



Minutes

NAACCR Board of Director's In-Person Meeting

Wednesday, June 17, 2020

10:00 am – 12:00 pm Eastern

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, Lorraine Shack, Kyle Ziegler, Kevin Ward, Isaac Hands

Ex-Officio Member: Betsy Kohler

Incoming Board Members (Non-Voting for June 17th Meeting): Winny Roshala, Mary Jane King, Monique Hernandez

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

1. Introduction of FY21 Board member

- Winny Roshala (President-Elect; Board Mentor: Randi Rycroft)
- Lori Swain (SMO; re-elected)
- Monique Hernandez (At-Large; Board Mentor: Maria Schymura)
- Mary Jane King (At-Large; Board Mentor: Isaac Hands)
- Angela Meisner (At-Large; re-elected)
- Lorraine Shack (At-large; continuing)
- Kevin Ward (At-large; continuing)
- Isaac Hands (At-large; continuing)
- Maria Schymura (Treasurer; continuing)

Randi

2. Recognition of Outgoing Members

Pleasure working with you and thank you for your service.

- Wendy Aldinger
- Nan Stroup
- Kyle Ziegler

Randi

3. Overview of the Day

- Accomplishments
 - \$850,000 in new funding from NCI for the National Child Cancer Registry.
 - Increased CAP NCI funding dollars through June 2021.
 - Contracts with Battelle and NACDD projects are moving along well.
 - Renegotiated home office 5-year lease for a flat rate.
 - Transition to working from home went very well. The 6 home office employees are back at work all in their own office with 3 separate outside entrances, making social distancing possible.
 - No penalties with cancellation of in-person conference
 - Professional Development had several achievements.
 - Increased capacity for webinars
 - Edits
 - Virtual Pooled Registry – real launch of system in a year

Betsy

- Standards & Registry Development – number of standards released.
- Strategic Alliances – Virtual lobby day attended by Charlie.

- Update on virtual 2020 Annual Conference
 - Plenary sessions planned will be done virtually.
 - Normal attendance is 450 and we have 1,249 people registered as of today. Zoom capacity is up to 3,000. Breakout sessions will be offered as NAACCR Talks throughout the year. Nan pointed out if video is not used it will save on bandwidth and run smoother. Posters are available for viewing on the website. They are being judged and results will be given.

4. Call for New Agenda Items

Randi

- Approval process of documents to be reviewed and not reviewed by the Board has been moved to July agenda.

Consent Agenda

Randi/All

5. Minutes

6. Finances

7. Executive Director’s Report

8. Correspondence and Information

- Data Visualization Report Sample
- Mid-Level Strategic Group
- High-Level Strategic Group (No current notes)

9. Membership Applications - Individual Membership Application for Lisa Force

10. Registry Certification Reports - Certification Reports

THE MOTION TO APPROVE THE CONSENT AGENDA FOR JUNE 17, 2020 WAS PASSED

Governance

11. Going Concerns Vote of Confidence (Action)

Charlie

Charlie said this was suggested by our auditor years ago. This would be an annual vote that goes in the minutes to reflect whether the board felt confident NAACCR will continue in the future or not. All Board members indicated verbally that they have full confidence that NAACCR will be a thriving entity moving forward.

THE MOTION TO APPROVE A VOTE OF CONFIDENCE FOR NAACCR TO CONTINUE WAS PASSED

12. Dues Report 2019 – 2020 (ACTION ON PRIVILEGES) - [View Outstanding Dues Report](#)

Charlie

Charlie presented the outstanding dues report for June 1, 2019 through May 31, 2020. Multiple attempts have been given to bring 3 members current. Leukemia & Lymphoma Society has been given data regularly over the past year. Several members have delayed payment processes and take time. Current policies are if a member has not paid dues they will not vote in the upcoming business meeting, staff members participation in committees may be discontinued and data will not be included in CiNA. Several board members strongly felt if dues are not paid they should not get access to data until membership fee is paid. May need new policy.

