



Minutes

June 8, 2022

1:00 PM – 3:00 PM Eastern

Roll Call

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

NAACCR Board Member Excused: Lorraine Shack

Ex-Officio Member: Betsy Kohler

Staff: Charlie Blackburn, Karen Knight

Guests: Incoming Board Members Attending as Observers: Lori Koch, Lihua Liu

Consultant: Ann Marie Hill

Governance

1. Welcome

Winny

Winny welcomed everyone to the June ZOOM meeting. She outlined some specific items for today's meeting and the timeline. Additionally, she asked Charlie to provide some updates as they relate to the Executive Office. Charlie provided an update and answered subsequent questions.

2. Welcome and Introduction of New Incoming Board Members

Winny

Winny welcomed incoming Board Members; Lori Koch and Lihua Liu. Lori Koch is from the Illinois State Cancer Registry and provided a little background on her role, experience, and volunteer work at NAACCR. Lihua is from the Los Angeles Cancer Surveillance System and also provided a little background on her role, experience, and volunteer work at NAACCR. The rest of the Board thanked them in advance for their service in the coming years and congratulated them on the election. New Board Members are observers only for the June meeting as their term has not officially started until after the June Board meeting. They will cast no vote in June.

3. Thanks and Appreciation of Outgoing Board Members

Winny

Winny thanked outgoing Board Members Mary Jane King and Angela Meisner. Mary Jane has most recently served since 2020 and Angela since 2018. The entire Board thanked both for their service. You both will be missed. Winny wished them the best and hopes that each will continue to be heavily involved in NAACCR moving forward.

4. 2022 NAACCR Business Meeting Format

Winny/Charlie

The NAACCR Business Meeting will be done as an "on-demand" format in 2022. Individuals will be able to listen to presentations and download reports at their convenience. The single vote on the destruction of the 2022 ballots is being voted on electronically.

5. NAACCR Priorities and Visioning from the In-Person Meeting

Betsy/Winny

Some of the initial concepts and discussion was done. Significant time and discussion will be required at the July or August BOD meeting. There will be a large amount of time needed to vet these items moving forward. Winny and Betsy will do planning activities between now and then so that the process will be more efficient.

6. Steering Committee Update**Winnie/ Randi**

Anne Marie Hill also updated the Board on the SMP 3 Pillars Planning Document. Ann Marie and the group made updates based on feedback and worked hard to keep it simple, yet inclusive. Priority 1 is now more focused. Priority 2 is focused on data usage now. Priority 3 is also more focused. Ann Marie asked for comments on any issues or general input. The Board will still have the opportunity to provide feedback in July. Monique complimented Ann Marie on her work to synthesize the suggestions. She does want the Board to consider how to visualize the words which trigger the direction of the work. Lihua voiced the importance of maintaining connections with the reporting community. Mary Jane concurred with Lihua and also commented on the relationships of reporting problems versus people-power. If someone has a particular project in mind, then feel free to ask. Kevin also thanked Ann Marie for her work.

Other Board Business**7. Fund 10 and 15 2022-2023 Budget Recommendation****Kevin/Charlie**

- Proposed Fund 10 and 15 2022-2023 Budgets

The Finance and Personnel Subcommittee has previously reviewed the Fund 10 and Fund 15 budgets for 2022-2023. They recommend the Board approve the budgets as submitted.

THE MOTION TO APPROVE THE FUND 10 AND FUND 15 BUDGETS AS SUBMITTED AND PREVIOUSLY APPROVED BY THE FINANCE AND PERSONNEL SUBCOMMITTEE WAS PASSED.

8. Final 2022 NAACCR Summer FORUM Brief Update**Winnie/Randi/Betsy/Charlie**

The FORUM is in the final stages of planning. There are 563 registrants so far (550 in 2021) and most of the plans are finalized. The office and Venue West are going through the last pieces of the program and are ready for Tuesday!

9. Board of Director's Meeting Dates for 2022-2023, ZOOM / In-Person**Winnie**

The Board is scheduling the 2022-2023 meetings on the third Wednesday of the month from 2:00 PM – 4:00 PM Eastern. There will be an exception in July to be July 13th at the same time.

Charlie will send calendar invitations out prior to June 30, 2022.

10. Board / Chair Meeting Dates for 2022 -2023, ZOOM / In-Person**Winnie**

The Board / Chair meeting months will be August, December, March, June. They are held on the same date as the Board meeting during the first our (2PM – 3PM Eastern) and then break out to Board only from 3PM – 4PM Eastern. The third Wednesday of the month.

11. Executive Director's Evaluation Discussion (Closed Session at End)**Winnie**

Current Board members attended this session. Incoming BOD members excused themselves along with staff.

