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**March 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

**Ex-Officio Member:** Betsy Kohler

**Staff:** Charlie Blackburn, Stephanie Hill

**Governance Owner**

**Strategic Issues for Discussion**

1. **Strategic Management Plan Randi/Betsy**

* Current Updates for SMP, View and Discuss Drafts from Committees / VOTE

Discussion on SMP progress and next steps since the Board / Chair meeting.

Does Board want specific formatting of goals?

* View SMP Work Plan Draft
* ACTION: SMP Drafts Discussion and Vote Angela

The Board discussed the SMP plans submitted. Angela Meisner provided background on the submissions. Members of the Board provided background on how the proposed activities relate to the SMP big picture. Randi asked the Board to specifically look at Strategic Alliances. She developed these goals which she believes would be more like strategic planning. This would be a purposeful shift in strategy. Randi did not hear back from the group with any input but wanted to ask the Board. Angela likes the approach. Monique believes that the simple goals will help us moving forward. The Strategic Management Work Group will oversee these activities for the SA. The next step will be to open these up to public comment. At the conclusion, Charlie said Ann Marie Hill asked if there were formatting that the Board wanted so that they were standardized. Randi will let Charlie or Ann Marie know if that is needed. Lori suggested possibly having NAACCR work with the steering committees and Chairs to speed up the “activation” of the plans. She further explained that not everything happens in year-1 and some nuances may need to be coached. Angela thought this was a good idea and would like to pursue this more. Angela said that the drafts will be posted soon. Additionally, the SMP group will outline how comments and suggestions will be handled.

**THE MOTION TO APPROVE THE SMP WORK PLAN DRAFT DOCUMENTS WAS APPROVED**

1. **Strategic Issue Randi**

* Streamlined Record Format “Mini”

This is a topic that came out of the NACDD work and report.

How to maximize the mini?

Seeking Board approval to ask SRD to move forward on this project, which will greatly help registries.

Through the NAACCR work on the NACDD project, “short or mini-record”; path record was discussed. The question is if NAACCR should develop a “mini-record”. Some of the concerns brought up during the project was the time it takes to process these types of records. Randi wanted to bring it up for discussion, input, concepts, and variations of the concept. Maria said that this is a bit of a larger issue than some are aware. Randi agreed with her statement. This concept has been around for a while but never had traction. Kevin would like to know more about what this mini-record would be and how it would be used. He believes in more of a concept of streams of records. He thinks it will be a challenge to create record layout for streams that we are not receiving currently. Winny said the S&RD did add this type of concept in one of their SMP goals for mini / targeted datasets. Mainly as an assessment first but possibly develop. Randi asked if S&RD could be forwarded the background information from registries brought up during the NACDD project? Stephanie said yes. It was discussed that this would still fall within the XML structure. Stephanie, Isaac, and others voiced a possible path toward doing this type of project. Each agreed that there are pros and cons to the activity but should possibly be considered if the Board feels as though we should this. In summary, the Board would like S&RD to keep this on their radar and bring findings / probability to the Board when it is appropriate.

1. **Discussion of John Young Memorial Activity Betsy**

Board members and the NAACCR community are very saddened by the passing of John Young. Betsy asked the Board if there were activities that they wanted to do to commemorate John, his legacy, and friendship with the NAACCR family. Betsy offered several options such as a memorial web cast, web-based remembrances, award naming recognition, and other items. She wanted to gain some feedback on these types of ideas. **Some of the ideas that surfaced were:** a. A new award in John’s name, b. A program scholarship or other activity in John’s name, c. A program like mentor program. d. highlight John during the Summer Forum. e. Continuing with the Young Talks at the conference. Additionally, naming the 360 Mentoring Program was a preferred route.

**BOARD ACTION ITEM:** Betsy will proceed with implementing something at the FORUM. Charlie will connect with Venue West on ways people can communicate their appreciation of John during the conference.

1. **Discussion of Frances Ross Award and Donation Update Betsy**

Charlie reported that funds are still being received for the Frances Ross fund. Betsy said that she is waiting on direction from Eric Durbin on preferred next steps for the award. The Board would like to present the award to Frances via ZOOM if she is available and wants to proceed in that way. This could be the Board, her staff, and maybe others. Isaac will be asked to check into this possibility.

1. **Strategic topics for discussion in April Randi/Betsy**

* What topic should we tackle next?