- Betsy will work through CARPHA to find out the reason for delay of Virgin Islands.
- Charlie, Recinda and Betsy will discuss Leukemia & Lymphoma Society.
- Revisit current overdue fees and policy next month.

13. Financial Overview and Discussion

Charlie

- Current Full Financials

Charlie presented slides of an overview of the financials. He also noted, NAACCR operates on an accrual system as opposed to a cash system.

- Balance Sheet
- Statement of Activities
 - a. It was asked the impact of no annual conference. The Annual Conference does not typically produce any excess revenue. We will not see a negative impact financially this year, due to the cancellation of the in-person conference.
- Summary of Accounts
- Fund 11 – Provides background on major pieces of NAACCR’s history.
- Fund 10 – (Board budget) Expenditures compared with budget.
- Fund 15 – Indirect overhead budget
- Contracts and Grants
 - b. Cooperative Agreement with CDC (fund 22)
 - c. Global CR-CS
 - d. Virtual Pooled Registry Project
 - e. Battelle – Camp Lejeune
 - f. National Association of Chronic Disease Directors
 - g. Sole Source Contract with NCI

- **Update on Stock Portfolio**

Charlie presented an overview of the Merrill Lynch performance and stated \$8000 in reserves were added to this in May when the market was low.

- Charlie will provide the first 6 months of 2020 next month.
- He will send an overview through May of the stock portfolio this week to the board. This was sent the same day during the break.
- Damon will be invited to join the July meeting to go over the last 6 months of stock portfolios.

- **Updated Legal Filings (FYI Only)**

Charlie thanked Adele for all her work in maintaining these reports.

- **SMP plan or budgets costs considerations for consultant etc.**

Charlie provided the SMP plan and budget costs considerations for consultants. Nan said the SMP group will release a survey to the membership next week. The group will also be developing a communication plan. Nan added there will be a need for a consultant to write up the SMP plan.

- **Betsy’s involvement with the Fire Fighters Registry**

Betsy has been consulting for the Fire Fighters Registry which was agreed to by the board. Betsy notified the board they paid her \$268 and asked if the board wanted her to keep the check or donate back to NAACCR. She does not foresee this happening much in the future. To keep the money, it should be done on personal time or donated back to NAACCR.

- Add to next month agenda to consider changing the policy or adding a new one if there is not one.

14. Planning for Next Election Cycle

Randi

- **Nominating Committee 2020-2021**

The proposed bylaws suggest a change to how the nominating committee is selected by adding this to our regular ballot early in the year. However, this year we need to maintain the current process until this can be changed. Board cannot be involved directly with business of nominating committee, but we can suggest candidates for the nominating committee. Those not in attendance at the Business Meeting can be nominated. If they have notice they can be at the business meeting.

Board members volunteered to contact the following members:

- Maria will approach April Austin.

- Winny will approach Deborah Hurley from South Carolina. She will also let her know if she runs for the board she can't be part of the nominating committee.
- Angela will approach Deirdre Rogers
- Randi will approach Chris Johnson
- Mary Jane will approach Kim Vriends.
- Send confirmed nominees to Charlie.

- **Recruitment plan for Treasurer**

Maria

A new Treasurer will be elected next year and we want to be sure that qualified candidates are identified. Maria thought anyone who is familiar with NPCR and SEER budgets and/or research funding would be good candidates. Maria could work with the new candidate during the coming year. It was suggested materials be developed on the Personnel and Finance Committee during this transition period for future reference.

15. Review FY21 Board Timeline

Randi

- Board Timeline
 - Add SMP milestones on the event side of the timeline.
 - Send any additional feedback regarding the timeline to Randi.
- Meeting schedule
 - The board will continue to meet every 3rd Wednesday 2-4 pm Eastern.

