



January 18, 2023
2:00 PM – 4:00 PM Board Meeting
Minutes

Roll Call

NAACCR Board Present: Winny Roshala, Randi Rycroft, Kevin Ward, Wendy Aldinger, Lorraine Shack, Lori Koch, Lori Swain

Board Members Excused: Sarah Nash, Monique Hernandez, Lihua Liu

Ex-Officio Member: Betsy Kohler

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

Consultant: Ann Marie Hill

Guest: Janet Celosia, Joe Stella GLC Communications

According to the NAACCR Bylaws, a simple majority is required for a quorum. It is confirmed that this meeting meets those requirements and a quorum was achieved.

Guest Report

1. GLC Communications Consultant Report Presentation

Janet Celosia, Project Manager
Joe Stella, Supervisor

Joe Stella provided background on GLC, their corporate makeup, and recent work. Janet Celosia and Joe Stella from GLC Communications presented the final communications analysis and audit report to the Board. This work was performed in the fall of 2022 and concluded at the end of November. The Board was sent a full audit and recommendations report as well as a summary playbook for reference. Janet provided most of the background on how NAACCR is to proceed. Highlights of the project phase was initially described. This included audits, content process, action items, audience personas, and architectural elements.

Content strategy was highlighted. The Narrative is the main point of emphasis. They recommend focusing on the Narrative be turned into a major hub for all information. Increasing page views is a major goal. An explanation of the traditional marketing funnel is an approach they recommend to use as a model of our approach. Training topics are also a specific task that should be implemented.

Janet outlined deficiencies, process improvement, committee structure rework, and next steps. She emphasized that NAACCR should tackle the low hanging fruit first and then migrate toward more long-term activities. She said that the activities are scalable and can be done within NAACCR resources. The Board asked detailed questions on nuances of the report.

Randi wanted to confirm that using ASANA would be sufficient. Janet confirmed that this will be fine as long as the tool is utilized. It was also noted that any tool will require training and adoption by not only staff but also volunteer users. Ann Marie and Winny clarified potential roles of the content expert manager in the suggested committee structure. They noted that while they can and will assist with various elements relating to eventual output of

NAACCR-specific content but the NAACCR office and leadership / chairs / members are the true content experts needed to sign off on materials.

GLC left that call and Winny thanked them for their work and presentation. Winny and the Board asked Charlie if there are funds that can be allocated to GLC services between now and May 31, 2023. Charlie said that after preliminary discussions with GLC, allocating \$15,000 toward consulting and training services between now and May 31, 2023 would be reasonable. After discussion, the Board was supportive of engaging GLC in the early phases of the project. Lori Swain asked the Board to provide clear communication to the steering committee on what their role is in the activity. The Board will allow the NAACCR Executive Office to manage the final scope of work, deliverables, and budget not to exceed \$15,000 through May 31, 2023. Tyler will communicate the requirements to GLC immediately after the meeting.

THE MOTION TO ALLOCATE NO MORE THAN \$15,000 TO ENGAGE GLC COMMUNICATIONS BETWEEN JANUARY 18, 2023 AND MAY 31, 2023 WAS PASSED.

Governance

2. Strategic Planning

Winny/Ann Marie

A verbal update was provided to update the Board on the January 13th Chairs Strategic Initiatives Meeting. This meeting was held to continue conversations with the Chairs on the new strategic initiatives. Winny said that the Charis Only group met last Friday to go over the Strategic Initiatives activities again. This was previously discussed that the December Board / Chair meeting. Winny and Ann Marie provided a form / tool for assistance with feedback on the activities. The new deadline for feedback is February 24, 2023. These will be sent to Winny.

