



MINUTES
August 18, 2021
2:00 PM – 4:00 PM

Roll Call

NAACCR Board Present: Winny Roshala, Mary Jane King, Randi Rycroft, Monique Hernandez, Kevin Ward, Lorraine Shack, Angela Meisner, Sarah Nash, Wendy Aldinger

NAACCR Board Member Excused: Lori Swain, Lorraine Shack

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Guest: Damon Hofstrand, Merrill Lynch

Finance

1. Merrill Lynch Portfolio Update

Owner

Damon Hofstrand, Merrill Lynch / Charlie

Mr. Damon Hofstrand, NAACCR's Investment Portfolio Manager from Merrill Lynch, will be provide

➤ ML Portfolio Report

Mr. Hofstrand is NAACCR's investment portfolio manager from Merrill Lynch. He forwarded a summary statement prior to the meeting for the Board to review. He outlined NAACCR's current holdings, portfolio risk tolerance (previously approved by the Board in a policy), and future outlook. He suggested two very small adjustments to the holdings to stay ahead of inflationary predictions in coming months. The Board thanked Mr. Hofstrand for his time. Damon will visit with the Board again after the first of the year. Mr. Hofstrand suggested rebalancing some cash holdings within the account.

The motion to approve the rebalancing of the asset class within the Merrill Lynch Portfolio was passed.

Additionally, the Board would like Charlie to look into any cash reserves that me be invested in the fall. Charlie will report back to the Board on any reserves that may be invested. He will be in touch with the Board in a few days after the meeting.

Governance

Issues for Discussion

2. Review of Evaluations from the Summer Forum

Betsy

- FORUM Evaluations
- FORUM Excel Evaluation Summary
- Summer Workshop Evaluations

The Board was presented with evaluations from the Summer FORUM. The comments were very positive. The Board expressed the appreciation of all those involved with the conference. Charlie will look into a better "linkage" of the evaluations from individuals to hopefully better understand the views of newer attendees versus those that

have attended the conference many times. The Board was favorable in regard to platform, planning, and process. They believe that a similar process should be followed if a remote

3. 2022 Boise Conference Concerns

Charlie / Betsy

Betsy asked the Board members present on their feelings if they will be able to travel this February for the In-Person Board / Chair Meeting as well as the 2022 Annual Conference. Wendy said that although their travel bans have been lifted, there will be heavy scrutiny over applications for paid travel. Angela said that New Mexico has no budgetary restrictions but travel restrictions are extremely uncertain. Mary Jane said that Canada has their borders open and travel restrictions are still in place. Emory allows travel at this time. Florida is variable. Sarah said that Iowa currently does not have travel restrictions. She speculated that her previous employer in Alaska probably does have some sort of restriction. Idaho does not currently have travel restriction. Overall, the feeling was that this is very much subject to change.

Betsy provided a little background on some discussions that have been taking place about the evolving situation. Charlie also mentioned that the financial and contractual obligations are over \$100,000 if we do not negotiate with the hotels and conference centers. Betsy is cautious about banking on employees being able to travel for work. She thinks that states may be very slow to release employees to travel. This is her educated guess on what may happen in the future.

Kevin suggested that NAACCR lean toward hosting an in-person conference and try to stay optimistic. Wendy said that this is even more variable than past years but also would like to remain optimistic on the possibilities of an in-person conference.

Betsy said one high level draft concept could be planning of a 100-person event and then offer the “main conference educational sessions” remote. This could be done at the same time as the 100-person event or weeks after. This would require NAACCR to approach the convention center and hotels with a very specific plan of renegotiating space and room reservations. Members of the Board discussed evaluating what the new version of the conference would look like. It will require some sort of hybrid for sure but how could a mix of in-person and remote offerings be mixed? Winny asked members to forward any thoughts to Betsy or Charlie between now and the next Board meeting.

4. NAACCR 2024 Conference Palm Springs

Charlie / Betsy

The hotel and convention center are proposing a rebooking of the conference for June 2024. This is our next open year. The Board discussed the matter and are not in a position to commit to the 2024 year at this time. There are too many unknowns in regard to the attendance, travel, and the future. Randi cautioned that each year we do not offer an in-person conference is a year that we get closer to never having an in-person offering again. The Board is not in a position to commit at this time. Charlie will convey this to Venue West and then forward the hotel’s reply when received.