16. Bylaws Changes Update – Expectations for Business Meeting - Proposed Bylaws

Wendy

Wendy Aldinger received questions after the June 10th review and is working on incorporating some of the suggestions into the Bylaws. It was discussed how business meeting will flow and how to get approval on changes. Slides will be prepared to aid in the voting process. Alison Wallis (parliamentarian) has provided tips on parliamentary procedures. Articles that don't have changes will move quickly. Alison will be present at the business meeting.

17. Standing Rules Modifications

Randi/Lori H.

When bylaws changes are adopted some standing rules will need to be modified to be in line with bylaws. Lori Havener will draft changes to the Standing Rules following the Bylaws changes and present to the Board for review. What is changed in the standing rules will be presented to the board.

18. FY21 Board Subcommittees and Committee Liaison Assignments

Randi

- **Finance and Personnel** (Chair: Maria Schymura, Treasurer). Members: Randi Rycroft, Winny Roshala, Charlie Blackburn, Betsy Kohler.
- **SMP Workgroup** (Co-Chairs: Angela Meisner, Sarah Nash). Members: Randi Rycroft, Winny Roshala, Lori Havener, Betsy Kohler, Stephanie Hill, Mignon Dryden, Winny Roshala)

Committee/Priority Area	FY20	Proposed FY21
Standardization & Registry Development	Isaac Hands Kevin Ward	Isaac Hands Mary Jane King (Junior)
Communications	Kyle Ziegler Angela Meisner	Angela Meisner Maria Schymura
Research & Data Use	Maria Schymura Lorraine Shack	Lorraine Shack Kevin Ward
Professional Development	Wendy Aldinger Lori Swain	Lori Swain Monique Hernandez (Junior)
Strategic Alliances	N/A	N/A
Nominating Committee	Kyle Ziegler	No need w/new bylaws

Mid-Level Tactical Group	Kevin Ward	Kevin Ward
High-Level Strategic Group	N/A	Randi Rycroft, Winny Roshala

Overarching Discussions

19. Mid-Year Board Meeting

Randi/Betsy/All

There is a lot of support to meet in person due to SMP renewal. The possibility and logistics of meeting virtually was discussed. Charlie suggested booking through travel agency should anything arise. For those that may have travel restrictions could meet virtually with the rest of the group.

The in-person board meeting usually occurs at the venue of the annual meeting for following year. Due to COVID situation the Board expressed concern that it may not be possible to hold an in-person meeting this year. However, the Board would like to have one if at all possible.

- Nan will let the group know of the best time to meet regarding the SMP.

20. Setting 2020-2021 Priorities for NAACCR

Randi/All

- Should we develop a 'module' within the NAACCR record that could be used in emergency situations?
 - Is this worth exploring?
 - Is it a NAACCR-only task to design?
 - Under which Steering Committee would we assign it? or is it more of a MLTG task?
- The board needs to be thinking what we want to focus on in the last year of our SMP. Randi presented an overview of the Background Document for Setting Priorities 2020-2021 to help guide discussion. Kevin mentioned that at the S&RD meeting it was discussed how to stay ahead of the next pandemic by incorporating something in the XML layout. Several approaches were discussed. It was agreed it should be addressed in the next year and decide if it is worth pursuing. We all want to collect data worth collecting. It was suggested S&RD or RDU would be good committees to involve in this. Nan said a marketing Communications plan has been drafted and will be discussed. A survey was also drafted regarding the content of the Narrative, but was put on the backburner because of COVID. She felt there needs to be additional work on marketing opportunities (VPR, new international members, etc.)
 - Add activities for the 2020 – 2021 year to next month agenda.

21. SMP for 2021 - 2026

Randi

Randi gave an overview of the plan for the development of a new SMP. The committee has come up with a tentative timeline for the SMP Renewal Process. Survey is ready to deploy and hope to look at results in August and publish in September. Beginning in September they will work with SC chairs as needed to plan update of exiting goals/objectives. The draft will post for public comment in February. Review comments in March and present to the board in April for completion by the NAACCR Annual Meeting in June 2021.

