



November 16, 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, Lori Swain

Board Members Excused:

Ex-Officio Member Excused: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn, Tyler Scott

Consultant: Ann Marie Hill

Guest: Janet Celosia, Joe Stella; GLC Communications

Guest Report

1. GLC Communications Consultant Verbal Update

Janet Celosia, Project Manager

Janet Celosia and Joe Stella from GLC Communications provided a verbal update regarding the work that her firm has been conducting for NAACCR. Mr. Stella provided an overview of GLC and their affiliation with the SPM Group. Ms. Celosia provided an update on their process, discovery, and eventual recommendations. She detailed the process of the analysis. This includes discovery and the audit. Additionally, the analysis and deliverables will also be detailed. She discussed the framework for strategic content operations. This included roles, quality, tools, communications, and measurement frameworks. The final report will be delivered in late November or early December. Kevin asked Tyler if GLC is doing an analysis of internal communications processes also. They described the external communications but wanted clarification that they will provide information on internal communication. Tyler will review this with GLC after the meeting and ensure that the deliverables include these elements also. Charlie provided a background on the contract elements which are included in the contract.

Governance

2. Strategic Planning (ACTION)

Winny/Ann Marie

- Important Report Background Statement
- Strategic Initiatives Report

Winny summarized the timeline and efforts in regard to the strategic planning initiatives report. Ann Marie provided the Board with the SMP priorities document. The Board was sent this document prior to the meeting to review and brainstorm ideas and questions in preparation for the meeting. Ann Marie then discussed the report, findings, summary, and next steps. She thanked the Board for their input and reminded them that the whole is larger than the parts. She said that it is now time for communication and action. Winny gave a brief summary of how we got to this point and what activities were considered. Lori Swain thought that having separate meetings with steering committees may be a good way to communicate priorities and work. Monique agreed with Lori Swain's approach. Winny wants the Board to conceptualize operationalizing this. Lori Koch said we should ask the committees what they may already be doing in these areas. This way it can be a little more collaborative feedback in the final steps of integration. She wants the Board to give the Chairs feedback on how to prioritize these activities. The Board needs to decide which of the activities need to be presented to what committee.

Strategic Priorities and Next Steps:

Certification: Betsy asked the Board how they see RDU in these activities. They then discussed how the Certification Work Group was associated with RDU but operated autonomously.

Next steps: Explain the Certification Work Group as to what is being proposed and seek their input as to how that may be implemented. It is envisioned by the Board that a new multidisciplinary Task Force will be established to review modifying certification criteria. Copying the Chairs and Liaisons of RDU on the process would be desired.

Volunteer Recruitment and Retention:

Next steps: Send to the Professional Development SC for review and feedback. Chairs and Liaisons will be copied on this also.

Innovative Approaches to Data Collection:

Next steps: This will be discussed with S&RD. They will be notified this is a priority among the cancer surveillance community and may eventually be tasked with this. Chairs and Liaisons will be copied on communication. Lori Koch said there is a task force on how to resolve duplicate cases between states. She outlined the parameters the group discussed. Communications will be defined as the GLC report is completed. However, any initiatives will include the Chairs and Liaisons

Winnie asked if there are other initiatives that need to be sent to a committee or if the three identified are good enough for now. Ann Marie asked Randi and Kevin to look at the Informatics section because they ended with broad steps and may need some editing.

The Board discussed whether they should send the entire Strategic Initiative Priorities draft report to all Steering Committees or not. Monique suggested presenting it to the Chairs but giving them the whole document. Lorraine thinks there needs to be a communication strategy. Presentation, questions, and deliver the context of the strategies. The Board will do some work prior to the December meeting and come up with a strategy for presentation and buy in.

3. Nominating Committee Update

Charlie

- Board members please consider ideas for nominees.

Charlie updated the Board saying that there are six nominations for the Board of Directors. Five for At-Large and one for Treasurer. There are currently no nominations for the Nominating Committee. The Nominating Committee has asked the Board to please consider soliciting individuals to volunteer for the Nominating Committee. Charlie told them to contact April Austin or another member of the committee with ideas. The nomination period ends on December 9th.

4. Verbal Update on NAACCR Policies Review

Wendy

Wendy is currently in the process of reviewing all current policies. She will provide the Board with a report and update at the December meeting. It is anticipated that the Board will vote on any modifications (if any are recommended) in January 2023. Wendy and Charlie will send the recommendations and updates in the coming weeks.

