

**Strategic Planning and Alliances Steering Committee
November 1, 2022
Meeting Notes**

Attendance		
Members Present:	Dennis Deapen Randi Rycroft (chair) Stephanie Hill	Mignon Dryden Iris Zachary Monique Hernandez
		NAACCR Staff Present: Karen Knight Ann Marie Hill
AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
1. Roll – Welcomed Mignon Dryden and Stephanie Hill as organizational liaisons.		
2. Review August notes – Randi	<ul style="list-style-type: none"> Notes approved. 	
<p>3. September Meeting Debrief – Randi</p> <p>Randi welcomed the new members and provided background information on including liaisons in the SPA SC:</p> <p>SPA needs better connection to external groups and can do so by including liaisons as members. SPA and Board are not receiving information back from the liaisons in a consistent way.</p> <ul style="list-style-type: none"> Mignon is the liaison for PERT (CAP Pathology Electronic Reporting Task Force). Work on the Electronic Cancer Checklist (ECC). Stephanie is one of the liaisons to AJCC Colleen Sherman is liaison to COC but because of workload, did not have time to join the committee. She is willing to provide information. <p>Other liaisons are already on the Steering Committee:</p> <ol style="list-style-type: none"> Comprehensive Cancer National Partners (CCNP) – Randi Rycroft, Betsy Kohler International Cancer Control Partnership (ICCP) – Betsy Kohler One Voice Against Cancer (OVAC) – Randi Rycroft, Betsy Kohler Digital Bridge – Randi Rycroft, Stephanie Hill, Karen Knight International Association of Cancer Registries (IACR) – Betsy Kohler 	<p>Liaisons:</p> <ul style="list-style-type: none"> Stephanie would like to learn from SPA what messages she should be sharing with AJCC. And would like to also understand is the liaison’s role. Dennis agreed including liaisons addresses a gap. Dennis asked if there is redundancy between liaisons reporting to the Board and to SPA. Randi said we do not currently get reports from liaison. We do go through specific partner reports from NPCR, SEER, Canada. Randi said the reports from liaisons could be made via SPA SC monthly reports. Dennis asked if we need to be engaged in NPCR, SEER, CCNP partners if the Board already is? Mary Jane said it is hard to share on the Board agenda and written reports are more efficient. Randi pointed out we have connections to the High-Level Strategic Group (HLSG) through SPA membership. HLSG members include all standard setters. Stephanie pointed out we do not have a liaison to NCRA, and that NCRA said they did not see a need for a liaison, but there is a NCRA liaison to NAACCR. She asked if we want to formalize that relationship so that we improve our communications with the registry community. Randi agreed that might be helpful. Monique asked if have a protocol for how non-registry organizations participate in current committees. Stephanie said anyone in a member organization can participate. Details are in the Standing Rules. There are some members of Advisory Groups, Task Forces, etc. that are not members because we need their expertise. Ann Marie mentioned a number of potential partners that may or may not be standard setters, but it would be beneficial to have 	

<p>Role of SPA SC: Randi said that now that HLSG and Board are producing their own strategic agendas, there was overlap with SPA SC's role. SPA SC was created to address the strategy gap when it wasn't being addressed by others. As we hear about what is happening at HLSG, SPA could identify gaps that our partners are not addressing. SPA could create messages back to partners.</p> <p>The Board will be asking SPA SC for specific tasks, to help us further develop an idea. But we still can identify gaps.</p> <p>Randi said three major goals are new (from the charter):</p> <ol style="list-style-type: none"> 1. Research and evaluate strategic opportunities and threats on behalf of NAACCR's BOD and recommend appropriate actions. 2. Identify and assess new strategic opportunities and threats and report to the Board. 3. Foster relationships with key stakeholders and represent NAACCR's interests to achieve strategic priorities. 4. Identify and inform the Board of potential relationships with key organizations. <p>SPA's responsibilities to the Board:</p> <ol style="list-style-type: none"> 1. Report monthly to the Board on activities? 2. Bring new opportunities and threats 3. Bring to the Board potential relationships <p>SPA SC would not have a relationship with other SC's but rather reporting directly to the Board. SPA will be interested in what is happening with those SC's.</p> <p>SPA is not responsible for managing or monitoring NAACCR's Strategic Management Plan.</p> <p>SPA should consider initiatives coming out of HLSG and impacts/our roles. Several people on SPA SC also are on HLSG, including the Executive Director, President, Past/Upcoming President.</p>	<p>some ongoing relationship with them. She mentioned American Cancer Society, Stand up for Cancer, etc.</p> <ul style="list-style-type: none"> • Stephanie said it may be helpful to hear from the liaisons what their role is. 	
--	---	--