22. Program Updates

- NPCR

Wendy/Nan

Wendy A. said a town hall meeting was conducted and the 12-month requirements will be relaxed again this year. There will not be any changes for the 24-month file (2018). The Call for Data packets will be available in July and the next Program Evaluation Instrument survey will be deployed in July. Grantees will have a month to complete it. An ETC session preconference for NCRA and will record to make available to those who cannot attend. All training materials are available on FLccSC. Lynda Douglas will be retiring the end of this month.

- **SEER** **Kevin/Angela**
Kevin said SEER released their COVID text abstracting documentation. A webinar was held for SEER Registries to walk through the documentation. The SEER registries are contractually required to incorporate this into their operations and train the hospital registrars. It uses existing text fields in the current version of the NAACCR record layout with predefined tags. Kevin elaborated on the specifics of the information to be included.
- **Canada** **Lorraine/Betsy/Randi**
Lorraine reported there has been some delays in the 2018 schedule related to staging and COVID. The linkage to the young people registry is in progress and schedule will be available soon. Most of the data use committees have been put on hold due to staff being redirected to work on COVID. Central Cancer Registry publication on lung cancer will be released this month. The 2018 Call for Data usually in March, many provinces are behind due to software issues. There will be no national deduping this year. The AGM will be held virtually in October.

Steering Committee Updates

Written updated steering committee reports were presented to the Board.

- 23. Strategic Alliances Update** **Randi/Betsy**
No Update.
- 24. Communication Update** **Angela/Kyle**
A meeting took place to hand off leadership to the new chair. Nan will be looking at the makeup of the steering committee to see if there is any potential people to invite.
- 25. Professional Development Update** **Wendy/Lori S.**
The group was happy about the approval of the Grow Your Own CTR document. Lynn Giljahn was pulled away temporarily due to COVID and Jeremy from Ohio has stepped in. They are planning to move forward with the Membership Ambassador Program and the salary survey. Would like to progress on the retention project but need to recruit more members.
 - Let Carrie Bateman know if you have any suggestions.

Research and Data Use

- 26. Update** **Maria/Lorraine**
A new co-chair is needed for this group and is looking for a new meeting time.
 - Contact Sarah with any suggestions for a RDU co-chair.
- 27. Issues with Census Changes for Population Estimates Update – Tabled to July meeting** **Recinda/Sarah**
What can NAACCR do to reduce/eliminate impact? Kathy Cronin had some valuable information to add at the last RDU meeting. We do not know to what extent the census will change procedures. Small area data was focused on.
- 28. Fall Journal of Registry Management – NAACCR Edition** **Randi**
NAACCR is taking the lead on the fall issue Journal of Registry Management issue. August will be the deadline for articles.
- 29. Completeness Estimates** **Betsy**
Some work has been done in recent months on NAACCR Completeness Estimate methodology. Should NAACCR adopt the modified method of completeness estimation for the 2020 call for data? Betsy elaborated on the work that has been done to improve the completeness method the last 18 months. Completeness and certification are not synonymous. For certification we are measuring completeness at a certain point in time and is a guide to assess readiness for publication. Issues have been identified in the methodology we have been using for many years. This year, the Certification Committee assessed

completeness using the SEER measure if states did not meet the NAACCR measure. The committee agreed to accept the higher completeness score based on either method for certification levels this year. The committee felt it was a reasonable accommodation to make this year. There will be ongoing research into other ways of looking at completeness in the future that we may have not considered in the past.

THE MOTION TO APPROVE THE ADOPTION OF THE MODIFIED METHOD OF COMPLETENESS FOR 2020 CALL FOR DATA WAS PASSED

Standardization and Registry Development

30. Update

Isaac/Kevin

Readiness survey preliminary results have been reviewed and will be discussed later this month. It will then be provided to the board. Eric Durbin with the Cancer Informatics Advisory group said it has largely focused on COVID plans and providing recommendations in the future. Liz Ward presented the SSDI WG results. XML was discussed regarding how new data items will be handled in XML specific to the Commission on Cancer.

