



Minutes

NAACCR Board of Director’s In-Person Meeting

Wednesday, May 20, 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, Kevin Ward, Lorraine Shack

Board Member Excused:

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Consent Agenda

All

1. Minutes
2. Correspondence
 - Mid-Level Group Notes
 - No High-Level Group Notes for May
 - Data Visualization Information
3. Geocoder Monthly Report
 - Geocoder Monthly Report
4. Executive Director’s Report
 - ED Report
5. Membership Applications
 - None
6. Financial See #8 Below
 - Executive Office Lease Renewal

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MAY 20, 2020, WAS PASSED

Governance

7. Call for New Items to Agenda

Randi

Randi asked for new agenda items. There were none added.

8. Update on 2020- 2021 Budget Approval from Finance and Personnel Sub. (ACTION) Maria / Charlie

- Monthly Financials
- Audit Engagement Letter
 - This is an annual standing item where the Board reviews the letter from our auditors that NAACCR will engage them for our annual audit. This year it will take place in late summer 2020.
- Fund 10 and Fund 15 2020-2021 Budgets (Approved and Recommended by F&P Sub.)

Charlie mentioned the overall financials and that they are available for the Board to review as they wish. He also mentioned that the Board is required to be presented with the annual Audit Engagement Letter. This letter begins

the process of engaging the audit firm of Sikich LLP. The audit will begin in late summer and preparations have already begun.

Charlie also recommended that the Board approve the investment of \$80,000 in reserve to add to NAACCR's Merrill Lynch account. \$40,000 of this money is returned dollars from the 2020 Annual Conference deposit. The additional \$40,000 will come from NAACCR's cash on hand reserves. This is an opportune time to invest as the market is down. He said that NAACCR has done this in low market situations several times in the past and it has served the organization well. The Finance and Personnel Subcommittee has already approved the action but needs full Board approval.

THE MOTION TO APPROVE AN INVESTMENT OF \$80,000 TO NAACCR'S MERRILL LYNCH ACCOUNT WAS PASSED.

The Finance and Personnel Subcommittee approved the Fund 10 Unrestricted and Fund 15 Indirect Overhead budgets in April. Charlie provided a brief overview of the budgets and the Board will discuss / approve the budgets at the May meeting. Several major changes and the impact on the budgets were outlined.

THE MOTION TO APPROVE THE FUND 10 AND FUND 15 BUDGETS AS PRESENTED AND RECOMMENDED BY THE FINANCE AND PERSONNEL SUBCOMMITTEE WAS PASSED.

9. Program Updates

a. NPCR

Wendy / Nan

COVID-19 and the impact on registries was discussed at the last meeting. CDC went over reporting changes and procedures because of the pandemic. Notices of Award have been sent to states. States that are scheduled for fall DQE audits are still expected to participate in those. Nan added that there is no authorization needed to rollover money and this will help the registries quite a bit.

b. SEER

Kevin / Angela

Kevin reported that NCI SEER is doing pilot tests with pharma data. The new SEER Stat* data files are now more restricted and have removed registry ID which is constraining. There was discussion on what the timeline is on the new dataset. He hopes that the larger research datasets will be available in June. The April 15th dataset will still include certain historic data elements (i.e., registry ID). Kevin also went into detail on the specifics of the datasets and variables within. NCI entered into an agreement with Castle Biosciences to link SEER data to obtain genetic risk scores for melanomas, which includes a case finding component to the project. There is an EOD consolidation manual for registries. Nan added that the SEER Stat* database has a new policy she was concerned about. She has requested access to the higher-level dataset which also included treatment variables.

c. Canada

Lorraine / Randi / Betsy

Lorraine said that much registry work required reporting due to a slow down because of COVID-19.

10. NAACCR Bylaws Review Verbal Update

Randi / Wendy / Lori H.

Wendy said that the Bylaws were released for review early this week. There is a webinar review scheduled on June 10th. Members will have the opportunity on the 10th to ask questions and add input. Our Parliamentarian will be helping us with the process.

11. Muir and Percy Awards

Betsy

The Board discussed how we will present awards and ideas for presentation at their workplace if it can be done. Betsy said that most announcements will happen via the newsletter, web, and listserv. However, the Muir award winner may need something more special. Ideas were considered and one was to let this year's recipient hand out next year's award. After discussion, it was determined to announce it at the Business Meeting and add some pictures that can be shown. Angela Meisner will work on some photos.

Steering Committee Report Update Structure

- a. Any concerns about how the SC is functioning in the following areas?
 - Member engagement
 - Meeting management
 - SC leadership
 - Delegation of work to subcommittees
- b. Significant accomplishments
- c. Resources needed
- d. Any documents the Board will need to review/approve in the next couple of months?
- e. Specific requests of the Board from the SC?
- f. What items did the SC flag to forward to Communications?

Professional Development

12. Steering Committee Update

Wendy / Lori S.

