



## Minutes

### Roll Call

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

Board Members Absent: Lorraine Shack

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Guest: Lauren Groff, Director, Sikich, LLP (NAACCR Auditor)

### **Governance**

#### **1. Presentation of the 2020 Audit by Sikich, LLP, NAACCR Audit Firm**

#### **Owner**

**Guest: Lauren Groff, CPA  
Sikich, LLP**

Lauren Groff, CPA, presented the 2020 audit to the Board. Ms. Groff detailed the reports and interpreted the meaning of NAACCR's financial position. NAACCR sits on solid financial ground at this time. Liabilities are well within the parameters desired for an organization of our size. Revenue is on the rise. Investments are solid. She noted that staff vacation liability still remains high and this was noted in the Management Letter. However, this liability is not uncommon for an organization with a long-tenured staff. There were no reporting of fraud or fraud risk. Overall, the NAACCR audit went very well and she complimented Adele Hileman and Charlie Blackburn for their controls. The Board asked detailed questions regarding vacation liabilities and credit card receipts. NAACCR's fiscal position is in good standing, quality controls are solid, and balance sheet is stable.

### **Strategic Issues for Discussion**

#### **2. Becoming a High Functioning Board**

#### **Randi/Betsy**

Randi, Betsy and Charlie attended a webinar from ASAE on High Functioning Boards a few weeks ago. They all came back with some very positive best practices for the NAACCR Board. Randi outlined the major best practices that were relevant to the NAACCR Board. She considered this analysis and change as more of an opportunity for growth and guidance of NAACCR as an organization. A few of the major items are:

- Emphasizing the generative and strategic topics.
- Thinking Board instead of Doing Board.
- Change in timing of distribution of BOD agenda and materials? What does the Board need in the way of timing? –
- How do we handle priority area updates? The Board needs to decide how this will be done.

The Board discussed these suggestions in detail and provided input on how they would prioritize these action items. Randi wanted to gain input from the Board on the restructuring of the agenda and topics of what the Board spends the most time on.



Input from the Board centered around the following:

- More about what and how much information the Board needs rather than when. MJK asked for more like a month for large-scale projects.
- Input should also be given on how our in-person meetings will be run.
- Kevin said all Board need to do and think. He thinks that the Board performing thinking aspects of the meetings, association, and general shift.
- Angela thinks that the questions and “ask” aspects of the agenda are very helpful. She likes the idea of a general topic with information a month before but the information a week out.
- Make this Board a governance Board and not a management Board.
- The Board needs to rethink the role of the Liaison to include more strategic thoughts and actions and less straight reporting.
- Liaisons have a monthly report and maybe quarterly be a verbal thought session.
- Agenda information from SC Chairs / Liaisons need firm date of which to give information to Betsy and Charlie.

Members who have additional ideas should forward information to Randi or Betsy.

### **3. Moving to a three-year Strategic Management Plan**

**Randi/Betsy**

- Most Associations are moving to a 3-year cycle.

This comment was discussed as a result of ITEM #2 above. It is now common practice to have a SMP last for 3 years and not 5. The Board discussed this possibility and how it would impact the planning and resources of the association. In particular, Lori Swain thinks that a ground up plan with the environmental survey may be a 5-year plan and plans with current structure may be a 3-year plan. After discussion, Randi will move this discussion to the SMP work group. It was decided to let the steering committees proceed with their SMP goals and objectives. Then, give them to the SMP work group where that WG will determine if the work will be geared toward a 3-year or 5-year plan.

**Action Item:** Lori Havener will take this topic back to the SMP work group for their discussion and have the group propose a course of action to the Board.

### **4. COVID-19 Statement Prepared by the CIAG**

**Lori H.**

- What are your reactions to this document and how do you see it being used?

The Board provided input on this statement. Maria said that they do intend to link but there are a lot of other factors between states that will create challenges. Kevin thinks that this basically restates what the field already knows. He said it leaves a lot on the table in order to get answers for the collection of data. Randi asked how we would distribute this or ask for more information from the group? There was a question as to what the intent of this was. Lori Havener said that the group realized this was written after what CoC and CDC already started. They knew the initiatives were starting but wanted to set the stage on how to handle it in a pandemic situation. She speculated that they wanted this to be informational more than anything else.

Randi asked what the Board wants the group to spend time on. After discussion, it was determined that a topic for the next meeting is developing guidance to the group. Lori Havener will share the group’s charter with the Board in advance.



