**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, August 24, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Alicia Smith, Lihua Liu (Board Liaison), Deirdre Rogers, Melissa Riddle, Mignon Dryden, Keri Miller, Carrie Bateman

**Guest –** Ann Marie Hill, Wendy Aldinger

* 1. **Approve minutes from the last meeting**
  2. **Meeting ground rules reminder:**
     1. Tell us your name and registry before each comment.
     2. Silence equals agreement

1. **New activities / Discussions** 
   1. **Board Strategic Initiatives Preview Ann Marie Hill/Wendy Aldinger**

Wendy shared they are meeting with all the steering committees to introduce herself sharing she is the manager of the Pennsylvania Cancer Registry and the new NAACCR President. She was unable to attend the New Orleans meeting and thanked steering committee members for all your hard work and dedication in all this group has produced. She shared what the NAACCR Board has undertaken the last couple years. They have been working very closely with steering committee chairs and the NAACCR staff. The responsibilities around the strategic planning process were reviewed. In March of 2022 the staff and steering committee chairs met in person to identify important strategic initiatives and projects that would lead NAACCR into the future. Strategic pillars were created to help guide everyone in setting goals and objectives. The Board then met several times to generate and finalize specific strategic initiatives. Ann Marie presented the Power Point of the report. We are now ready to develop action plans which are the steering committee work plans. She detailed the Strategic Priorities and Initiatives and rolls involving PDSC; Informatics (education to improve member literacy), Recruitment (target educational institutions with career talks) and Expanded Training (expand to broader audiences and target members more specifically around areas of interest/disciplines). Ann Marie went over a slide specific to PDSC regarding advice on the group’s coordinating roles. Task forces will be created with a Board member and members from the steering committees that are involved in the particular initiative. The SMP WG, NAACCR Board, NAACCR staff and Anne Marie are all here to help. Some resources to use are Project/Initiative Charter and Strategy Mapping. Ann Marie complimented the MAP and Mentoring group on their activities at the NAACCR Annual Conference. She was very impressed with the enthusiasm, new people and believes the work is on the way to creating some real inroads into this field.

1. **Next Steps**

* Review current workplan for relevancy and value
* Eliminate waste and overlap
* Review Strategic Initiatives
* Identify your goals (due October 4th) and objectives around those SIs
* Integrate the new with the ongoing in your workplans
  1. **Upkeep TF for Survey Course Angela Martin**
     1. **Recruiting Chair and New Members**

The task force is near complete with the Cancer Registry Training Guide. Once completed the group will disband and a new task force will work on the next update. From staff feedback Angela suggests working on the Understanding the Central Cancer Registries Course. It used to be an in-person meeting and went online in 2015. She recommended reviewing all videos and slides to identify what needs to be updated. The format used for Principles of Cancer Registries series, which is self-passed, would be the recommended format. Carrie suggested working with MAP to identify members for this task force. Alicia (co-chair), Connie (co-chair), and Melissa volunteered for the new Upkeep Task Force.

**Actions**

* Angela will send out the NAACCR Strategic Priorities and Initiatives report and the document of all goals/objectives submitted by steering committees when received from Anne Marie.
* Add to next month agenda workplan on what needs to move forward and draft new activities to pursue.
* Add to next month agenda the SMP which will become a strategic plan instead of a management plan.
* Connie and Angela will work on a NAACCR Talk, scheduled for November 13th at 2:00pm EST, regarding the updated Grow Your Own CTR.
* **New Upkeep Task Force**
  + Angela will create a targeted ListServ to members regarding contacting MAP if interested in being a part of the new task force, with Connie, Melissa, Alicia and Carrie.
  + Angela will contact Recinda Sherman regarding an RDU member willing to help with the population-based registry data.
  + Angela will check with the group that worked on the new NAACCR Death Clearance Manual.
  + Angela will forward the workplan from the previous group to Melissa, Alicia and Connie for reference in creating the new one.