31. Approval of Volume II (ACTION)

Isaac/Kevin

Will need to delay this vote as some COVID items are in the process of being added for CoC. The COVID items have been approved by the MLTG and needs approval from the HLSG. May require an email vote in the next week to keep on track with deadlines. These have not gone through the typical process for new data items, unfortunately. Betsy shared some background and her view on the new COVID data items. There are concerns about the data items, but NAACCR is trying to be supportive, although this is not ideal. Lori H. still hopes to release Volume II on July 1st. The Board may review what they have of Volume II and then when COVID items are added that section can be reviewed by itself.

32. 2020 Call for Data and Deadlines (2018 Certification Year) – tabled to July

- Lori H. will connect with Board on Volume II approval and timeline.
- Add to next month agenda.

33. XML Implementation Update

Isaac

Expect a rewritten Volume I from the XML group for board review soon. Still working towards having a clearing house for state specific data items.

34. Update on Efforts Around COVID Data Collection

Stephanie

Stephanie had no additional things to add.

2020 – 2021 Liaisons

Committee/Priority Area	FY20	Proposed FY21
Standardization & Registry Development	Isaac Hands - Kevin Ward	Isaac Hands/Mary Jane King (Junior)
Communications	Kyle Ziegler - Angela Meisner	Angela Meisner/Maria Schymura
Research & Data Use	Maria Schymura - Lorraine Shack	Lorraine Shack/Kevin Ward
Professional Development	Wendy Aldinger - Lori Swain	Lori Swain/Monique Hernandez (Junior)
Strategic Alliances	N/A	N/A
Nominating Committee	Kyle Ziegler	No need w/new bylaws
Mid-Level Tactical Group	Kevin Ward	Kevin Ward
High-Level Strategic Group		Winny Roshala

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
June 2020 Action Items		
Maria will approach April Austin regarding Nominating Committee.	Maria	Completed
Winnie will approach Deborah Hurley from South Carolina. She will also let her know if she runs for the board she can't be part of the nominating committee.	Winnie	Completed
Angela will approach Deirdre Rogers regarding Nominating Committee.	Angela	Completed
Randi will approach Chris Johnson regarding Nominating Committee.	Randi	Completed
Mary Jane will approach Kim Vriends regarding Nominating Committee.	Mary Jane	Completed
Send confirmed Nominating Committee nominees to Charlie.	All	Completed
Betsy will work through CARPHA to find out the reason for delay of Virgin Island dues.	Betsy	
Charlie, Recinda and Betsy will discuss Leukemia & Lymphoma Society dues.	Charlie, Betsy & Recinda	
Contact Sarah with any suggestions for a RDU co-chair.	All	Completed
Nan will let the group know of the best time to meet regarding the SMP.	Nan	Completed
Charlie will send an overview through May of the stock portfolio to the board.	Charlie	Completed
Invite Damon to join the July meeting to go over the last 6 months of stock portfolios.	Charlie	Completed
Add SMP milestones on the event side of the FY21 timeline.	Randi	
Send any additional feedback regarding the FY21 timeline to Randi.	All	
The board will continue to meet every 3rd Wednesday 2-4 pm Eastern.	All	Completed
Lori H. to communicate with Board on VOL II approval and timeline.	Lori H.	Completed
Add to Call for Data 2020 deadlines to July agenda.	Charlie	Completed
Add changing consulting payment policy for NAACCR Director to July agenda.	Betsy / Charlie	Completed
Add Setting 2020-2021 Priorities for NAACCR to July agenda.	Betsy / Charlie	Completed
May 2020 Action Items		
Maria will check with the RDU steering committee to inquire if there is sufficient time for their meetings.	Maria Schymura	Completed
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	