**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, July 28, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Jim Hofferkamp, Andrea Sipin-Baliwas, Monique Hernandez, Kevin Ward, Carrie Bateman, Mignon Dryden, Keri Miller, Melissa Riddle
	1. **Approve minutes from the last meeting**
	2. **Meeting ground rules reminder:**
		1. Tell us your name and registry before each comment
		2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups (written updates via email)**
	1. **R&R workgroup (Keri Miller)**
	2. **Survey Course and LMS (Angela Martin)**
	3. **MAP (Deirdre)**
	4. **Mentorship workgroup (Monique)**
	5. **Upkeep TF (Chair TBD)**
3. **New activities/Discussions**
	1. **Upkeep (Jim Hofferkamp)**

Jim shared with the group Connie Boone from South Carolina will be the chair of the group. In addition to 3 others Lucinda Ham has also joined the group. Angela polled the members for the next meeting date which will be the week of August 8th. The plan is for the group to give a written report monthly of their progress. Jim thought it was important to get input on support they may need from us.

* 1. **Discuss Workplan Updates (Carrie/Andrea)**
		1. **Prioritizing next activities**
			1. **Need to pick a topic to actively work on.**

Andrea reviewed the workplan spreadsheet and topics already in progress.

* Changed the timeline to 2023 for Diversify target audience (beyond CTRs) to address R&R challenges.
* Create a central link to all toolkits available to make more accessible to the membership. Manage, track and organize the resources available from various groups.
	+ Jim informed the group there is a NAACCR committee working on Volume III that may be able to help. Jim gave an overview on the content of Volume III. It was suggested there be 1 or 2 people to coordinate the activity updates. Possibly keep in contact with steering committee chairs for the information of what is being planned. This could be discussed at the all-chair committee that takes place after the board/chair meeting.

**ACTION** **–** Update goals after Upkeep TF meets to clarify relationship and language around both Upkeep and R&R.

**ACTION** **–** Get update from Lori regarding the salary survey results for cancer registries.

**ACTION** **–** Carrie and Andrea will discuss how to approach the idea of tracking toolkits at the next all-chair meeting.

**ACTION –** Angela will inform Andrea and Carrie of feedback from Karen on the metrics.