Randi asked the Board for ideas on strategic items for April. There were no immediate suggestions. She asked member to please send ideas if any come up. Otherwise, she will develop an idea.

**Steering Committee Reports**

*Suggested Report Structure*

1. *Any concerns about how the SC is functioning in the following areas?*

* *Member engagement*
* *Meeting management*
* *SC leadership*
* *Delegation of work to subcommittees*

1. *Significant accomplishments*
2. *Resources needed*
3. *Any documents the Board will need to review/approve in the next couple of months?*
4. *Specific requests of the Board from the SC?*
5. *What items did the SC flag to forward to Communications?*

**Standardization and Registry Development**

1. **Steering Committee Update Isaac / Mary Jane**

Mary Jane said the beyond the SMP plan, no other items are needed to bring up.

**Research and Data Use**

1. **Steering Committee Update Lorraine / Kevin**

Lorraine provided the report for March. The group completed their SMP goals and they decided to go with a more streamlined version. They demoed the NAACCRExplorer application. Also, their committee meeting times may change but will be announced prior to happening.

**Professional Development Owner**

1. **Steering Committee Update Lori S. / Monique**

The group completed their SMP for the Board. Their group tried to focus on tightening the language for the plan and worked hard to sync up goals with objectives / activities.

**Strategic Alliances**

1. **Steering Committee Update Randi / Betsy / Winny**

This was already provided earlier in the meeting. The Team Charter will be updated later in the year.

**Communications**

1. **Steering Committee Update Angela / Maria**

The group completed their SMP plan. They would like the mid and high-level groups to provide updates in the Narrative. Nan asked Lynne Giljahn to help as a co-chair for the committee.

**BOARD ACTION ITEM: Lori Havener will provide ML and HL group notes to the Narrative.**

**Other Board Business**

1. **Award Nominations Betsy**

Betsy reminded the Board to submit nominations for the Percy award. The Calum Muir Award has already been voted on and finalized.

1. **Update on Frances Ross Fund Betsy / Charlie**

Charlie said that dollars are still being sent in for the find. Nearly $6000 has been donated and funds are still arriving periodically.

1. **Investment Ideas and Projects for Future Betsy / Randi**

NAACCR has retained ideas for projects that may require investment in the future. Some examples include the Data Dictionary, committee meetings, consulting for dashboard displays, and other items. Charlie said that because of how the payments and funding work for the new association management system will work that it will not impact the funds available for project funding. It will be paid out of NAACCR’s operating budget.

1. **Committee Budgets Charlie**

None received as of yet. Charlie will provide an update at the meeting and suggestion.

**Program Updates**

1. **Program Updates**

* Canada Lorraine / Mary Jane

Their AGM will happen in the next few weeks. They are going through their work plans. Lorraine said that there is a work group to assess the impact of COVID on provincial reporting and cases.

* NPCR Monique / Maria

NPCR is requesting registries to test 2021. They are offering XML support. They are pushing forward a modernization effort for path reports to the cloud in a centralized system. This is meant to be done as a national initiative among members. A town hall meeting was recently held and highlighted the work NAACCR is doing on the NACDD contract. Betsy noted that the final report is being reviewed by NACDD currently and will eventually be sent to CDC. Some of the credentials in the ERA Commons are used to access the Research + Data.

* SEER Kevin Angela

The NCI has released the data they had previously restricted. Now there are two mechanisms for accessing data on their site. There are some limits for extracting data un some circumstances. It was recently announced that there were two registries added to the SEER Registry Contract Group.

**Consent Agenda**

1. Minutes

* February 17, 2021 Board Only Meeting Minutes

1. Correspondence
   * Mid Level Group Notes in April
   * High Level Group Notes in April
2. Geocoder Monthly Report
   * Geocoder Report
3. Executive Director’s Report NOTE: The report has two hyperlinks as background information. Please see the report for information.
   * ED Report
4. Membership Applications
   * None
5. Financial

* Current Financials

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

1. **Adjournment and Next Meeting All**

The meeting adjourned at 3:55 PM Eastern. The next meeting is April 21, 2021.

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

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** |
| March 2021 | | |
| Betsy will proceed with implementing something at the FORUM. Charlie will connect with Venue West on ways people can communicate their appreciation of John during the conference. | Betsy / Charlie |  |
| Lori Havener will provide ML and HL group notes to the Narrative. | Betsy/Lori |  |