5. Update on Volume V Task Force Request**Winnie/Wendy/Kevin**

- Correspondence for Vol V

Winnie reported that CDC has identified two qualified individuals that can help their group with the Volume V technical requirements revision for v5.1. Kevin Ward and the NAACCR staff were acknowledged for assisting in facilitating this outcome.

Other**6. Board/Chair Meetings****Winnie**

- December 21, 2022, ZOOM
- March 23-24, 2022, In-Person – Decatur, GA (Tentative)

Winnie reminded the Board that there is a December 21, 2022, Board / Chair meeting. Please let Charlie know in advance if you are unable to make it. If too many are unable to make this call, then we will have to look at alternative dates. The in-person Board / Chair meeting will be held in Decatur, GA on March 23rd and 24th. The agenda is tentative, but dates are confirmed. The travel date is expected to be March 22nd. Betsy said to try and keep the PM open on the 22nd as there may be a few hours of a meeting on that day which would require early travel or travel the day prior so that they could possibly end on Friday the 24th. More details will come.

7. Maria Schymura Resolution (ACTION)**Winnie**

- Proposed Resolution

The Board was presented with a Board Resolution for Maria Schymura. Dr. Schymura is retiring at the end of the year and was nominated for a resolution a couple of weeks ago. Betsy said that the resolution was done in collaboration with the NAACCR Office as well as the NYSCR.

ACTION: THE MOTION TO APPROVE THE BOARD RESOLUTION FOR DR. MARIA SCHYMURA WAS PASSED.

8. 2023 Annual Conference**Betsy/Stephanie/Karen**

The planning committee continues to work on the program. More planning is needed and will take shape in the coming weeks.

Steering Committee Reports**Communications****9. Steering Committee Update****Lori S./Lihua**

The group reviewed the work for future initiatives. The report seems to be moving fine. They also discussed how to best align staff with the committee activities. In particular, the Narrative. At this stage, they will have much more to go off of once the report is done. Lihua said that she and Lori will meet with Nan to solicit some input from her on how the committee's work can be done.

Standardization and Registry Development**10. Steering Committee Update****Wendy/Lori K.**

This update will be provided in December.

Strategic Planning and Alliances**11. Steering Committee Update****Winnie/Randi**

This update will be provided in December.

Professional Development**12. Steering Committee Update****Monique/Kevin**

Kevin will provide an email update. A verbal update will be provided in December.

Research and Data Use**13. Steering Committee Update****Lorraine/Sarah**

This update will be provided in December.

Program Updates**14. Program Updates**

- Canada
- NCRA
- NPCR
- SEER

Lorraine

Lori S.

Monique/Wendy

Kevin/Lihua

Program updates will be provided in December.

15. Individual Membership Application

Kevin has not had the opportunity to review the application. He recommended moving this to the December meeting after he has the chance to speak with Ms. Nyante. Kevin will follow up with the Board via email prior to the December meeting.

Consent Agenda**16. Minutes**

- October 2022 Draft Minutes

17. Correspondence and Updates

- GLC Communications Consultant Monthly Report – Verbal in November
- Mid Level Group Notes
- High Level Group Notes
- Melanie Williams Resolution Thank You

18. Sarah Nyante Individual Membership Application

This item was removed from the consent agenda for discussion in ITEM #15 above.

- Membership Application

19. Board Timeline

Timeline is available for review.

- Board Timeline

20. Geocoder Monthly Report

- Geocoder Report

21. Executive Director's Report

- ED Report

22. Financial

- Current Financials

THE MOTION TO APPROVED THE CONSENT AGENDA FOR NOVEMBER 16, 2022, WAS PASSED WITH THE EXCEPTION OF THE REMOVAL OF THE INDIVIDUAL MEMBERSHIP APPLICATION FOR DISCUSSION.

23. Adjournment and Next Meeting**All**

The meeting adjourned at 4:00 PM Eastern. The next ZOOM meeting of the Board will take place on December 21, 2022, at 2:00 PM Eastern.

Board Standing Reminders and Information

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status

Schedule of Board Meetings July 2022 – June 2023

3rd Wednesday of each month.

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

Strategic Planning and Alliances

Mid-Level Tactical Group

High Level Strategic Group

Liaison(s)

Wendy Aldinger and Lori Koch

Lori Swain and Lihua Liu

Sarah Nash and Lorraine Shack

Kevin Ward and Monique Hernandez

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