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**February 17, 2021**

**Minutes**

**Roll Call**

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

**Board Members Absent:**

**Ex-Officio Member:** Betsy Kohler

**Staff:** Lori Havener, Stephanie Hill, Charlie Blackburn

**Governance Owner**

**Strategic Issues for Discussion**

1. **Action Items, Ideas, or Discussion Points from Board / Chair Meeting Randi / Betsy**

The Board convened to discuss action steps form the Board / Chair meeting. Action items and ideas are listed below.

1. Develop action plan on the EventAIR platform. Update the Board in coming meeting.
2. The technology for the forums needs to be updated and solved.
3. The SMP may need to be vetted and review notes so that the interns captured the intent of the goals as we intended.

It was decided that the Board will send their notes to Ann Marie to help synthesize the concepts from the Board / Chair meeting. It was noted that the homework came too late and was too large to consume in a short period of time.

1. **Strategic Alliances Steering Committee Randi / Betsy**

**Discussion of its structure, function, and membership in light of our focus on strategy development.**

Randi asked the Board to brainstorm what the future of Strategic Alliances is moving forward. Prior discussions lean toward changing the group to Strategic Planning and Alliances. It would change to more strategy-driven work. Lori Swain thought that the name may be a bit dated and now needs to report what is happening rather than its current state. Winny asked if this committee has been able to function as intended? Betsy provided some of the historical background on the committee and how it functioned. Angela suggested that a space needs to be developed to proceed with strategic direction. After discussion, Randi asked what the structure could look like from a conceptual standpoint? The Board determined that this still needs to be a steering committee but the charge needs to be revisited. An additional charge of “think tank” will be added to the committee work plan. A meeting will be called for the Strategic Alliances Steering Committee. Betsy opened up the committee to additional members. Mary Jane King noted that it may be nice to have a Canadian on this group and she volunteered to participate as much as needed.

**Steering Committee Reports**

Provided at the Board / Chair Meeting

**Other Board Business**

1. **Status of Completion Estimation Betsy**

Betsy said that a final report will be presented to NACDD regarding completeness estimations. These recommendations are designed to have registries adapt to these measures over time. Then a determination on certification could be made at a later time. Betsy added that there were some very interesting methods that surfaced. These are in the report and should be made available by CDC at a later date. Maria asked if there is a preferred method that will be adopted? Betsy said that there will be an internal method and external method. Each element has specifics which would require identification of issues prior to getting a “pass” designation.

1. **Investment Recommendation Charlie**

Charlie provided some recommendation regarding the larger than normal balance in our checking account. He previously recommended identifying up to $200,000 in money to set aside in a short-term / low risk profile to tap into when NAACCR is ready to use the money. He recommended that he and Adele identify up to but not to exceed $200,000 to invest. The Board agreed with this move.

**THE MOTION TO TRANSFER UP TO, BUT NOT TO EXCEED $200,000 FROM THE NAACCR CHECKING ACOCUNT INTO A SHORT-TERM INVESTMENT OF LOW RISK DESIGNATION ACCORDING TO THE NAACCR INVESTMENT POLICY WAS APPROVED**

1. **Frances Ross Randi / Betsy**

Betsy said that Eric Durbin asked to see if NAACCR would assist with a small web page and coordination of collecting funds on behalf of the proposed Frances E. Ross Scholarship Fund. After the details were explained, the Board was supportive of this activity. There is negligible administrative cost to NAACCR for a program such as this.

**THE BOARD APPROVED THE MOTION TO SUPPORT THE HOSTING OF THE FRANCES E. ROSS SCHOLARSHIP FUND**

1. **NAACCR Awards Nominations Betsy**

Randi reminded the Board to submit nominations for the NAACCR and Percy Awards.

1. **Canadian Perspective for Plenary Session at Summer Forum Randi**

**Request for Lorraine and Mary Jane**

Randi asked if Lorraine and Mary Jane could provide suggestions for the NAACCR FORUM. Potential topics are COVID, Health Disparities, and Cancer Path Char Initiatives. Charlie will send the subjects to Lorraine and Mary Jane after the meeting.

1. **Strategic Topics for Discussion in March Randi / Betsy**

**What topic should we tackle next?**

Charlie provided some notes for the next meeting in March.

**Program Updates**

1. **Program Updates - If Time Allows**  
   Check in with the Board on whether these partner program updates are useful:  
   a) could they be structured differently; b) should we instead ask the various organizations to provide bullet points to us; c) ask for something written and place in the consent agenda, etc.?

* Canada Lorraine / Mary Jane
* NPCR Monique / Maria
* SEER Kevin Angela

No updates were required.

**Consent Agenda**

1. Minutes

* January 20, 2021 Minutes

1. Correspondence
   * Mid Level Group Notes
   * No View High Level Group Notes
   * Amy Kahn Thank You
2. Geocoder Monthly Report
   * Geocoder Report
3. Executive Director’s Report
   * ED Report
4. Membership Applications
   * None
5. Financial

* Current Financials
* Updated Member Dues Report

**THE MOTION TO APPROVE THE CONSENT AGENDA WAS PASSED**

1. Adjournment and Next Meeting All

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

March 17, April 21, May 19, June 16 (no in-person)

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 |

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| --- | --- | --- |
| **NAACCR Board Action Items** | | |
| **Item** | **Responsible BOD Member / Person** | **Status** |
|  | | |
| An additional charge of “think tank” will be added to the committee work plan. A meeting will be called for the Strategic Alliances Steering Committee. | Randi |  |