12. Status of NAACCR Awards**Betsy**

Betsy informed the Board that there is no Muir or Percy Award this year but there will be Merit Awards and other recognition. Winny asked members to remember potential awardees for next year.

13. Board Liaison Assignments and Appointments

Winny

Communications: Lori Swain and Lihua Liu

Professional Development: Kevin Ward and Monique Hernandez

Research and Data Use: Sarah Nash and Lorraine Shack

Standardization and Registry Development: Wendy Aldinger and Lori Koch

Strategic Planning and Alliances: Randi Rycroft and Winny Roshala

MLTG: Kevin Ward, Colleen Sherman

HLSG: Wendy Aldinger and Winny Roshala

14. RDU Updated Language and Policy

Lorraine/Sarah

➤ Proposed Policy Language

The Board asked RDU to provide a recommendation on membership to NAACCR where they specifically wanted access to data and how the process would work. They also asked them to recommend language that would be on the web site regarding the membership and access. Sarah Nash reviewed each item and elaborated the rationale for each of the two elements. Kevin complimented the group that they precisely addressed and solved the issue at hand.

Sarah Nash abstained from the vote to avoid a perception of a conflict of interest.

THE MOTION TO APPROVE THE SUGGESTED POLICY / MEMBERSHIP AND WEB SITE LANGUAGE WAS APPROVED.

15. RDU Proposed Membership Language

Lorraine/Sarah

➤ Proposed Membership Language

This item was combined with ITEM #14 above.

Steering Committee Reports

Strategic Planning and Alliances

16. Steering Committee Update

Randi

The group is defining the future state of cancer surveillance. Once they define that then they will develop strategies for achieving that state. They are also working on alliances and possible future partners.

Standardization and Registry Development

17. Steering Committee Update

Mary Jane/Wendy

Mary Jane pointed toward the request for Item #20 below. They also are discussing a need for discussion on a cut off for death notifications or an early case. They wish to address this moving forward. They will first work on a definition though.

18. Data Dictionary Rebuild Discovery Phase Update

Stephanie

No immediate update required.

19. Informational Update – Volume V Budget for Revisions

Mary Jane/Wendy

Addressed in ITEM #20 below.

20. Request for Vol V Task Force Consultant

Winnie

➤ Submitted Request

The Board received a request for consideration of an E-Path expert. The individual who helped in this role retired and there is now a gap in expertise. Particularly, they want to keep up on the messaging. The committee develop a budget request to identify a consultant to help with the work since there is no immediate volunteer available. Mary Jane recommended that the Board consider a specific dollar amount of funding and then see how far it goes. Possibly one year at a time depending on the work. Betsy asked who funded the work previously. Mary Jane was not sure but will find out. She will also ballpark an hourly rate and then bring it back to the Board. Mary Jane asked the Board to email her with any follow up questions so that she can consolidate them and forward to the committee.

Communications

21. Steering Committee Update

Angela/Lori S.

The committee asked if the committee has input on the communications consultant and receive the bid. They asked if Ann Marie could attend the next meeting to provide input on the proposal. The Board discussed the items in detail and will work with the committee on information on selection of a consultant. Charlie will send the RFP to the Chairs and Copy Lori and Angela.

Professional Development

22. Steering Committee Update

Monique/Kevin

No critical updates.

23. Canada Training

Betsy

Tabled to July.

Research and Data Use

24. Steering Committee Update

Lorraine/Sarah

No critical updates.

Program Updates

25. Program Updates

- Canada
- NCRA
- NPCR
- SEER

Lorraine/Mary Jane

Lori S.

Monique/Wendy

Kevin/Angela

No critical updates.

Consent Agenda-Board Vote

26. Minutes

- May 11, 2022 Draft Minutes

27. Correspondence

- NAACCR / Sikich LLP 2022 Audit Engagement Letter
- COO, Charlie Blackburn Update Memos
 - i. Update to Board: NAACCR MyNAACCR Update Go Live is June 30, 2022. Questions can be sent to Charlie Blackburn.
 - ii. Non-Paid Member Dues Report and Recommendation
 - iii. Notice of 2023 Fees Assessment by F&P Subcommittee
- Mid Level Group Notes In July
- High Level Group Notes In July
- 28. Geocoder Monthly Report**
 - Geocoder Report
- 29. Executive Director’s Report**
 - ED Report
- 30. Membership Applications**
None
- 31. Financial**
 - Current Financials
- 32. Adjournment and Next Meeting** All

Board Standing Reminders and Information

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
Vol V Task Force Consultant – Identify who paid for activities prior.	Mary Jane	Open

Schedule of Board Meetings July 2021 – June 2022

3rd Wednesday of each month.

June 8th One week prior to the Summer FORUM Conference.

Schedule of Board / Chair Meetings July 2021 – June 2022

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
 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