



March 13, 2024

In-person Board Meeting

Santa Barbara, California

Minutes

## Roll Call

8:30 AM Roll and Welcome

Wendy

## Governance

### 1. Outstanding Board Issues from Board/Chair Meeting

Wendy welcomed all in attendance. She reminded everyone of the day's schedule. The Board discussed any outstanding issues which were brought up from yesterday's meeting.

- Lori Koch asked if we could proceed with a dashboard / metrics landing page. Stephanie said she and Tyler have had some conversations regarding this and most of the opportunity revolves around an infographic type of display. This would be updated periodically (annually etc.) and would be displayed on a group web page.
- Next steps for case ownership and minimum dataset task forces. These need the support of standard setters and planning for testing.
- The Board discussed the Case Ownership Taskforce. They are awaiting Board direction for the next phase. Stephanie reported that we are awaiting approval of an NCI COA which will allow for the first phase of a pilot study on case ownership using pediatric data.
- Lori Koch asked NAACCR to check with CDC and see where this is on the list of priorities.
- Lori Koch brought up DEI next steps. The Board would like to consider options for some assistance from an outside consultant at a low initial level. Kevin reminded everyone that most of these initiatives are at an organizational / office level. Members agreed. Sarah felt as though we can start at the organizational level and see where there are growth opportunities for inclusion and go from there. Monique has a contact who can give background for free for one hour or so.
- Betsy Kohler would like SPA to investigate options to look into sponsorship partners for the annual conference.

### 2. 8:30 AM Board Survey and Action Steps

Wendy

Review survey and come up with any action items / suggestions.

#### ➤ Board Survey

The Board reviewed their self-assessment survey taken near the first of the year. Items of interest or action are below:

- A. Turn cameras on during board meetings.
- B. Increased knowledge of fiscal responsibilities and governance.
  - 1) Roles of staff.
  - 2) Roles of Board.

3) Roles of new Board.

4) In new Board member orientation increase focus on how to read NAACCR financial statements. Also consider having the auditor briefly give a 101 on how to read a statement.

C. Better understanding of what is in co-op and other funding mechanisms.

D. Communication items can be better reviewed.

Wendy asked each Board member to please voice or suggest any improvements in the structure of the board meetings.

### 3. Muir and Percy Awards-Policy and Strategy

**Betsy**

#### ➤ Background

Betsy reviewed the criteria for the Muir and Percy awards. Each has specific criteria, and each has unique purposes. She asked the Board to consider how current nominations might fit with the criteria for the awards. She asked if there is a gap between what these awards are and what the needs of the membership / volunteers are. In particular, retirement is a factor in decisions for this year. Wendy asked if an evaluation form should be used for awarding the Muir and Percy awards. Kevin thinks a discussion and vote is preferable. Preference to how nominees have served the community should be a significant fact. How should resolutions be used. Requirements? Significant contributions? Other? It was noted that we can do a better job of advertising the resolutions.

Action: The office will work on developing a generic resolution for retirements. NAACCR will issue a call once a year for retirement resolutions to be distributed in some manner at the Annual Conference. However, the Board will also recognize retirements occurring during the year with resolutions if asked by registries. Individualized resolutions will still be issued as appropriate based on detailed information provided by the registry.

**The motion to revamp the resolution process to have a shortened resolution with a call in April was approved.**

Action: The Board wishes to create a “New Volunteer” award. The mentor program will be asked to develop some language to offer a new volunteer award.

Policy Decision: Calum Muir and Constance Percy Awards will be reserved for members who are active in NAACCR and/or Cancer Surveillance and preferably prior to their retirement.

### 4. Update Future Conference Contracts

**Charlie**

#### ➤ 2025 Hartford Background

#### ➤ 2026 Philadelphia Verbal Update

Charlie said that Hartford, CT has been signed and confirmed. Philadelphia is being re-examined due to changes in financial predictions.

### 5. Reimagining NAACCR Conference

**Wendy / Betsy**

#### ➤ Fees – Increases, Structure etc.

➤ Ideas Summary

The Board discussed the possibility of fees. The Board expressed opinions both in favor and opposed to increasing fees. Charlie recommended that we'll wait and see where this year's attendance total is and then have the Board consider fees in late summer of 2024 (August). Currently the budget for Connecticut includes an increased registration fee to \$650 for Early Bird in order to break even.

Betsy reviewed the background of ideas for potential changes to the Annual Conference to create a more cost-effective production moving forward. Items such as reducing the footprint, reducing food and beverage, and altering the days or length of the conference were presented. Additionally partnering with SEER, CDC, NCRA, IACR should be considered Alternating years of in-person and virtual meetings is another option. Also changing the seasonal timing of the conference may save money.

Below is a list of feedback summary received during this section:

Retain reception.

Retain number of presentations same; helps registration.

Retain break / open day.

Retain incentive for people to visit posters.

Have posters electronically. Find a way to cue the poster for discussion. Keep QR codes.

