



Minutes

February 16, 2022

2:00 PM – 4:00 PM

Roll Call

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

NAACCR Board Member Excused:

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

Guest: Anne Marie Hill, Consultant

Governance

1. Communications Analysis Timeline Brief Update

Winny/Ann Marie Hill

Winny updated the Board on the Communications Analysis report that will summarize the results. The report is being developed by Ann Marie Hill and will be presented in March. The Board will receive the summary report in advance of the meeting so that there is enough time for Board members to formulate their opinions, questions, and options for next steps. Ann Marie said that she is working with Matt actively. Some formatting is still needed and should be completed very soon to be sent to the Board.

2. Board/Chair Meeting Update

Winny/Betsy/Charlie

Winny confirmed that the March 2022 Board Chair meeting is a go. The agenda has been posted and all arrangements have been made. She is looking forward to the meeting as it has been two years since the group has met. Charlie said that there will be a few final announcements sent next week and everyone should keep an eye out for that on the SHARE site. Kevin asked if his reservation was received and Charlie confirmed that everyone's reservation indeed was received. He will send arrival / departure information and reservation number if provided by the hotel. If there are any questions, attendees should contact Charlie Blackburn.

3. 2022 NAACCR Summer FORUM Update

Winny/Randi/Betsy/Charlie

Plans are under way for the 2022 NAACCR FORUM. The virtual conference is set to be held during the dates of the cancelled in-person meeting. Abstracts will be accepted through March 2, 2022. Charlie will update the group on logistics as needed.

4. Set June 2022 Board Meeting

Winny

Charlie had previously sent a Doodle Poll on 2-11-22. He reported that the best day is Wednesday, June 8, 2022 with a start time of 2:00 PM Eastern. However, each slot will have one Board member missing. Charlie will send an updated ZOOM invitation to lock in the date. Charlie noted that the June 8th meeting date invitation will be sent before the end of the week. Additionally, the 18th invitation will be cancelled. The May 18th date was moved to May 11th due to the SEER meeting. The May 11th invitation was previously sent to everyone. Charlie asked members to contact him if they did not have it on their calendar.

Other Board Business

5. NAACCR Board Priorities Discussion

Winny/Ann Marie Hill/Betsy

The Board discussed upcoming priorities for the future. Ann Marie Hill was in attendance to start the conversation. Additional planning and discussions will take place in March 2022. Ann Marie provided the Board on what the steps are for strategic planning and priorities. Some initial thoughts were put into other organizations that use strategic priorities and directions for guidance and planning. Ann Marie reviewed several but seemed to think that ASTHO was close to NAACCR.

Ann Marie displayed three Strategic Priorities and reviewed each. #1. Develop strong and effective central cancer registries across North America. #2. Improve cancer surveillance through capacity building, technical assistance, and thoughtful leadership. #3. Promote policies and resources that benefit cancer surveillance and central cancer registries. After the initial snapshot of the process, members asked questions to gain clarification on the priorities and outcomes. Sarah asked why the Board is receiving these goals rather than developing them as a group. Ann Marie said that these are just ideas and not actual final priorities. Additionally, Ann Marie said that the process was being bogged down due to schedules so a template was made to spur ideas. Several Board members voiced ideas on how the group could do the priority areas and consider viewing the SMP areas also. One idea was to retain the three areas / pillars and see if the steering committees can align their work in those. Much of the conversation centered around how the creation of these relates to the SMP, Committees, Chairs, and members; and their impact on the work they do.

The board decided to accept these as the three pillars of priority areas and present to the Chairs at the Board / Chair meeting. Additionally, at that meeting, it will be asked for additions or adjustments to the text. Revisions will be made to the areas and presented to the Board prior to the March meeting.

6. Membership Fees Suggestion by Member, Lynn Giljahn

Winny/Betsy

➤ Correspondence for Member Fees Suggestion

A NAACCR member submitted correspondence for the NAACCR Board to consider evaluating membership fees. The Board was sent their suggestion prior to the meeting for digestion and review. Betsy reminded the Board that reviewing all NAACCR fees is on the timeline for 2022. Spring or Summer would be the best time to accomplish this. Charlie provided background on the history of past dues increases. The Board will review all fees and membership dues and will ask the finance and personnel committee for review of the fees. Charlie will coordinate with the group.

7. Impact of Staff Salary on Budget Estimations

Betsy/Charlie

Several years ago there was a change implemented where the timing of raises moved to March / April of each year. This was in advance of the budget development prior to April on an annual basis. Betsy and Charlie have reviewed that process and found the timing of this to be difficult. Charlie noted that the impact on budget preparations is not impacted at all and makes the process more efficient.

THE MOTION TO MOVE STAFF SALARY REAISE EVALUATIONS FROM APRIL TO JULY WAS APPROVED.