<p>Also discussed membership and expertise (see revised charter).</p> <p>NAACCR Board also felt it important that SPA remain as a Steering Committee.</p>		
<p>6. Overview of Board priority strategies – Randi/Karen</p> <p>Winnie sent her regrets and provided the following: <i>The Board has been working on their strategic priorities for the next couple of years. With the shift of SPA to being more board directed, it will be important to consider the Board’s work on developing a few strategic priorities for the next few years and how SPA can support. The Board has not selected specific initiatives or items be referred to SPA they did identify items for potential SPA further assessment from their 2 day in-person meeting:</i></p> <ul style="list-style-type: none"> • <i>Further development of Informatics research/strategy</i> • <i>Advocacy:</i> <ul style="list-style-type: none"> ○ <i>Identify and develop alliances with organizations with proven strong and effective advocacy efforts</i> ○ <i>Identify tools to assess relationship building (not sure if this is a subset under Advocacy, but was mentioned as a SPA activity)</i> ○ <i>At the October Board call, Lihua added the rationale and importance for advocacy for registries to seek funding support to grow and expand central registries</i> • <i>DEI: Identify what other organizations do to address DEI</i> <p><i>Reviewing the new charter draft and discussing the SPA membership may also take some time and consideration. The role of the NAACCR Liaison(s) as SPA members may also need to be clarified to the Liaison and other SPA members.</i></p>	<ul style="list-style-type: none"> • Randi said we can anticipate that the Board will be asking this group for specific deliverables. 	
<p>7. Review revised charter and need for a new workplan – Randi</p>	<p>Charter:</p>	

<p>See agenda item 3 (September meeting debrief) for the outline of the new charter.</p>	<ul style="list-style-type: none"> • Several members said they appreciated the specificity and clarity of the revised charter. 	
<p>8. Review NAACCR-appointed liaisons and other partners; discuss reporting frequency – Randi</p> <p>See Institutional Liaisons - NAACCR and discussion under agenda item 3.</p>	<p>Liaisons shared about their <u>roles</u>:</p> <ul style="list-style-type: none"> • Stephanie / AJCC: formal term on Executive Committee. AJCC invites organizations to nominate members. There is an application process for appointments and the Committee votes to approve. Representatives have voting rights on certain things. They recently discussed cutting membership. Committee meets monthly and is formal; Dr. Heidi Nelson has recently stated NAACCR, NPCR and SEER are critical members of the committee. Stephanie does have the opportunity to speak and contribute. It is easier to do that in in person meetings and they are eager to hear from us. • Mignon / PERT: membership is a formal process and needs to be approved. She receives a formal approval each year. The last three years have had in-person/virtual meetings. Weekly meetings focus on detailed problem solving. There are also liaisons from SEER and NPCR (not formal). Just had a meeting last weekend and provided presentations. PERT wans input from the cancer registry perspective. It is a good place to have representation because of the impacts on registries. • <u>Reporting</u>: If critical, Mignon would bring up to Betsy/Winny; also, some information is considered confidential. Stephanie said AJCC meetings are confidential, so it is not clear how to provide reporting. Stephanie does discuss with Jim or Betsy if needed, but Marty Madeira usually brings things to the MLTG. • If critical, Stephanie would ask if she could share it or if Marty would share it with MLTG. • Stephanie pointed out there are other projects/programs under CAP that we may want to have representation on. Mignon said the Cancer Committee is the most significant for CAP. Stephanie also said that MLTG is getting a new CAP representative. • Mary Jane said one of the issues with CAP is that they change them often, which is problematic with using the data. Mignon said they are aware of the issue, so now they are trying to do quarterly releases. • <u>NAACCR needs to review the representatives and make sure it is formalized</u>. Are these based on fit/experience, position (i.e., ED, President, etc.)? Monique said continuity may be important to 	

	<p>continue. When there are transitions, there will need to be a knowledge transfer.</p> <ul style="list-style-type: none"> • OVAC – Randi said NAACCR pays dues to be a part of OVAC. Betsy is a representative and the current President, but Randi has stayed as the representative. • CCCNP – Betsy asked Randi if she would be another representative. Another organization we should formalize as a rep, a good fit or position (i.e., ED, President, etc.) • Noted COC also is a formal appointment. 	
<p>9. Plan for December meeting – Randi</p> <p>Reviewed date of the next meeting.</p> <p>Possible activities for the agenda:</p> <ol style="list-style-type: none"> 1. She said our list of organizations needs to be narrowed down to the Top 10 and go through a more formal process what the organization could offer NAACCR and vice versa. Dennis agreed with this approach. 2. Revise the goals/objectives/workplan. Mary Jane and Ann Marie said important to set bounds on the group’s responsibilities. 		<p>Ann Marie will request an intern to help with the evaluation of potential partners.</p>
<p>10. Summarize meeting for reporting to the Board – Randi/All</p>	<ul style="list-style-type: none"> • We think it is important to formalize and understanding how liaisons are chosen. • Mignon Dryden and Stephanie Hill are new members because of their liaison roles to PERT and AJCC, respectively. • The SC will start revising their goals/objectives/workplan in December. 	<p>Randi will report to the Board at their November meeting.</p>
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Tuesday, December 6th at 11:30 am ET 	