## 5. 2021 Annual Conference

Randi/Betsy

- Ideas for Plenary Speakers and Topics

Randi and Betsy asked the Board for ideas of speakers or topics for the 2021 NAACCR conference. The Board discussed possible options and directions for topics. In the interest of time, Board members should send ideas to Betsy and Randi by October 25<sup>th</sup>. This will also be handled in the Board homework.

## 6. Strategic Topics for Discussion in November

Randi/Betsy

Betsy and Randi asked the Board for specific input on strategic initiatives that need to be discussed at the November 2020 meeting. **The Board needs to provide input on this soon.**

## 7. Cancer Path Chart

Betsy

A NAACCR group contacted Betsy to request consideration if the Board would like someone from NAACCR to be on the Core Leadership of the Cancer Path Charts (formerly known as ePathHub). The project that aims to develop this “ground truth” database for histology codes and terms. The group also wanted the Board to consider leading the co-chair position of Implementation Committee, possibly with a co-chair from the international association. The Board needs to provide input on this soon. this will be handled in the Board homework.

## 8. University of Colorado Survey Request

Randi

The question before the Board is whether NAACCR should endorse this – or any similar – surveys and send them out through the ListServ. The university is requesting the support of the NAACCR to conduct a survey of US state central cancer registries regarding the availability of data linkages between state cancer registries and other datasets. They conducted a literature review of peer-reviewed publications reporting the use of data linkages with cancer registries. They want to supplement this review to include linkages that may not have been reported in peer review publications. The university representatives feel that the support of NAACCR would be essential to ensure adequate response rates. This will be handled in the Board homework.

## Steering Committee Reports

### *Suggested Report Structure*

- Any concerns about how the SC is functioning in the following areas?*
  - Member engagement*
  - Meeting management*
  - SC leadership*
  - Delegation of work to subcommittees*
- Significant accomplishments*
- Resources needed*
- Any documents the Board will need to review/approve in the next couple of months?*
- Specific requests of the Board from the SC?*



*f. What items did the SC flag to forward to Communications?*

### **Standardization and Registry Development**

#### **9. Steering Committee Update**

**Isaac / Mary Jane**

No significant report for this month.

#### **10. Readiness Survey Report Update**

**Lori H.**

The Board needs to provide input on this soon in a survey and this will be handled in the Board homework.

### **Research and Data Use**

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

**Lorraine / Kevin**

No significant report for this month.

### **Professional Development**

#### **12. Steering Committee Update**

**Lori S. / Monique**

No significant report for this month.

#### **13. NAACCR Mid-Year Meeting Decision on Final Date**

**All**

- This was discussed last month but final decision on dates tabled until October.
- The SC reports on SMP goals/objectives and assess resource needs at Board/Chair in-person meeting, January/February. Post draft SMP for public comment, 2-week comment period, February 2021.

This will be handled in with the Board homework.

### **Strategic Alliances**

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

**Randi / Betsy / Winny**

No significant report for this month.

### **Communications**

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

**Angela / Maria**

No significant report for this month.

### **Other Board Business**

#### **16. Nominating Committee Update**

**Charlie**

Charlie said that the Nominating Committee has announced the opening of the election. This year, there will be the normal Board election but also the Nominating Committee election. This is a new process per the updated and approved Bylaws. He said that the committee has the minimum number of interested members needed to run. They are encouraged that there will be significant interest in the Board form self-nominations as well as new nominations.



## Program Updates

### **17. Program Updates**

- Canada
- NPCR
- SEER

No significant report for this month.

Lorraine / Mary Jane  
Monique / Maria  
Kevin Angela

## Consent Agenda

### **18. Minutes**

### **19. Correspondence**

- Mid Level Group Notes
- No View High Level Group Notes

### **20. Geocoder Monthly Report**

- Geocoder Report

### **21. Executive Director's Report**

- ED Report

### **22. Membership Applications**

### **23. Financial**

- Current Financials

**THE MOTION TO APPROVE THE CONSENT AGENDA FOR OCTOBER 21, 2020 WAS PASSED**

### **24. Adjournment and Next Meeting**

**All**

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board is scheduled for Wednesday, November 18, 2020 at 3:00 PM Eastern. Charlie will work with Betsy and Randi on the Board homework so that it can be sent to the Board within 48 hours.

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

November 18 (Board / Chair), December 16, January 20, February 17 (Board / Chair), March 17, April 21, May 19, June 6 (In-Person @ Palm Springs, Board / Chair)

## 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

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
October		
SMP work group to discuss 3 or 5 year SMP plan and bring back recommendation to the Board	Lori Havener	
CIAG - Lori Havener will share the group's charter and roster with the Board in advance.	Lori Havener	
November 2020 Action Items		