Lori complemented the group on their work and focus during the pandemic. She informed everyone that the Chair, Mignon Dryden, is going to Chair the Strategic Management Plan group. Andrea Sipin and Carrie Bateman will co-chair.

13. Registry Training Guide Review and Approval (ACTION VOTE)

Lori S. / Randi / Stephanie

Lori Swain and Randi were the primary reviewers for the document. Both provided some helpful ideas on items such as hyperlinks and data visualization ideas. Randi also suggested looking at possible sections that could be added in the future.

THE MOTION TO APPROVE THE REGISTRY TRAINING GUIDE WAS PASSED.

14. 2020 Conference Update

Betsy / Charlie

Charlie and Betsy said that we heard from the Loews hotel and they have officially cancelled the meeting. The full deposit will be returned to NAACCR. A portion of this refund will be used in an investment approved earlier in the meeting today.

Research and Data Use

15. Steering Committee Update

Maria / Lorraine

The group has discussed finding ways to see what the federal agencies are expecting in the wake of the pandemic. The committee is also working on a data analyst handbook, from an analyst point of view. Frank Boscoe provided an update on the completeness measure. Maria asked what was happening with certification this year. Betsy said that the group has been doing a significant dive into addressing the completeness measure and making it better. She explained how the calculation would work. What the models show are very similar results to what the current method provides. This year, states can be certified using either the traditional NAACCR method or the SEER method. Kevin reported certification is done for this year and all registries met completeness goals.

16. CiNA Monographs Update

Maria / Lorraine

This document's expected release is end of May. Angela asked about the past conversations where some members thought the meetings were a little rushed. Maria has not brought it up to the group but will do so in the future.

Board Action: Maria will check with the committee to inquire if there is sufficient time for their meetings.

Standardization and Registry Development

17. Steering Committee Update

Isaac / Kevin

The group went over the readiness survey that went out on the 5th and was due on Monday. The results will be presented when compiled. The informatics group met and is getting their structure together. The group discussed state specific items in the XML file. Isaac said that consensus in XML WG is that they will need to provide more help to states

on state-specific items. Additionally, S&RD is discussing the steering committee structure. Specifically, the informatics group would like to be more prominent in the SMP plan.

18. Volume V (ACTION VOTE)

Lori H.

Angela and Maria were the primary reviewers of the document. They went over their comments and recommended it for release pending minor edits.

THE MOTION TO RELEASE THE DOCUMENT VOLUME V WITH THE MINOR EDITS OUTLINED IN THE REVIEWS WAS PASSED

Strategic Alliances

19. Steering Committee Update

Randi / Betsy

Most of the recent work by the steering committee has been with CAP. CAP provided presentations to the mid-level and high-level groups so that all surveillance leaders understand CAP projects and how they intersect with surveillance interests. Betsy had a follow up call with Sam Spencer who reiterated that CAP is very excited to be working and collaborating with NAACCR. as well as beginning the early phases of the SMP planning.

Communications

20. Steering Committee Update

Kyle / Angela

Kyle said that most of the current work revolved around the upcoming Narrative and new articles. The committee has met the goals from the readiness survey and World Cancer Day. Promotions also continue around the 2020 Annual Conference Virtual Conference. Melanie will be stepping down as Chair and Nan will take over in June.

Other

21. Firefighters Registry Update

Betsy

Betsy serves on the national advisory board of the National Firefighters Registry. They are setting up plans on developing a registry which is voluntary. There will be two parts to the initiative. One is to have fire departments participate and have firefighters participate. They will conduct a brief online questionnaire that registries will follow up on. Enrollment will begin in 2021. Maria asked if they are collecting good identification information and Betsy said they understand the importance of good identifiers for linkage, but there's concern about whether firefighters will participate if required to provide SSN.

22. COVID-19

Stephanie

Stephanie provided a report on the COVID-19 impact on registries. She went over each item in detail. Telecommuting is at an all-time high since the pandemic. Most are using VPN type of connection. Over 90% were able to access their registry software that telecommuted. The results show that there is a negative impact in data received. Over 50% anticipated that call for data will be impacted. Most registries do plan on collecting COVID-19 data in the future. The Board discussed the timing of the survey and how responses will change over time. Ideas on how to collect future information will be discussed at the next SRD meeting.

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

Randi

The Board reviewed the current action table.

24. ED Review Discussion

Randi

Betsy, Stephanie, Lori, and Charlie removed themselves from the meeting so the Board could conduct the ED review. The recording stopped at this time also.

25. Adjournment and Next Meeting

All

The meeting adjourned at approximately 4:00 PM Eastern. The next teleconference meeting of the Board will be June 17, 2020.

Scheduled Board Meetings 2019 – 2020

June 17 Teleconference with AM and PM sessions. There will be a lunch break between the sessions with final times TBD.

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
May 2020 Action Items		
Maria will check with the RDU steering committee to inquire if there is sufficient time for their meetings.	Maria Schymura	
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	