

# NAACCR Annual Business Meeting Minutes

Wednesday, June 24, 2020

2:00 PM Eastern

1. **Call to Order, President's Welcome, and Report** **Randi Rycroft**

Randi called the meeting to order. She welcomed all voting delegates and other interested parties. A special thanks to the Parliamentarian, Allison Wallis, JD, for her expert guidance in these proceedings. Most reports have been submitted in writing and members will not hear verbal reports.

  - a. **Announcement of Quorum** There is a minimum quorum needed of 33 and 60 voting delegates were present.
  - b. **Credentials Report** There were no questions. The credential report was adopted as given.
  - c. **Adoption of Meeting Rules** Meeting rules were presented. There were no questions or any request to have the rules read aloud. The meeting rules were adopted.
  - d. **Adoption of Agenda** The agenda was presented and there were no changes requested. The agenda was adopted, subject to changes by the President.
  - e. **President's Appointments**
    - i. **Time Keepers**  
Monica Thornton and Tyler Scott
    - ii. **2020 Minutes Approval Committee**  
Angela Meisner, David O'Brien, and Lori Swain
    - iii. **Presiding Parliamentarian**  
Allison Wallis, JD
  
2. **Approval of Minutes from 2019 Meeting** **Randi Rycroft**

Draft minutes were presented and available on the website.

  - a. **VOTE: Approval of 2019 Minutes**

**ACTION:** The 2019 NAACCR Business Meeting Minutes were approved as written.
  
3. **2020 – 2021 Nominating Committee** **Randi Rycroft**
  - a. **VOTE: Election of 2020 – 2021 Nominating Committee**  
The following were nominated and accepted: April Austin, Deb Hurley and Kim Vriends

**ACTION:** April Austin, Deb Hurley, and Kim Vriends were accepted into the nominating committee.  
**ACTION:** Randi appointed April Austin as chair of the Nominating Committee and she agreed to serve in this role.
  
4. **Board of Election Results and Destruction of Ballots** **Randi Rycroft**

2020 Election Report submitted by Chair, Chandrika Rao – Written Report  
Randi congratulated all newly elected board members who will assume office at the conclusion of this meeting. She looks forward to serving with them in the coming year and thanked the nominating committee for presenting us with an exceptional slate of candidates.

**Results:** President Elect – Winny Roshala; Representative-at-Large - Monique Hernandez, Mary Jane King, Angela Meisner; Sponsoring Member Organizations Representative – Lori Swain

  - a. **VOTE: Destruction of 2020 Ballots**  
The election ballots were destroyed.

**ACTION:** The election ballots were destroyed.

5. **Treasurer's Report – Written Report**

Maria Schymura

There were no questions regarding the audit and financials status.

6. **2020 Proposed Bylaws Revision**

Wendy Aldinger

The organization's bylaws are meant to formalize how decisions can be made and how business is conducted. Bylaws may be broad in nature and then can be further explained and supplemented by standing rules which function under the umbrella of the bylaws. The President called on the Bylaws Committee Chair to report. Wendy Aldinger presented the procedure for considering revisions.

a. **VOTE: Proposed Bylaws Revision**

**ACTION:** Article I. Scope and Purpose was provisionally adopted by 59 votes.

**ACTION:** Article II. Membership was provisionally adopted by 55 votes.

**ACTION:** Article III. Officers was provisionally adopted by 58 votes.

**ACTION:** Article IV. Meetings of the Membership was provisionally adopted by 58 votes.

**ACTION:** Article V. Board of Directors was provisionally adopted by 59 votes.

**ACTION:** Article VI. Committees was provisionally adopted by 57 votes.

**ACTION:** Article VII. NAACCR Staff was provisionally adopted by 57 votes.

**ACTION:** Article VIII. Executive Office was provisionally adopted by 60 votes.

**ACTION:** Article IX. Financial Administration was provisionally adopted by 56 votes.

**ACTION:** Article X. Parliamentary Authority was provisionally adopted by 57 votes.

**ACTION:** Article XI. Amendment to the Bylaws was provisionally adopted by 57 votes.

**ACTION:** Article XII. Dissolution of the Association was provisionally adopted by 58 votes.

**ACTION:** By direction of the bylaws committee, Wendy moved to adopt the bylaw revision with proviso.

Entire Bylaws revisions were adopted by 56 votes.