Steering Committee Reports

Standardization and Registry Development

8. Steering Committee Update

Mary Jane/Wendy

Mary Jane started the update by Eric Durbin should have the project report completed soon. The Physicians Reporting Task Force was also discussed and how a dataset could be developed. The Mid Level Group has voted on the block of items to take out of 2023 items. Additionally, surgery codes and other items were decided upon on a separate vote. Wendy added that the CIAG report will be reviewed at the February meeting and officially be at the S&RD in late February and going to the Board in March.

9. Data Dictionary Rebuild Discovery Phase Update

Betsy/Charlie

IMS provided a budget on the discovery phase of the Data Dictionary Project. Betsy and Charlie said that the projected discovery phase cost is reasonable and fair. After discussion, the Board decided to vote on the approval of the discovery phase.

- Discovery Phase Estimate by IMS

After discussion, the Board submitted a motion to proceed.

THE MOTION TO APPROVE THE DISCOVERY PHASE OF THE PROJECT AS PRESENTED WAS PASSED.

Additional discussion was had on increasing Betsy's signature authority. Currently, the amount of \$25,000 does not align with the new check signing process that was passed by the Board in the fall of 2021. Charlie said that the amount of \$25,000 is dated and should reflect something closer to \$50,000. He also reminded the Board that these authorizations over \$30,000 will still need to be moved through he and the Treasurer. Additionally, these transitions are brought to the Board as FYI anyway.

THE MOTION TO INCREASE THE DISCRETIONARY BUDGET APPROVAL FOR NON-BUDGETED ITEMS BY THE EXECUTIVE DIRECTOR IN THE AMOUNT OF \$50,000 WAS PASSED.

Charlie will update the policy next week.

Research and Data Use

10. Steering Committee Update

Lorraine/Sarah

Lorraine provided the update. The mentor program is still in progress and a formal recommendation should follow soon. A CINA representative from Canada should be forwarded soon.

Professional Development

11. Steering Committee Update

Monique/Kevin

The mentor program will sit under the Professional Development Committee. A mission and charge is being developed currently. This charter and membership should be the final steps before action starts.

Strategic Planning and Alliances

12. Steering Committee Update

Winnie/Randi

Randi and Mary Jane are coordinating the minimum data set and impact on the initiative. They are finding out that there are a lot of issues to work around so that is still in process.

Communications

13. Steering Committee Update

Angela/Lori S.

The largest item on the group's agenda is the communications report. The work plan is still in progress. Member recruitment is a high priority and continues to be a focus.

Program Updates

14. Program Updates

- **Canada**

Lorraine/Mary Jane

The updates were provided in topics above. The annual meeting is being planned in May. Winny and Betsy will be in attendance to provide information on NAACCR activities. Mary Jane also provided some background on the agenda and when topics will be discussed. She also added minor nuances as to what may be prioritized during the topic area that NAACCR will speak to.

- **NCRA**

Lori S.

Report to be given in March.

- **NPCR**

Monique/Wendy

A town hall meeting is on 3/1/2022. Vicky will restart the advisory group which will take place on the 4th Monday of each month. This group will bounce ideas and ask questions on changes or adjustments to activities.

- **SEER**

Kevin/Angela

No updates since last meeting.

Consent Agenda-Board Vote

15. Minutes

- January 19, 2022 Minutes Draft

16. Correspondence

- Mid level Group Notes
- No High Level Group Notes for February

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

The Executive Director's Report was removed from the consent agenda for clarification regarding de-duplication efforts.

THE MOTION TO APPROVE THE CONSENT (removing the ED report) AGENDA FOR FEBRUARY 16, 2022 WAS PASSED.

Randi asked for clarification that de-duplication work conducted by NAACCR staff was being coordinated with efforts of the Case Ownership Taskforce. Betsy confirmed that this was the case.

THE MOTION TO APPROVE THE EXECUTIVE DIRECTOR’S REPORT AS DISCUSSED AND CLARIFIED WAS PASSED.

20. Membership Applications

- None

21. Financial

- Current Financials

22. Adjournment and Next Meeting

All

Board Standing Reminders and Information

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
Report back to the Board with recommended action and next steps on language / process changes to assist in mentoring those with individual memberships wanting to use the data.	Sarah	Assigned to RDU.
Modify signatory policy as discussed 2/16	Charlie	Completed

Schedule of Board Meetings July 2021 – June 2022

3rd Wednesday of each month.

March 2-3 In-Person, Mission Inn, Riverside, CA

April 20

May 11th New date decided in Winter 2021.

June 13 In-Person Boise, ID – To be rescheduled, as per item #4.

Schedule of Board / Chair Meetings July 2021 – June 2022

March 2022 – In-Person, Riverside, CA

April 2022 – No meeting due to March 2022 in-person meeting. Chairs may choose to meet as group if needed.

June 2022 – TBD

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

Winnie 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