Update

Betsy / Charlie

Betsy and Charlie provided an update on the 2020 Annual Conference. The cancellation letter was sent to the hotel approximately 10 days ago. The hotel has received the letter. There has been no official dialogue with the hotel as of yet. Charlie has been working closely with the NAACCR attorney and Venue West to monitor the response from the Loews Hotel. Charlie said that he spoke with the attorney yesterday and the attorney said he would expect a response to

come slow because of the proximity of the conference. Betsy said that she met with the NAACCR staff to brainstorm on ideas for presenting topics virtually. A schedule has been set up and Stephanie has been in contact with all Plenary Speakers. All Plenary Speakers have agreed to present at the time they would have normally spoken at the conference. The virtual schedule will closely resemble the format of the in-person meeting, however, there will be no concurrent session abstracts presented. We will do a poster presentation and contest though. The logistics of that process is still in development. Betsy expects to have most of the details wrapped up by May 1st at the latest. This report was also given to the Board and Chairs at their meeting just prior to this Board of Directors meeting.

8. June 2020 Board Meeting

Randi

Randi asked members for input on the format and duration of the June Board of Directors meeting. Now that it will be held via ZOOM, she wanted to know when it was convenient for the Board to meet. This meeting will be a longer duration than the normal teleconference meeting so the Board will need to keep that in consideration. The Board discussed possibly having the meeting on the regular June Wednesday cycle (June 17th). They do not think there is a need to take time for the Chairs to attend. Betsy thought it would be good to meet prior to the Business Meeting on the next Wednesday. After discussion, it was determined that the Board meeting will take place on June 17th from 10-12 Eastern and then from 2-4 Eastern. Charlie will inform the incoming Board members of the new times. He will also forward a ZOOM meeting information.

9. Nominations for Awards and Discussion of 2020 Awards

Randi

The Board will need to discuss nominations for Muir and Percy Awards as well as decide on how to proceed with Merit Awards Redacted...

After discussion, a vote was made for each award.

THE MOTION TO AWARD THE CALUM S MUIR Redacted...

THE MOTION TO AWARD THE CONSTANCE L PERCY AWARD Redacted...

10. Program Updates

a. NPCR

Wendy / Nan

NPCR is communicating and working with registries on COVID-19 impact. There is a portal where registries report what NPCR funded staff may be working on COVID-19. Nan said NJ was told they are exempt from this reporting. More information will be made available later in the year. With NCRA being rescheduled, they are working with registries on changes for travel and ETC training date changes. Notices of Award should be coming out soon. Linda Douglas is retiring the end of June. Nan asked how registries will handle the travel for this date change for NCRA. Lori Swain said that

her discussions with NPCR indicated that they would be flexible with budgets and rolling over funds to the next year.

b. SEER

Kevin / Angela / Kyle

SEER registries recently received notice of awards. NCI has released, in conjunction with NAACCR, on the details of the NCCR (National Childhood Cancer Registry). Supplements are available for cancer centers and are due next month. Also, the new data release date has been announced. There are changes with how NCI will release SEER data to reduce risk of re-identification. Betsy asked for a summary on the changes if one is available. Kevin said that it is on the SEER web site. The Board would like to get RDU involved in these changes to see if NAACCR needs to move in the same direction.

c. Canada

Lorraine/Randi/Betsy

No report.

Note: Steering Committee updates were presented in prior Board / Chair Meeting which was immediately preceding the Board meeting.

11. CTR Training Guidelines Document Reviewers Needed

Stephanie

Stephanie said that there is a training guidelines document that is being released soon. The guide is scheduled to be reviewed by the Professional Dev. SC. There need to be reviewers assigned. Lori Swain asked if the Board needs to review this document or not. She also asked what the criteria was to review documents. Historically, any new document that will be posted to the website or surveys of the membership require Board approval, with CiNA volumes being the exception. The Board will consider revising the process and review criteria, but no real determination was made in regard to potential new criteria. However, the Board did assign reviewers to this document for May.

Assigned Reviewers: Lori Swain and Randi Rycroft

12. Readiness Survey Approval – ACTION

Lori H.

The S&RD Steering Committee recently approved a Readiness Survey that will go to the membership. The Board was sent the survey and provided comments back to Lori Havener. The group would like to give this survey to the membership as soon as possible. The Board discussed nuances of the document and slight changes. Betsy said CDC wants NAACCR to do a COVID survey and asked if we should just keep the COVID questions on that survey rather than ask in two separate surveys twice. Lori Swain said that NCRA was asked to do a similar survey and Stephanie will work with Lori Swain on the questions.

THE MOTION TO APPROVE THE READINESS SURVEY WAS PASSED PENDING MODIFICATIONS

13. COVID – 19 Update

Betsy opened discussion to talk about the impact of COVID-19 on the NAACCR community of central cancer registries. This was discussed in ITEM # 12 above.

14. Adjournment and Next Meeting

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board is set for May 20, 2020.

Scheduled Board Meetings 2019 – 2020

May 20, June 21

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
CTR Training Guidelines Document (May 2020)	Lori Swain	Randi Rycroft

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	