3. Possible Strategies for SPA to Further Evaluate

Winny/Ann Marie

- Further development of Informatics research/strategy
- Advocacy:
 - i. Identify and develop alliances with organizations with proven strong and effective advocacy efforts.
 - ii. Identify tools to assess relationship building (not sure if this is a subset under Advocacy, but was mentioned as a SPA activity)
 - iii. 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
- DEI: Identify what other organizations do to address DEI

Winny reviewed the major activities under consideration above. These potential ideas will be under consideration for action by SPA. Betsy suggested that the Board wait until the Steering Committee chairs submit their feedback to the Strategic Initiative Priorities. This information may be useful to further define initiatives that could be referred to SPA.

SPA has been discussing the role of the NAACCR Liaisons with regard to the selection process, roles and reporting responsibilities to the Board and the membership. Since several of the NAACCR Liaisons are now members of SPA, SPA was encouraged to evaluate the current status of the roles and responsibilities of the NAACCR Liaisons and provide recommendations to the Board.

4. Membership Applications

Kevin

- Janos Individual Membership Update; Janos Application from December 2022
- Volcek Individual Membership Update; Application from December 2022

At the December meeting, Kevin Ward was charged with contacting the two individuals that completed the member application process to see if it was still logical for them to be members or just partner with a registry for studies. Kevin said that Janos has withdrawn the application. Volcek submitted the wrong membership category type. They will discuss later and submit a new application if needed.

5. NAACCR Policies Review

Wendy

Policies were sent prior to agenda delivery for advance review but also added below for reference.

- Policies Review and Update

Wendy reviewed the NAACCR board policies over November and December. She identified two policies that needed attention. These were very minor updates. One was an update to change the member proration cost for the first year of membership. The second was a typo in the NAACCR fiscal year policy. Additionally, she recommended that per the agenda item above, DEI should be discussed separately and eventually included in NAACCR's policies. She recommended that the NAACCR Board consider how they want DEI included in a policy format and then begin to propose some language. Charlie will make the updates to the database and push them to the NAACCR web site.

THE MOTION TO APPROVE THE TWO CHANGES TO POLICY # 72 MEMBERSHIP DUES, AND # 57 TAX YEAR WAS PASSED.

6. NAACCR Fees Review Verbal Update

Charlie

Charlie provided an update on NAACCR fees recommendations. He said that the final recommendations will be reviewed by the Finance and Personnel Subcommittee in early February. At that time they will finalize the fees and then send the recommendations to the Board at the February Board meeting. It is expected that the Board will take final action on fees at that meeting. Additionally, there will be a recommendation to adopt a 5-year plan for pre-planned increases in years 2 and 4. These would need final approval by those current and future Boards but the plan will be available for adoption if they so choose. He noted that there will be a recommendation to assess the Annual Conference fee after the 2023 conference. This will most likely come to the Board in July or August for consideration. Charlie said that he recommended to the staff and F&P Subcommittee to wait because there are too many unknowns in relation to the conference at this time. Since we have not held a conference in three years, more information is needed such as approximate attendance, food and beverage costs, and other services.

7. Data Dictionary Rebuild Update

Stephanie/Charlie

Stephanie provided a technical update on the rebuild. She said that Lori and Monica are the points of contact on the build. The Data Dictionary element is proceeding well. The Volume II portion needs to be broken out and available to users though. This methodology is being developed still and not yet finalized. Charlie said that he spoke with IMS on a revised budget and timeline last week. IMS expects to send that to him by the end of next week. This will allow Charlie to work through the overall financial impact on cash flow and the 2023 /2024 budgets. It has always been known that NAACCR will need to tap into reserves to fund this project. However, it has not been known exactly what the amount will be. In February, NAACCR will make a recommendation to the Board to approve the utilization of reserve funds.

8. Information Blocking Rule Fact Sheet for Cancer Registries**Karen**

➤ IBR Fact Sheet

Sandy Jones from CDC mentioned in late 2022 that there will be a new federal information blocking rule. Karen thought that this may be important to relay to the registries. This will also be shared with the S&RD Steering Committee and the central registries as an informational piece. The rule requires that information be forwarded to public health entities in an acceptable “machine- readable” format. The specific description of this is included in the document. Randi asked if there is a resource we know about that can help with “what it really means” to interpret the language. Karen did not know of such a resource. Lori Koch asked if there was a penalty for non-compliance. The rule does allow fines for non-compliance.

