



October 19, 2022

2:00 PM – 4:00 PM Board Meeting

Minutes

Roll Call

NAACCR Board Present: Winny Roshala, Randi Rycroft, Kevin Ward, Wendy Aldinger, Monique Hernandez, Lihua Liu, Lorraine Shack, Sarah Nash, Lori Koch (Quorum met.)

Board Members Excused: Lori Swain

Ex-Officio Member Excused: Betsy Kohler

Staff: Karen Knight, Charlie Blackburn, Stephanie Hill

Consultant: Ann Marie Hill

Governance

1. Update on Volume V Task Force Request

Winny/Wendy/Kevin

This request was initially brought up at the June Board meeting. Kevin was asked to consult with CDC and NCI on the possibility of an individual from their office assisting in this matter. Kevin has followed up a couple of times and is working through the process and communication channels. He said that NCI replied back that there are no obvious and immediate solutions / options but will connect with their staff as time permits. Kevin is not overly confident that a solution will be quick. As previously reported, CDC does not have an option to help fill that gap. ACTION: Charlie will provide a financial impact summary if NAACCR were to fund this directly. He will provide this by October 20th.

2. Strategic Process and Planning

Winny/Ann Marie

Ann Marie Hill joined the meeting to provide an update on the activities performed at the in-person meeting in September. She outlined the next steps and what is needed from the Steering Committees and Board of Directors. She asked for BOD members to provide background as soon as possible. She will then be able to synthesize the results. Ann Marie said that the reports are important, and the detail is critical in the planning. However, for ease of digestion, she will create a summary document that can live actively.

How the Board will proceed:

Winny thinks that the tasks should not get into the weeds on most of these activities but may have some input prior to the final reports being delivered. **Monique:** It is important to convey who will carry out the work and also be responsible to communicate the work. There should be a liaison appointed to help with communication. **Randi:** Seconded the importance of executing the communication portion and task assignment of the work. Ensuring that the work is framed up consistent with the current work and priorities. **Lori K:** Communicating along with prioritization of the tasks / ranking activities is preferred. Ensure we provide easy wins. Winny added that reassuring that all of these do not need to be done is important for the volunteers.

Winny closed the conversation and asked members to consider ideas and forward them to Ann Marie. This will be brought up next at the November meeting.

3. SPA Activities and Priorities Review (from September Meeting)

Winny/Ann Marie

As with the action items in #2 above, Ann Marie Hill provided an update on the activities performed at the in-person meeting in September. She outlined the next steps and what is needed from the Steering Committees and Board of Directors for the SPA activities. She also spoke to the SPA group activities specifically and how the group and Board will determine what course of action to take. She asked for the action of the reports to be very specific as to who will perform the work. This is an important element.

Ann Marie said that SPA is vulnerable to being a dumping ground of tasks. Elements of particular concern/ focus include informatics, alliances, and advocacy were mentioned to fall on SPA and the Board will need to be careful as to how these get accomplished with the regular SPA priorities. Lihua noted that she was in a conversation with Lori Swain on advocacy and provided some rationale / perspective. She said that there are resources needed by registries to help with advocacy and leadership as it relates to the registry work to policy makers. Registries need to learn how to protect our programs and grow.

Action Item: Lihua to provide a statement regarding the importance of advocacy to support funding to maintain and expand central cancer registries.

Winnie asked if there are any concepts or direction that the Board would like to ask of the SPA group when it meets next week. Initial conversation did not reveal any specific direction. Lorraine said that from the Canadian perspective, most of the work is Provincial driven but work on the education and advocacy is definitely needed.

4. Standing Rules Update (MOTION)

Winnie/Karen

- Rules Update Background

Karen provided a proposal for the Standing Rules update. This adjusts some minor language relating to the SPA group as it relates to the clarification on membership discussed at the September Board meeting. Once reviewed and approved, Karen will make the changes official. It removes the “one Board Member” requirement from the list. It was noted that this is not a Bylaws change and all current members will be retained until they retire from the group.

THE MOTION TO APPROVED THE STANDING RULES UPDATE AS PROPOSED WAS PASSED.

5. Melanie Williams Resolution (MOTION)

Winnie

- Proposed Resolution

A proposed resolution for Melanie Williams was forwarded to the Board prior to the meeting. Ms. Williams is retiring at the end of October. The Board also discussed how best to handle this program in the future. After discussion and input, the Board is still supportive of the recognition and methodology as it sits currently.

THE MOTION TO APPROVE THE BOARD RESOLUTION FOR MELANIE WILLIAMS WAS APPROVED.

6. Nominating Committee Update

Charlie

- Board members please consider ideas for nominees.

Winnie said that the Nominating Committee has asked the Board to brainstorm potential candidates for the election of both groups this year. Please forward them to Devbani Raha, Nominating Chair, at devbani.raha@nshealth.ca. Members can see Charlie for contact information if needed. The nomination period started on October 17th. There are 3 at-large positions and the Treasurer position on the ballot. Additionally, the three spots on the Nominating Committee are open. The nomination period closes on December 8th. An update will also be posted in the newsletter. He said that a couple of nominations have already been sent in.

