****

**June 7, 2021**

**Minutes**

**Roll Call Owner**

1. **Introduction of 2021- 2022 Board Members Randi**
2. **Recognition of Outgoing Board Members Randi**

Randi welcomed everyone to the meeting. She congratulated Wendy, Sarah, Lorraine, and Kevin for their election to the Board. Each spoke for a few minutes on their background and excitement to work with the Board. She also congratulated the outgoing Board members for their work and dedication to the Board. Maria and Isaac are leaving the Board as their terms are over. Each spoke a little on their experience and time of the Board.

**Governance**

**Strategic Issues for Discussion**

1. **Strategic Issue Randi**
* WOW initiatives in SMP – Board to discuss WOW ideas.
* What can NAACCR do to improve the timeliness of registry software vendors

releases of upgrades/version changes?’ Strategic topics for discussion in June Randi / Betsy

* In May, our conclusion on this topic was that we needed a small group to think this through further.

Randi reminded the Board as to why this section is in the agenda. This mainly is because the Board for some time wants to focus more on strategic issues. She spoke to the discussion from last month. This was focused on timeliness issues and changes. She wanted to open this topic up to a group and especially new board members. Wendy thought it may be good to include a chair form S&RD as added experience. Mary Jane suggested a member from the Mid-Level Tactical Group. Randi said that prior discussions were around a certification for vendors and that may be an inhibitor. Maria said that even though she was not on the prior meeting that there may be some challenges with doing a certification. Winny agreed and said the creation of the small group was the intent to work through potential issues. Betsy reminded the Board that there were already some misconceptions around “certification” and the purpose of the group would be to sort out the potential issues. This concept is more about motivation for improvement by vendors. Stephanie suggested this to be more of a root-cause analysis in delays of availability. It was noted that there definitely needs to be Canadian representation in this group. Mary Jane was open to serving on the group. The Board concluded that a group would be formed by the Strategic Planning and Alliances Committee.

* Update on Utah Proposal Randi

Randi shared Utah will begin using a two tiered reporting approach which will affect the timing of their interstate data exchange for complete cases. She did discuss this situation with Utah. Utah stated one of the primary reasons for doing this is to do research activities again that require rapid case ascertainment, particularly for the more fatal cancers. In addition, because of how hospitals collect data, to develop a way to not piecemeal what they receive from facilities. They have defined what the variables (demographics, diagnosis state, site, histology but do not include stage) are for an incident report. A second file (complete record) is requested from the hospital. Utah uses SEER DMS management system. This is all in the very beginning stages, but improvement in certain sites is noticeable.

* Should the cancer surveillance community adopt a two-tiered reporting model?”
	+ Bigger states may have more push back from hospitals than a smaller state like Utah.
	+ Maria reported New York already does something similar and has not had much push back from hospitals.
	+ Winny expressed a concern they may charge for multiple reporting.
* Corollary question “Is it time to re-think the traditional 6-month reporting rule?”
	+ In order for some states to do this state laws made need to be changed.
	+ Even though the law says 6 months, records are more likely to come in 9-12 months.

**DECISION:** Develop a guideline and potentially open up to the whole community, through work shop, a NAACCR Talk or Coffee Break session. Need to be clear it will not be mandatory.

1. **Review 2021-2022 Board Timeline Randi**

Randi reviewed the Board Timeline. This will be updated over the next few weeks as dates for meetings will be filled in. Charlie will update the form and send to Winny, Randi, and Betsy for review. This will be available on the Board SHARE site once it is complete.

