

**In-Person Board Meeting****Minutes****March 24, 2023****Decatur, Georgia****8:00 AM – 11:00 AM****Roll Call**

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

Board Members Excused: Lorraine Shack, Lori Koch

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

Consultant: Ann Marie Hill

Winny welcomed everyone to the Board meeting. She provided some final agenda instructions and welcomed the guest, Damon Hofstrand from Merrill Lynch.

Governance**1. NAACCR Investments Review****Charlie / Damon Hofstrand**

- Presentation by Damon Hofstrand, Merrill Lynch
- Report

Damon provided an update on NAACCR investments. He updated the Board on NAACCR's fiscal holdings. He said that there will be some changes to more of bond holdings. Additionally, last year was

2. Tumor De-duplication Discussion Regarding Requirements for Call for Data 2023**Betsy**

A webinar was held about a month ago and went well. They were hoping to have some feedback but no one replied. Betsy asked Board members to go back to their registries to gain some feedback. Winny suggested that we reach out to the NAACCR community and have them contact input to Recinda based on the preliminary information. There was some concern by registries regarding the activity but some were still working through patient level efforts from last year. Members discussed the nuances of the webinar and presentation provided by Recinda.

Betsy will have Recinda remind registries to provide feedback in the next month. Any registry who wants to comments should reply by April 12, 2023.

3. NAACCR Personnel Manual Legal Review and Modifications**Betsy / Charlie**

Betsy and Charlie mentioned that the office is doing a review of the personnel manual. This is an internal office activity and does not need intervention from the Board. If any significant policies are suggested by the attorney then the office will send them to the Board as a FYI if they are pertinent. Betsy also updated the Board on an old Board procedure for staff transition and succession with departures, retirement, and other good standing departures. These will be reviewed over the next couple of months. Randi asked if we will be able to have an overlap period financially. Betsy said that this is the plan but it may require the use of reserves. Monique asked if there are any demographic information on the aging of our members or where they are in their career length. Lori Swain said that there is a little information NCRA has from

a prior survey and she will send to the Board. Sarah asked if we can do a version of this in a future survey. **The discussion centered around Professional Development leading this activity initially.** Sarah said that she had some information on transition from her previous position. She will share it with Betsy. Kevin explained his registry went through transitions with two staff. They had about 6 months of notice and the overlap was needed. Lori wondered if there are some examples from different departments such as health departments and universities. Lori thought that CDC and NCI would be supportive of an initiative like this to retain the integrity of staff. Kevin suggested an effort to have certain registry positions provide high level duties and thought that if this were done across all registries then it may be beneficial. **Monique thinks that this could be an excellent subject at a future annual conference to start a path forward including the ideas which could be Birds of a Feather or another topic Professional Development could initiate. This could be a coffee break and members who have ideas should contact Karen Knight with specific ideas. Specifically, a survey could be a place to start.** Kevin restated his opinion that asking for written documentation is the best place to begin. Stephanie thought that this could be a good spot for a discussion forum. This could be done with minimal efforts and past participation for other topics has been good. **Volunteer for Birds of a Feather is Wendy Aldinger and Sarah Nash. This will be offered at the 2023 NAACCR Annual Conference.**

4. NAACCR FORUM and Virtual Education Programs

Betsy / All

At a prior meeting it was discussed what NAACCR educational and training activities could be added to our offerings. Specifically, adding a revenue stream for these would be preferred. The FORUM is the most probable concept at this time. We could use some content specifically from the NAACCR conference. Additionally, we could intermix abstracts received for topics. Lori Swain provided NCRA's successes and challenges in a hybrid model. However, she said to be careful of taking away from the 2024 conference. Ann Marie also provided some background from a university perspective. Randi wondered if there is a way to cater to a different audience other than those that regularly attend the conference. Essentially market it to a different audience which could be inclusive of students and other researchers etc.

5. Data Dictionary Reserves Investment Update

Charlie

➤ DD Memo

Charlie provided an update regarding the projected investment of the Data Dictionary rebuild. Current projections are approximately \$329,000 to be utilized from reserves. The main phase of the project is set to be completed in the summer of 2023. **Randi said that she would like to investigate ideas to recoup costs through charges in some way in the future. Possible subscription or ask of sponsors for funding of this activity. Kevin seconded the concept of identifying users of the system for support. This topic will be added to the action list of the Board.**

6. Funding Priorities for Activities

Betsy

Betsy wanted to ask the Board about funding priorities and what of the priorities need funding from the strategic initiatives that were outlined. Most of the initiatives outlined are in conceptual stages but it is assumed that informatics is a higher priority that will require some funding. Stephanie said that we really need someone on behalf of NAACCR carrying the representation of NAACCR in informatics. Lihua suggested leveraging the staff of partners if possible (CDC / NCI). Stephanie said that those organizations are actually asking us for help in this area because they do not have the expertise themselves. We are leveraging the relationships as much as possible but we are not keeping pace as a group. Kevin asked a general question on what the end result ask is. The registrars are the single largest asset we have. He thinks the focus is what is the missing pieces to get from those organizations. He suggesting stepping back and think about what piece we want to be a part of. Stephanie agreed and said a person is needed to help with this and interpret what we need to do. She said there is no specific ask per se but we need guidance to know what that ask or end result is.

Karen thought it would be beneficial for the Board to see some of the presentations from the High-Level Strategic Group.

7. Annual Conference Update

Betsy / Charlie

➤ 2025 Location Possibilities

An updated 2023 annual conference status was provided by Betsy and Charlie. Betsy asked for ideas on 2025 location ideas. Puerto Rico, Georgia, and Philadelphia are ideas for the 2025 conference location.

Steering Committee Reports (If Needed)

Standardization and Registry Development

8. Steering Committee Update

Wendy / Lori K.

Professional Development

9. Steering Committee Update

Monique / Kevin

Research and Data Use

10. Steering Committee Update

Lorraine / Sarah

Communications

11. Steering Committee Update

Lori S. / Lihua

Strategic Planning and Alliances

12. Steering Committee Update

Randi

No reports required to be given at this time. Updates will be provided in April.

Other

Lori Swain asked if there was a final decision on the membership fees will go into effect the next year. After discussion it was determined that they were approved to go into effect the start of the fiscal year.

Program Updates (If Needed)

13. Program Updates

- Canada

Lorraine

No report.

- NCRA

Lori S.

Credential will be changing. Something will be out in the summer. The conference planning is going well. The journal was recently published. A meeting with Recinda has been requested to tighten deadlines. They are doing a joint letter to congress welcoming new congress members. The VA work has been busy but more updates will be available later in the year. Sen. Tillis and Kelly are interested in still co-sponsoring the bill.

- NPCR

Monique / Wendy

No report.

- SEER

Kevin / Lihua

Some SEER funding cuts to certain programs were discussed.

Consent Agenda

14. Minutes

- March 15, 2023, Draft Minutes will be posted as a separate document once available.

15. Correspondence and Updates

- Presented on March 15, 2023

16. Board Timeline

Timeline is available for review.

- Board Timeline

17. Geocoder Monthly Report

- Presented on March 15, 2023

18. Executive Director’s Report

- Presented on March 15, 2023

19. Financial

- Presented on March 15, 2023

No items are required to vote on the agenda.

20. **Adjournment and Next Meeting**

All

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status

Schedule of Board Meetings July 2022 – June 2023

3rd Wednesday of each month.

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