**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, March 26, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Wendy Aldinger, Deirdre Rogers, Carrie Bateman, Mignon Dryden, Angela Martin, Angela Meisner, Jim Hofferkamp, Lori Swain, Andrea Sipin, Stephanie Hill
2. **Approval of minutes** from 2/27/20 – the minutes were approved with minor changes.
3. **Survey Course and LMS Update**

Angela reported LMS is experiencing a slow down due to their clients using live webinars because of COVID-19. The survey course is complete and posted.

1. **Update on NPCR Education Project**

Jim turned in materials for the Head & Neck Solid Tumor Rules which will take place April 8. The survey was sent to all state registries regarding where they are at with the FLccSC system. A few have responding and he is following up with those that have not.

1. **Update on Hackathon**

NAACCR has not yet decided whether the Annual Meeting will be canceled or not. Angela shared that the group has postponed any further work until April.

1. **Update on Getting the Word Out: Telecommuting Document**

* The Telecommuting document has been finalized and is posted. Betsy has asked the group to create a ListServ to point registries to the document. Thanks to Jim and Monica for writing this up.
* We will also be holding a telecommuting webinar on April 14 at 2:00pm ET which will consist of:
  + Overview of the document
  + Discuss the telecommuting forum
  + Committee members personal experiences
  + Plan for 1.5 hours
  + Lori will see if someone from NCRA can join to give an overview of what they heard on their webinar regarding telecommuting. She will let Jim know who will be available.
  + Discuss recruiting while working remotely.
* Jim has created a Telecommuting Forum on the NAACCR SHARE site for members. An announcement was sent to registry directors and those on the Call for Data mailing list. Those on the list were made members of the forum automatically. You do need to have a MyNAACCR account and be logged in to view the forum. If not already a member of the Telecommuting Forum, you click JOIN to be apart of the group. Jim demonstrated the site. Everyone felt this should stay focused on central registries.
* Angela will coordinate a meeting with all the presenters to plan the webinar.
* Angela will send out the Power Point template for presenters to use on the webinar.

1. **R&R Update – transition to Carrie**

Stephanie will be stepping down from the Professional Development Steering Committee. She has left the New Jersey Cancer Registry and is now the Associate Director at NAACCR. Carrie will take over the lead on the Recruitment & Retention. The board has approved the Recruitment & Retention toolkit. Tyler is designing the page for the toolkit on the NAACCR website. A training timeline was developed by New Jersey regarding training your own CTR. They have given NAACCR permission to update and modify as needed. Stephanie is working on this and gave an overview of the document. She will send to this committee’s members for review and suggestions. Stephanie has reformatted this in Word but has asked Tyler for any ideas on how to make this more web based. Jim suggested possibly adding this to LMS and Stephanie will discuss with Angela. Carrie expressed a need to address how to recruit when working remotely. This would make for a good forum topic and should be discussed on the webinar.

1. **NAACCR Ambassador Workgroup – update**

No update.

1. **Strategic Management Plan – next 5 years**

Mignon reviewed the current goals and objectives. A list of the most important tasks was determined for the Professional Development Steering Committee. Mignon will send this list out to members for review and suggestions. Send questions and comments via email to all members of the group.

1. **Member Awards**

Mignon asked for a volunteer to take Stephanie’s place on this project. This would be a great way to get involved without a huge time commitment. The work tends to be done between late March-June. NAACCR members can earn points for involvement and are awarded at the Annual Meeting. Applications are submitted by members and need to be approved. Last year we pilot tested including informatic activities on the application form, but there were no responses to that activity. The group needs to decide if they want to continue with this approach or not. There is also a Member Award Manual that was updated last year. Deirdre will take this over and Stephanie will work with her on the transition. Stephanie will ask Tyler to give Deirdre admin rights and set up a zoom call to discuss.

1. **Update: Guidelines for Citing References – FLccSC group**

Stephanie heard concern about the educational/presentation materials shared in the community. The need to site the origin, creation date of the material and be aware of when they have been updated. So, if there is a question we can go back to the source. It was felt the FLccSC Group was a good place to address this. FLccSC has not moved forward with this but whoever takes over this task could follow-up on. Mignon suggested a small group draft something to share with the FLccSC Group. Please contact Mignon if you are interested in leading this initiative.

1. **Salary Survey**

No Update

1. **Other**
2. **The next meeting is April \_\_, 2020.**