1. **2021-2022 Board Subcommittees and Committee Liaison Assignments Randi / Winny**

- Finance and Personnel Chair: Kevin Ward, Treasurer. Members: Winny Roshala, Randi Rycroft, Betsy Kohler, Lori Swain, Charlie Blackburn [Staff]

- SMP Workgroup Co-Chairs: Angela Meisner, Sarah Nash. Members: Antoinette Stroup, Mignon Dryden, Randi Rycroft, Winny Roshala, Betsy Kohler, Stephanie Hill, Lori Havener [Staff]

Steering Committee Board Liaisons

|  |  |  |
| --- | --- | --- |
| **Committee/Priority Area** | **2020-2021** | **Tentative -Proposed 2021-2022** |
| **Standardization & Registry Development** | Isaac Hands/Mary Jane King (Junior) | Mary Jane King and Wendy Aldinger |
| **Communications** | Angela Meisner/Maria Schymura | Angela Meisner and TBD |
| **Research & Data Use** | Lorraine Shack/Kevin Ward | Lorraine Shack and Sarah Nash |
| **Professional Development** | Lori Swain/Monique Hernandez (Junior) | Monique Hernandez and Kevin Ward |
| **Strategic Planning and Alliances** | Randy Rycroft | Winny Roshala |

Winny reviewed all positions for the workgroups / Liaisons.

1. **2021-2022 Proposed Steering Committee Chairs Randi / Winny**

Standardization and Registry Development: Lori Koch and Deborah Hurley

Communications: Nan Stroup and Lynn Giljahn

Research and Data Use: Jeff Dowden and Heather Zimmerman

Professional Development: Andrea Sipin and Carrie Bateman

Strategic Planning and Alliances: Randi Rycroft

Mid-Level Tactical Group: Kevin Ward

High Level Strategic Group: Randi Rycroft and Winny Roshala

Winny reviewed all positions for the Steering Committees.

1. **Accomplishments Overview Update Betsy**

This is being developed for 2021 Business Meeting.

1. **Schedule of Board Meetings for 2021-2022 Randi / Winny**

Finalize days, dates, and times. Brainstorm conflicts.

The Board finalized the Board of Directors monthly meetings. It was determined that the Board will meet on the 3rd Wednesday of the month from 2PM – 4PM Eastern.

1. **Schedule of Board / Chair Meetings for 2021-2022 Randi / Winny**

Finalize days, dates, and times. Brainstorm conflicts.

The Board will meet in February and June for in-person meetings. The other two months will be via ZOOM. For 2021 we will have our July 2021 Board meeting and it will be the Board / Chair the second hour. The other ZOOM meeting October for the fall, then February in Boise, April as a ZOOM call, and June as the in-person meeting in Boise again.

July 2021 - ZOOM

October 2021 - ZOOM

February 2022 – In-Person, Boise, ID

April 2022 - ZOOM

June 2022 – In-Person, Boise, ID

**Steering Committee Reports**

**Standardization and Registry Development**

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

There was discussion on gender identification and many ideas were circulated. There was no decision but this will be an important topic for the group moving forward. There is an environmental scan of security procedures. A summary will be sent to the Boar in coming months. The workgroups are working through their work plans so that work is split properly.

**Research and Data Use**

1. **Steering Committee Update Lorraine**

Their last meeting reviewed the work plans. They outlined their large goals. 1. Prepare for the reporting

2. Establish census standards… 3. Explore new and innovative cancer tools.

They will focus on maintaining the NAACCR XML linkage. They will also participate in mid-level tactical groups. They also reviewed their task forces and made sure they are aligned.

1. **Certification Results 2020 Submission for Diagnosis Year 2018 Lorraine**
* Certification Map
* Certification List
* Survival Map
* Survival List

Lorraine said that there were several states that had delays due to COVID. The group is looking at how COVID rules may impact certification. She will update the Board at a later time.

1. **Data Security and Confidentiality Report Lorraine**
* Cover Letter
* Survey Report
* Appx 1
* Appx 2
* Priorities

This item is actually an RDU item. There is not an official “ask” at this time. Sarah will check with the group and report back to the Board. This will be informational at this time until more details are available.

**Professional Development**

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

Monique said that there is some discussion that the mentor program may be revived. Previous funding came from an CDC Cooperative Agreement and the funds were cut years ago. She provided some background on how the program worked in the past and how it might be reimagined in the future. The group is recommending that this may be a good place to link it under the Ambassador Program.