Other**9. Board/Chair Meetings****Winnie**

➤ March 23-24, 2022 In-Person – Decatur, GA

Winnie reminded the Board that the Board / Chair meeting will take place in Decatur, GA March 23-24, 2023. However, it is possible some activities will take place on the 22nd. The agenda is being developed and a draft will be sent to everyone as soon as possible. Charlie said that he is sending a registration link to everyone after the meeting this week. He asked for everyone to please notify him if they are attending virtually so that he can make note.

10. 2023 Annual Conference**Betsy/Stephanie/Karen**

Betsy said that the program committee is focusing on the schedule and plenary speakers. She hopes that most of the schedule will be completed in February.

Steering Committee Reports**Strategic Planning and Alliances****11. Steering Committee Update****Randi**

This item was already addressed prior in the meeting.

Standardization and Registry Development**12. Steering Committee Update****Wendy/Lori K.**

The last meeting was December 1st (November & December meeting). Mostly they were committee reports and updates. The updated Death Clearance Manual is almost done. They have asked Jenna Deniaud, from the Wisconsin registry, to be a co-chair. She is considering the offer. They meet again next week.

Professional Development**13. Steering Committee Update****Monique/Kevin**

Kevin said they met on December 15th and spent the entire meeting going over their work plan. They were able to fit their action items under the new three pillars. Metrics were also finalized.

Research and Data Use**14. Steering Committee Update****Lorraine/Sarah**

There was no meeting in December. They meet next week.

Communications

15. Steering Committee Update

Lori S./Lihua

Addressed earlier in the meeting.

Program Updates

16. Program Updates

- Canada

Lorraine

They continue to have challenges attracting registry staff. Some of their executives will be reaching out to the NAACCR staff regarding providing educational opportunities that meet Canadian needs. Lorraine will be a Chair of the Canadian Council Registry beginning in March. Winny thanked her for taking on that post and looks forward to partnering moving forward. They are doing a virtual meeting this year. May 2-3, 2023.

- NCRA

Lori S.

No new updates.

- NPCR

Monique/Wendy

No new updates. Continuation applications are due mid-February. They also have to report on performance measures.

- SEER

Kevin/Lihua

No new updates.

Other:

Betsy heard from a state registry that their legal department said they could not collect social security numbers. She asked if anyone else had this happen in their state. CDC had not heard about this and no present Board members have heard that in their state.

Consent Agenda

17. Minutes

- December 2022 Draft Minutes

18. Correspondence and Updates

- Mid Level Group Notes
- High Level Group Notes – None
- Rutgers Course Follow Up from December Board Meeting
 - i. Certificate in Cancer Surveillance
 - ii. Cancer Surveillance Job Description
- Data Security & Confidentiality landing Page Updates FYI
 - i. Data Encryption
 - ii. Data Request Form
 - iii. MFA

19. Board Timeline

Timeline is available for review.

- Board Timeline
- 20. Geocoder Monthly Report
 - Geocoder Report
- 21. Executive Director's Report
 - Report
- 22. Financial
 - Current Financials

THE MOTION TO APPROVE THE CONSENT AGENDA FOR JANUARY 18, 2023 WAS PASSED.

23. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next ZOOM meeting of the Board is Wednesday, February 15, 2023.

Board Standing Reminders and Information

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
GLC Communications Next Steps. Tyler will communicate the requirements to GLC immediately after the meeting.	Tyler	In Progress
Share the Information Blocking Rule requirements document with S&RD and NAACCR registries.	Karen	In Progress

Schedule of Board Meetings July 2022 – June 2023

3rd Wednesday of each month.

February 15th

March 22-24 (**Board / Chair In-Person, Decatur, GA**)

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