7. 2023 Annual Conference**Stephanie/Karen/Charlie****➤ Background Information**

Stephanie and Karen provided a program update for the 2023 Conference. The program committee is set to meet this Thursday to further explore topics, themes, and layout for the Tuesday – Thursday program. They asked the Board for input on topics and speakers. Additionally, they pointed out that the Call for Abstracts will be sent in early November. The draft letter was provided to them. Any comments should be forwarded to Karen or Stephane by Friday this week. Charlie said that he and Betsy are flying to NOLA and meeting with the host registry at the hotel. This trip is being done to get a closer look at the physical space again since it has been a couple of years since we have been at the location. Monique mentioned that they may see a mentor meet and greet program. Stephanie said that is a good idea and Monique should connect with Stephanie in a few weeks once the committee has the formal “ask”. Winny asked if pre- or post-conference workshops will be held. Stephanie said that at this time there are no specific in-person offerings planned as they would -be virtual. She did not rule this out completely though as it depends on demand. Monique suggested having a challenge to have registry staff volunteer for committees.

Steering Committee Reports**Strategic Planning and Alliances****8. Steering Committee Update****Winny/Randi**

They did send an email to the existing SPA Committee on a high-level outcome as to what came from the in-person planning meeting. Their next meeting is on November 1, 2022, and they will focus on core activities. New member invites have been sent out and one has already been accepted.

Standardization and Registry Development**9. Steering Committee Update****Wendy/Lori K.**

No new update for October. Their next meeting is a week from today.

Communications**10. Steering Committee Update****Lori S./Lihua**

The Communications Consultant, GLC, submitted their monthly activity report to the Board prior to the meeting. Work continues on schedule. The last meeting our consultant, GLC, attended to provide an update. They finalized the next newsletter. Also, Nan will meet with all Steering Committees to work on communication priorities.

Professional Development**11. Steering Committee Update****Monique/Kevin**

There have been discussions on the NAACCR Talk and how to differentiate on the Mentor Talks. The results will be presented to the Work Group when they meet next and then the Steering Committee.

Research and Data Use**12. Steering Committee Update****Lorraine/Sarah**

The group has not met since the last Board meeting. An update will be provided at the next meeting.

Program Updates**13. Program Updates**

- Canada

Lorraine

They are working on a registry process mapping. They are looking at improving communication with their Executive Committee.

- NCRA

Lori S.

Lori was excused from the meeting. An update will be presented at the November meeting.

- NPCR

Monique/Wendy

Registries are working on the Call for Data due next month. Success stories are due on October 31st.

- SEER

Kevin/Lihua

No special report other than Call for Data, due November 1.

Other

14. Charlie Update on EDI Related Investments

Charlie

Charlie asked our investment representative, Damon Hofstrand, about investment opportunities that are closely valuing equity, diversity, and inclusion initiatives in their funds. Mr. Hofstrand said that there are some funds that market EDI, but they are not established at this time. He said that our socially responsible funds that we currently hold are as close as we can get at this time. Our funds, although marketed and currently labeled as socially responsible, also focus on EDI but not purely as the main focus. He recommended staying where we are at this time, and he will monitor for updates on reliable, trustworthy funds that are EDI centered as time goes on.

15. Policy Review

Charlie

Charlie reminded the Board that 2022 is the year where the Board performs the triennial policies review. He asked if there was a volunteer from the Board that was interested in assisting with the Board review. This individual merely reviews the policies as the main reviewer for the Board and then reports back any suggested edits. He also noted that the entire Board is given the opportunity to review the policies and make suggestions, but the majority of the in-depth review is done by this individual. Wendy Aldinger volunteered for this activity since she was previously involved with the NAACCR Bylaws review two years ago. The Board thanked Wendy for volunteering. Charlie will work with Wendy on this project and then update the Board in November. No formal Board vote is required for this action.

16. Upcoming Board / Chair Meeting

Winnie reminded everyone that we are seeking to hold a Board / Chair meeting in late February or early March 2023. One of the major items to accomplish is task assignment or do a training component. Several Board members supported having some sort of training component incorporated into an in-person meeting. More details will be provided in November.

Consent Agenda

17. Minutes

- September 2022 Draft Minutes

18. Correspondence and Updates

- GLC Communications Consultant Monthly Report
- Sikich Management Letter for Audit
- Mid Level Group Notes
- High Level Group Notes

19. Board Timeline

Timeline is available for review.

- Board Timeline
- 20. Geocoder Monthly Report
 - Geocoder Report
- 21. Executive Director's Report
 - ED Report (Update in November)
- 22. Membership Applications
- 23. Financial
 - Current Financials

THE MOTION TO APPROVED THE CONSENT AGENDA FOR OCTOBER 19, 2022 WAS APPROVED.

24. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next meeting will take place on Wednesday, November 16, 2022.

Board Standing Reminders and Information

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
Policy review.	Wendy	In Progress
Send potential candidate for BOD election and Nominating Committee to April Austin.	All Board	In Progress

Schedule of Board Meetings July 2022 – June 2023

3rd Wednesday of each month.

November 16th

December 21st **(Board / Chair Meeting ZOOM)**

January 18th

February 15th

March 15th **(Board / Chair In-Person TBD)**

April 19th

May 17th

June 18th **(Board / Chair Meeting In-Person New Orleans)**

2022 – 2023 Liaisons

Committee/Priority Area

Standardization & Registry Development

Communications

Research & Data Use

Professional Development

Liaison(s)

Wendy Aldinger and Lori Koch

Lori Swain and Lihua Liu

Sarah Nash and Lorraine Shack

Kevin Ward and Monique Hernandez

Strategic Planning and Alliances
Mid-Level Tactical Group
High Level Strategic Group

Winnie Roshala, Wendy Aldinger and Randi Rycroft
Kevin Ward and Colleen Sherman
Wendy Aldinger and Winnie Roshala

2022 – 2023 Steering Committee Chairs

Committee

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

Chair(s)

Colleen Sherman
Nan Stroup
Jeff Dowden and Heather Zimmerman
Andrea Sipin and Carrie Bateman
Randi Rycroft