Betsy provided some background on the program, funding, and process. She said that the group should look at various items like weighing the virtual / in-person aspects of a program. There can be various ways to handle the aspects of awarding a program which may be more virtual versus in-person. For example, Angela said a virtual setting could be not only 1-1 ratio but a 1-many ration if it warrants.

Lori said that Ann Marie updated the group on coursework that is being offered at Rutgers. This is exciting because it relates well to a great link of curriculum for future professionals.

1. **Update on Summer FORUM Betsy / Charlie**

Charlie informed the group last minute issues are being addressed and the platform is looking good. We are in regular communication with Venue West regarding current needs and emergency procedures for the days of the Forum. Registration is currently at 515 registrants and we should meet our planned 525 registrants.

He added the great work being done in NAACCR workshops such as MatchPro\* which has 85 registrants, Using R has 47 and Tools and Software to Automate has 28. This far exceeds the attendance we would have had in-person.

**Strategic Planning and Alliances**

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

Randi asked for input

**Communications**

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

The SMP activities are being reviewed and work flow being addressed for the upcoming year.

**Other Board Business**

1. **Dues Report Update Charlie**
* Dues for June 2020 – May 2021 Report

Charlie recommended that the Association monitor the dues report for 2020-2021.

1. **Update on NCI Sole Source RFP Betsy / Charlie**

Betsy and staff are completing the final proposal revisions and this needs to be submitted by June 17th. The proposal was well received.

**Program Updates Owner**

1. **Program Updates**
* Canada Lorraine / Mary Jane

Lorraine said that there is some initial work being done to push registration to three months so that there would be very early data as early as possible. All provinces are collaborating on underreporting due to COVID. They may be 7-10% down. The main impact is April and May 2020. Mary Jane added that they anticipate stage data by December of 2021. Their AGM was held in May. They came out with a good list of priorities.

* Working with new CEO to improve the basic course for new hires.
* Develop ad-on modules to teach how to abstract.
* A new portal was created that contains all the rules, data items and edits.
* Improve our Professional Development to assure enough Canadians sit on the NAACCR Professional Development Steering Committee.
* Creating training that is Canadian specific and a training strategy for what to do with the Solid Tumor Rules.
* Improve the timelines.
* NPCR Monique / Maria

Monique said there were some CDC presentations on data modernization. She will also report on a pilot project next month. Lori Swain said that CDC is meeting with Kelly’s office this week on Thursday. Lori will update the Board next month.

* SEER Kevin / Angela

No additional updates from SEER.

**Consent Agenda**

1. Minutes
* May 19, 2021 Minutes
1. Correspondence
	1. Mid Level Group Notes 5/10
	2. Mid Level Group Notes 5/24
	3. No High Level Group Notes
2. Geocoder Monthly Report
	1. No Geocoder Report Due to Early June Meeting. Will be provided in July.
3. Executive Director’s Report
	1. ED Report
4. Membership Applications
	1. None
5. Financial
* Current Financials (Note that June Financials are the NAACCR Full Financials Report)
1. Adjournment and Next Meeting All

**The motion to approved the consent agenda for June 7, 2021 was passed.**

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

3rd Wednesday of the month from 2PM – 4PM Eastern.

* July 21, 2021
* August 18, 2021
* September 15, 2021
* October 20, 2021
* November 17, 2021
* December 15, 2021
* January 19, 2022
* February 16, 2022
* March 16, 2022
* April 20, 2022
* May 18, 2022
* June 15, 2022

**Future Meetings**

Board / Chair meeting in Boise February 8-9, 2022.

Board Standing Reminders and Information

**2020 – 2021 Liaisons (Will be updated to 2021-2022 after June meeting.)**

|  |  |
| --- | --- |
| 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** |
|  |
| Form a small group on vendor certification. | Strategic Alliances |  |
| Post Board Timeline on the SHARE site. | Charlie |  |
|  |  |  |