5. Resolution for Hannah Weir-Board Vote

Winny

➤ Proposed Resolution

The Board was presented with a proposed resolution for Dr. Hannah Weir for her contributions to the Association and Cancer Surveillance over the years. The details of the resolution were discussed.

The motion to approve the proposed resolution was passed.

Consent Agenda Item Removed6. Senator Kelly Letter

The Board removed the Senator Kelly letter for discussion from the consent agenda. This letter was forwarded by the NCRA letter office. THE letter discussed potential Veterans Affairs Cancer Registry System changes and how those caseCDC had a conversation with Senator Kelly's office which began the conversation on the proposed legislation.

Steering Committee Reports**Standardization and Registry Development**7. Steering Committee Update

Mary Jane / Wendy

Wendy said that the requirements action was forwarded and updated will be provided next month.

Research and Data Use8. Steering Committee Update

Lorraine / Sarah

Written update was provided by Sarah Nash during the meeting.

9. Data Security and Confidentiality Report

Lorraine

Professional Development10. Steering Committee Update

Monique / Kevin

The group is going over the work plan efforts. Additionally, the salary survey is being discussed and if a consultant needs to be engaged for those efforts or not. These discussions are ongoing and will be discussed at the September Board meeting.

Strategic Planning and Alliances11. Steering Committee Update

Randi / Betsy / Winny

No updates required at this time. Their first meeting is pending at this point.

Communications12. Steering Committee Update

Angela / Lori S.

No updates required at this time.

Other Board Business13. Member Dues Report

Charlie

Update from Charlie on action and next steps.

- Updated Member Dues Report for year June 1, 2020 – May 31, 2021

Charlie said that he recommended the notice letter will be sent

Program Updates

14. Program Updates

- Canada

Lorraine / Mary Jane

No significant updates.

- NCRA

Lori S.

No significant updates.

- NPCR Monique / Wendy
Data modernization efforts continue.
- SEER Kevin / Angela
Data submission requirements for the NCCR were released yesterday. SEER registry pool was expended.

Consent Agenda-Board Vote

15. Minutes
 - View July 21, 2021 Minutes Draft
16. Correspondence
 - Mid Level Group Notes July
 - High Level Group Notes July
 - HLSG Presentation by Ann Marie
 - Senator Kelly Response
17. 2021-2022 Board Timeline
Timeline is available for review.
 - Board Timeline
18. Geocoder Monthly Report
 - Geocoder Report
19. Executive Director's Report
 - ED Report
20. Membership Applications
 - None
21. Financial
 - Current Financials

Item #15 Senator Kelly Response was removed from the agenda for discussion.

The motion to approve the remaining consent agenda for August 18, 2021 was passed.

22. Adjournment and Next Meeting

All

The meeting adjourned at 4:01 PM Eastern. The next meeting of the Board is scheduled for September 15, 2021 at 2:00 PM Eastern.

Schedule of Board Meetings July 2021 – June 2022

3rd Wednesday of each month.

September 15 (Note: Betsy on vacation)

October 20

November 17

December 15

January 19

February 8-9 In-Person Boise, ID

February 16 (regular date reserved in case it is needed)

March 16

April 20

May 18

June 5 In-Person Boise, ID

Schedule of Board / Chair Meetings July 2021 – June 2022

October 2021 - ZOOM

February 2022 – In-Person, Boise, ID

April 2022 - ZOOM

June 2022 – In-Person, Boise, ID

Board Standing Reminders and Information**2021 – 2022 Liaisons****Committee/Priority Area**

Standardization & Registry Development
 Communications
 Research & Data Use
 Professional Development
 Strategic Planning and Alliances

Liaison(s)

Mary Jane King and Wendy Aldinger
 Angela Meisner and Lori Swain
 Lorraine Shack and Sarah Nash
 Monique Hernandez and Kevin Ward
 Winny Roshala

2021 – 2022 Steering Committee Chairs**Committee**

Standardization and Registry Development
 Communications:
 Research and Data Use
 Professional Development
 Strategic Planning and Alliances
 Mid-Level Tactical Group
 High Level Strategic Group

Chair(s)

Lori Koch and Deborah Hurley
 Nan Stroup and Lynn Giljahn
 Jeff Dowden and Heather Zimmerman
 Andrea Sipin and Carrie Bateman
 Randi Rycroft
 Kevin Ward
 Randi Rycroft and Winny Roshala

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
None at this time.		
Charlie to report to Board on money that may be able to be reinvested into the Merrill Lynch portfolio.	Charlie	Completed