**ACTION:** On behalf of the bylaws committee, Wendy moved that the bylaws committee be authorized to correct article and section designations, punctuation, grammar, and cross-references and to make such other technical and conforming changes as may be necessary. There were no objections, the motion was adopted and the Bylaws Committee is authorized to make such corrections.

7. **Highlights and Accomplishments/Strategic Management Plan (SMP) and Update**

a. **NAACCR Highlights and Accomplishments – Written Report**

Randi Rycroft

Randi encouraged the membership to read the Highlights and Accomplishments written report in the meeting packet. The accomplishments of this organization over the past year are impressive and membership should be very proud of what NAACCR has accomplished.

b. **Strategic Management Plan Update**

Nan Stroup

We are in our final year of our 5-year SMP and are beginning the process of renewal. This provides a blueprint for the future direction for the organization for the next five years and defines the work to be done to ensure that our cancer surveillance systems continue to evolve to meet the needs of the cancer community. An SMP survey will be released to the membership on June 25<sup>th</sup> and available until July 16<sup>th</sup>.

c. **Awards and Recognition**

Randi Rycroft

i. **NAACCR Outgoing Board Members**

Antoinette Stroup, PhD – Past-President

Wendy Aldinger, RHIA, CTR – Representative-At-Large

Kyle Ziegler, BS, CTR – Representative-At-Large

ii. **Current Steering Committee Chairs**

Strategic Alliances – Antoinette Stroup (Chair) & Randi Rycroft (Vice-Chair)

Standardization and Registry Development – Lori Koch & Winny Roshala (Co-Chairs)

Research and Data Use – Susan Gershman, Ph.D. & Sarah Nash (Co-Chairs)

Communications – Melanie Williams

Professional Development – Mignon Dryden & Stephanie Hill (Co-Chairs)

Nominating – Chandrika Rao

Institutional Review Board – Elizabeth Ward (Chair) & Scarlett Gomez (Vice Chair)

Scientific Editorial Board – Myles Cockburn

**Current NAACCR Liaisons**

American Joint Committee on Cancer– Frances Ross

Commission on Cancer – Colleen Sherman

Comprehensive Cancer Control National Partners – Betsy Kohler, Randi Rycroft

International Cancer Control Partnership – Betsy Kohler

Joint Public Health Informatics Task Force – Brent J. Mumphrey, David Stinchcomb

One Voice Against Cancer – Betsy Kohler, Randi Rycroft, Antoinette Stroup

Pathology Electronic Reporting Task Force – Mignon Dryden, Jim Hofferkamp, Betsy Kohler

**iii. NAACCR Member Awards Program**

Congratulations to the following members:

Merit (100 points) – Fran Maguire, Sarah Nash & Angela Meisner

Leadership (300 points) – Baozhen Qiao, Ph.D. & Jennifer Ruhl, MSHCA, RHIT, CCS, CTR

**iv. Calum S. Muir Award Winner**

Betsy Kohler presented this award to Charles Wiggins. Chuck thanked NAACCR and expressed his appreciation for being recognized by peers/friends and cannot imagine a greater honor.

**d. Steering Committee Reports – Written Report Only**

**Chairs**

**8. Support of All Kinds – Written Report Only**

**Randi Rycroft**

**9. Call for New Business**

**Randi Rycroft**

No new business

**10. Final Comments, Announcements, and Adjournment**

**Randi Rycroft**

- a. Betsy announced the award winners of the Connie Percy award are Annelie Landgren and Martha Linet for their help and dedication with improving the Virtual Pooled Registry.
- b. Randi thanked all for attending and their active participation in the 2020 NAACCR Business Meeting. Special thanks to:
  - Bylaws Chair, Wendy Aldinger for guiding us through our voluminous bylaws changes;
  - NAACCR Board for their time and effort in providing guidance to the organization;
  - NAACCR Executive Director for her outstanding leadership;
  - NAACCR staff for the work they put in to making this meeting run so smoothly;
- c. Charlie Blackburn announced that the Call For Data submission awards will be mailed out either next week or early the following week.

The meeting adjourned at approximately 3:42 PM Eastern.