



March 15, 2023
2:00 PM – 4:00 PM
Board Meeting
Minutes

Roll Call

Winnie

NAACCR Board Present: Winnie Roshala, Randi Rycroft, Kevin Ward, Wendy Aldinger, Lorraine Shack, Lori Koch, Lori Swain, Sarah Nash, Monique Hernandez, Lihua Liu

Board Members Excused:

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

Consultant: Ann Marie Hill

Governance

1. Muir and Percy Awards - ACTION

Betsy

➤ Muir Award Nomination

The Board reviewed and discussed the Muir and Percy Awards that were previously presented for digestion. After detailed discussion, the Board voted on the nominations. Betsy noted that generally vendors are not awarded these two awards unless there is exceptional efforts over their normal job duties. She provided a couple of examples for reference to the Board.

It was noted that the final text write ups need to be to Monica by Monday, March 20th but are preferred by the end of business Friday, March 17th.

2. Policy for NAACCR Surveys

Stephanie

➤ Proposed Survey Policy - ACTION

Stephanie Hill presented a proposed survey policy that will be part of NAACCR Steering Committee Guidelines. In the past, the Board reviewed each survey. However, approximately 10 years ago it was determined to be too slow and tedious for the Board to approve. Since then, the Executive Director has approved the surveys in conjunction with the staff. It was especially noted that this is not a Board of Directors Policy. The new policy proposed will have the committee work with their staff liaison to complete and distribute a survey. It will also help coordinate timing and burden to make sure work is not being duplicated by another committee. Stephanie added training for NAACCR staff will be considered in the future to provide tools and guidance in conducting surveys. It is termed as a policy but more of a guideline in the Committee Guidelines. Sarah asked if an Office Use Only section and have it mark that this survey is not duplicative, active date, and approval. Betsy asked if survey requests outside of the organization should be vetted through the most relevant committee or not. It was decided to have those outside surveys be run through the coordinator and then decide if it needs to be run through the Board as a FYI to the Board in a consent agenda.

THE MOTION TO APPROVE THE PROPOSED POLICY FOR SURVEYS WAS PASSED AS MODIFIED WITH THE ADDITION OF AN ADMINISTRATIVE SECTION SUGGESTED AND NOTATION TO THE BOARD IN CONSENT AGENDA BUT TO BE FINALIZED BY STEPHANIE HILL.

3. Review of Steering Committee Feedback to Strategic Initiatives

Winnie / Ann Marie

- Committee Reports and Metrics
- Committee Responses Spreadsheet
- Feedback on Metrics (Previously provided in February 2023)

Ann Marie reviewed the SC reports on initiatives. There is a matrix that summarized the groups and categories. Then specifically wanting input on any areas that we may want to take a second look at. They may not be priorities at this time but may be shelved. There was good response from some that are ready to move forward and others that needed more guidance/time. She is looking to see what needs to be implemented. As a reminder, each committee was asked for their independent input but they are not yet aware of the cumulative results. Monique thanked everyone for their input. She wants to take more time to digest the spreadsheet. When reviewing the responsibilities by initiative, Certification Section, Betsy thought it is too narrow when comparing it to the work that Kevin and the group are doing in their area. AMH and Winnie thanked Betsy for that input.

Ann Marie said that next week the Board is providing input on priorities to the committees and steering committees. She wanted input from the Board on how they see their guidance and how it will be presented to the committees. The tendency will be on the old system where the Board “tells” and the committee “does”. She thinks there will need to be more discussion. There will also be the probability of committee collaboration. Monique thinks the Board Strategic Priorities Report is fine to present next week but we need to make sure the Chairs know of the report and that it will be updated. It was decided to hold off sharing with Chairs until we get more in depth information and closer to decision making. Board members will help summarize and direct the Steering Committees they are on. Ann Marie also noted that we need to see both the NAACCR internal side as well as the larger picture with stakeholders etc.

4. Communications Steering Committee Structure

Winnie

- Discussion on committee to remain steering committee or other.
- Funding for activities.
- Liaisons provide SC feedback for the Communications Steering Committee Structure discussion, from the March 6th Communications SC call.

Lori S. / Lihua

Winnie provided background on the last communications committee call. GLC provided a portion of their planned presentation. Nan Stroup was able to provide her input on the process, plan, and future needs at the meeting. There is support on the plan from Nan and the committee. However, they seek direction from the Board on the structure and charge of the committee. Winnie asked Lori and Lihua for their feedback on the latest committee meeting call.

Lori Swain provided some background on the current status of key activities.

- Janet from GLC summarized the recommendation of the content hub.
- All members of the CSC agree on the concept.

- Stong view of the CSC leadership and members that there is a lot to sort through before the effort can move forward.
 - Mission definition of the Content Hub, duties of staff, volunteers etc.
 - Concern for the commitment of current staff. The report outlined 40-67 hours a week.
 - Need for communications expertise within NAACCR and hope that support can be provided.

Lori noted that it would be beneficial to have more engagement with the CSC leadership at each turn rather than at longer timeline intervals. Winny agreed with this. Charlie informed the Board that projections show that NAACCR will not have funding for a part-time or full-time employee to hire a communications specialist. Additionally, he does not expect this in the near future but we should be able to find some sort of funding mix for activities that do fit in

Lori suggested that NAACCR consider using reserves to hire a communications specialist. Additionally, consider mixing the work for the next year keeping an eye on future funds to hire a staff person.

Stephanie Hill noted that Communication is not the only initiative that has needs. There are a host of other activities that have needs for funding.

Randi asked to have the priorities of not only the communications initiative but also the others that come out of our priorities.

Consent Agenda

5. Minutes
 - February 2023 Draft Minutes
6. Correspondence and Updates
 - Mid Level Group Notes
 - High Level Group Notes - None
 - Membership Past Dues Report for June 1, 2022 – May 31, 2023
7. Board Timeline

Timeline is available for review.

 - [View Board Timeline](#)
8. Geocoder Monthly Report
 - Geocoder Report
9. Executive Director's Report
 - Will be presented at the March 24, 2023 in-person meeting.
10. Financial
 - Current Financials

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MARCH 15, 2023 WAS PASSED.

11. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next meeting will be in-person next week on March 22-24, 2023 in Decatur, GA.

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status

Schedule of Board Meetings July 2022 – June 2023

3rd Wednesday of each month.

March 22-24 (Chairs Only / Board – Chair / Board Only In-Person, Decatur, GA)

April 19th

May 17th

Monday, June 19th (Board / Chair Meeting In-Person New Orleans, Schedule TBD)

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, Colleen Sherman, and Heather Stabinsky

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 and Heather Stabinsky

Nan Stroup

Jeff Dowden and Heather Zimmerman

Andrea Sipin and Carrie Bateman

Randi Rycroft