



## Minutes of the Board

### Roll Call

NAACCR Board Present: Randi Rycroft, Winny Roshala, Mary Jane King, Monique Hernandez, Maria Schymura, Isaac Hands, Angela Meisner, Lori Swain, Lorraine Shack, Kevin Ward

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

### Consent Agenda

1. Minutes
2. Correspondence
  - Mid Level Group Notes 7-13-2020
  - Mid Level Group Notes 8-10-2020
  - High Level Group Notes
3. Geocoder Monthly Report
  - Geocoder Report
4. Executive Director's Report
5. Membership Applications
  - Caribbean Public Health Agency (CARPHA) Membership Application
6. Financial

## THE MOTION TO APPROVE THE CONSENT AGENDA FOR SEPTEMBER 16, 2020 WAS PASSED

### Governance

### Owner

#### **7. Call for New Items to Agenda**

**Randi**

Randi asked the group for additional items to be added to the agenda.

#### **8. Program Updates**

- Canada

Lorraine / Mary Jane

Lorraine said there was a release of lung cancer statistics as well as a few other minor items. They are investigating delays in registration as a result of COVID. They are also looking into the impact of screening services which were on pause during the start of the pandemic. They think it could lead to later stage sooner than normal as well as other factors. Mary Jane added that it will take two years to get back to the waiting list that was typical pre-pandemic at facilities.

- NPCR

Monique / Maria

Monique said that the NPCR newsletter asked for information for state specific data items to help the mid-level tactical group. The NPCR Call for Data is coming up soon so registries are preparing for that. They had a town hall meeting where various registry speakers discussed best practices on how states were collecting data as a result of COVID.

- SEER

Kevin Angela

Kevin updated the group that the Department of Energy work on path reports and reportability. Much of that work has transitioned to recurrence. As a part of the SEER submission, they will report their recurrence to SEER. They have developed algorithms that consolidate so that it can be reported with the submission.



### **9. Setting Priorities for 2020 – 2021**

**Randi / Betsy**

Randi began the discussion but reviewing the steps that have been taken so far to set the priorities for 2020-2021. She said that she has not had a chance to report on this but will bring it back at the October meeting. She asked for input from the Board and Betsy. Members provided general ideas of what they thought the next steps could include. Nothing definite came out of those discussions. Angela asked if the Board needed to go back and put thoughts down for the October meeting. Randi did not think so at this time but wanted input if members happen to come up with ideas. Randi said that the upside of these priorities is that many are already being done at various group levels at this time. This will be finalized next month. Winny mentioned that some of the priorities may be impacted because of COVID. She provided various examples and Randi agreed.

### **Research and Data Use**

**Owner**

#### **10. Steering Committee Update**

**Lorraine / Kevin**

Kevin and Lorraine said that the last meeting was in August. Some of the working groups provided background to the committee monthly now. A large activity is the census issue. The Board has discussed this in the past. Demo data was used to help with the impact. Feedback will be available in few weeks. They also announced that there will be renewed focus with the Communications Steering Committee. These initiatives will be outlined in coming months.

### **Professional Development**

**Owner**

#### **11. Steering Committee Update**

**Lori S. / Monique**

Monique provided the update. The group reviewed meeting policies and ground rules for operating a meeting. There was discussion on the SMP. Next month the group will use that time to discuss the SMP only. Various other updates and timelines were revealed on webinars. Guidelines for using the FLCSCCI was discussed if registries want to post materials and what e rules of engagement would be.

#### **12. 2021 NAACCR Conference Update – Possible Vote**

**Randi / Betsy**

The Board discussed the concept of the 2021 conference at the August 2020 Board meeting. Charlie updated the Board on the current status of discussions with NAACCR's attorney and Venue West Conference Services about options if the conference needed to be adjusted. He provided details on the timeline since it is critical in the process when it comes to planning the in-person portion of the meeting. The Board then discussed the concepts of the in-person conference, hybrid, or on-line only. In particular, states and their travel restrictions are of major importance in the process since no states nor the government can travel for most work related activities. The Board also wants to make sure we are doing our part for the good of public health. After much discussion there was a motion to hold the 2021 NAACCR conference virtually. Angela seconded. The Board voted and came to a unanimous decision to host the 2021 conference on-line only for 2021.

**THE MOTION TO APPROVE THE 2021 NAACCR CONFERENCE BE HELD VIRTUALLY (ON LINE ONLY) WAS PASSED**

#### **13. NAACCR Mid-Year Meeting Continued Discussion and Plans**

**All**

The Board does not think that the mid-year meeting will be able to be held in 2021. They would like to plan on this virtually. Randi asked for input for planning. Lori said that there would need to be a lot more work in advance and input would need to be coordinated well prior to the meeting. Charlie said that it is possible that the conference platform would be used. Isaac asked if it would be a good year to focus on the more tactical pieces this year and extend the SMP renewal by one year. Then leave some of the heavy lifting conceptual pieces for next year when we can meet in person. The Board discussed this possibility. After reviewing the current SMP timeline, it was noted that the activities are well in process at this time and it may be good to keep the work going and still have the flexibility to move major new activities to next year if needed. Randi asked if we needed a facilitator for this activity. The Board was interested in having a facilitator. Betsy will arrange this. The current timeline will be January / February 2021. It was suggested to ask Nan Stoup to see if she is interested in assisting in the process with the facilitator.

For now, the Board will keep the 3<sup>rd</sup> Wednesday in January for the BOD meeting.



### Strategic Alliances

#### **14. Steering Committee Update**

**Randi / Betsy / Winny**

They have a meeting coming up September 2020. They have a meeting with CAP later in the month also. Betsy and others are attending Ci4CC and Betsy will report updates to the group on major items. Mary Jane asked if they could come back with information on the process and timeline from CAP regarding Version 5. They are attending the Change Management meetings now so that is positive. Randi agreed and said that collaboration is needed from both sides to make the system work. There is an inter-reliance. Randi said that there is a mapping project with NCI and AJCC.

### Standardization and Registry Development

#### **15. Steering Committee Update**

**Isaac / Mary Jane**

Isaac provided the update. Their last meeting was on August 27<sup>th</sup>. The Cancer Informatics Workgroup is working on a COVID statement. The same workgroup is creating a task force that would look at more timely data and informatics approaches with more timely data collection. The Data Dictionary Restructure Task Force has been created and will identify a better way to relay the data and display it to researchers. This group will start their work in September. The 2018 data collection survey had 52 respondents. One of the major needs that was identified was more training. Mary Jane added specifics of the purpose and scope of the survey. The complete analysis went to Lori Havener this week with a results document being posted this week or next.

### Communications

#### **16. Steering Committee Update**

**Angela / Maria**

No major updates. There will be a 2-hour meeting in September to have a comprehensive SMP renewal discussion.

### Other Board Business

#### **17. Adjournment and Next Meeting**

**All**

The meeting adjourned at 3:25 PM Eastern. The next teleconference call of the Board is October 21, 2020 at 2:00 PM Eastern.

### Schedule of Board Meetings July 2020 – June 2021

October 21, November 18 (Board / Chair), December 16, January 20, February 17 (Board / Chair), March 17, April 21, May 19, June 6 (tentative)

### Board Standing Reminders and Information

#### 2020 – 2021 Liaisons

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



**2019 - 2020 Document Reviewers Will Be Updated in 2020**

Document Review	Primary Reviewer	Secondary Reviewer
Standards Volume V	Angela Meisner	Maria Schymura
Standards Volume I (June 2020)	Randi Rycroft	Lorraine Shack
Standards Volume II (June 2020)	Isaac Hands	Kevin Ward
<b>Implementation Guidelines (FY2021)</b>	<b>TBD</b>	<b>TBD</b>
<b>Interstate Data Exchange</b>	<b>TBD</b>	Lori Swain / Angela Meisner
Telecommuting Best Practices Document	Lorraine Shack	Kevin Ward

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
<b>August 2020 Action Items</b>		
Charlie will contact L & L Society to notify them of their lapse in membership.	Charlie	Completed
<b>July 2020 Action Items</b>		
Mary Jane will ask members of the S&RD if one of them would like to have access to the CCCR portal.	Mary Jane	Completed
Charlie will send a Doodle for setting a date for an interim August BOD meeting.	Charlie	Completed
Add to Call for Data 2020 deadlines to July agenda.	Mary Jane	Completed
Add changing consulting payment policy for NAACCR Director to July agenda.	Charlie	Completed
Add Setting 2020-2021 Priorities for NAACCR to July agenda.	Charlie	Completed