Consider having free morning on Wednesday rather than PM.

Eliminate snack.

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Retain breakfast.

Consider cookies.

Lori said to ensure complete coordination and potential risks with contract obligations when planning a meeting with CDC or NCI.

Director level training could be a workshop of interest.

Modify scientific content. Consider content that would attract Cancer centers.

Retain dancers. Keep local entertainment.

Lori suggested looking at a pattern open on weeks, months, and days of the week.

Lori suggested seeing if the Board is interested in moving away from local registry sponsorship.

**6. Retiree Membership Category Discussion**

**Wendy**

The Board would like to add a new membership category. After discussion and benefits, all were in favor of this move. This membership will be proposed as a subcategory of the Individual Membership and therefore would not require a Bylaws change.

**The motion to create a new Retired Membership category was approved.**

**7. Strategy for ACoS Engagement with Leadership**

**Wendy**

NAACCR would like to have the opportunity to work with new ACoS leadership to better educate them on the value of ODS-C registrars, the field of cancer surveillance and central cancer registries. If anyone is on a call or in a meeting, it was asked that they please advocate for our initiatives. Some members will be at a meeting with their leadership at a meeting in Chicago. The Board will keep this top of mind.

## 8. Chair Wrap Up / Summary for Board

Wendy

- The chairs will have wrap up session with Board in Santa Rosa Room to discuss any outstanding issues and outcomes of their morning meeting.

The Board and Chairs convened again for a 30-minute session. Randi represented the group. In particular, the Chairs conversations centered around the use and options of the Board / Chair SHARE site. They also discussed how they could better use their quarterly Chair meetings. They are considering having a very large meeting where Chairs from SCs, TFs and WGs attend and give background on their group, mission, and charge. The group decided against meeting more frequently but increasing the time to 90 minutes. They will add some standing items as follows:

- If a committee spins up a task force, then they will bring this to the chairs and let the group know what the purpose and scope is for that group.
- When new deliverables come up, they will communicate what those are and how they relate to each other.
- Retaining challenges and barriers section.
- They will add a lessons learned section.
- Add a section on successes.
- They will add a recruitment needs element.
- They will work more on cross-postings on the SHARE site.
- Tags are available within Share and they will start to use those more.
- Each meeting will focus on one steering committee.

The Chairs also spoke about the Board Liaisons being the Communications Work Group. They will act as mainly the motivators for content and keep the communications outreach a priority for the Steering Committees. Additionally, the group sought direction from the Board on more precise direction and feedback on their work. In summary, the Chairs look for bi-lateral communication on plans and accomplishments. One observation that was brought up by a member present was how can we continue to engage the membership and those outside of the Board, Staff, and Chairs. Trish Silber provided background on how to do this in her presentation to the Board.

## Other

### 9. Transition Group Update

Wendy / Sarah

Trish Silber attended the Board meeting remotely. She provided some directions on transition steps for the Board to consider in the next phases of the process. She spoke about change and transition in general and then executive leadership change. Members present asked clarifying questions on specific methods that Trish relayed during her presentation. Trish asked her presentation to be made available to the Board on their SHARE site. Charlie posted this in the March 2024 meeting folder.

The Board will need to decide what types of things trigger a success or potential failure for the new Executive Director.

Who will lead the transition from the Board? The Board needs to decide measures of success. The role of the Board is to ensure success of the new ED.

Decide what is urgent and what is not urgent.

How will the new ED interact with partner agencies? Even if known to the agencies, the new ED will have a different role and relationship.

When the new hire is made, set a meeting tour to establish a culture and new relationship.

**At the conclusion of the prior section, the Board went into an Executive Session which was closed to staff. The Board discussed.**

- Salary Range for new ED
- Who will Oversee Transition Success Team
- Interview Process and Questions

**10. Need for March 20 BOD ZOOM Meeting**

**Wendy**

It was decided to not hold a March 20<sup>th</sup> meeting.

**Steering Committee Reports / Task Force Reports**

*Note: Committee reports were provided at Board / Chair Meeting.*

**11. Certification Task Force Update**

**Bozena / Joshua**

No updates needed.

**Program Updates**

**12. Program Updates**

- Canada

**Joshua**

No updates.

- NCRA

**Lori S.**

Lori Swain explained some of the background of the legislative efforts that are underway regarding initiation of VA reporting to central registries. Specifically, there are some unknowns as to what data are to be used. Lori said that the origin of the language of the law was from efforts of the VA, CDC, NCI, and NCRA. They will get the opportunity to help with Senator Kelly's office moving forward. Everyone congratulated Lori and her team on a job well done.

They are preparing for volunteer leadership change in the coming months. They are working with an accreditation group that generally works with HIM schools for accreditation of their programs. They are also working through how they build leaders given that 97% of their members work remotely and never work personally with other people. This is a structural challenge whereby they are seeking to work with other organizations to influence attendance of in-person meetings and offerings. NPCR

**Monique / Wendy**

Puerto Rico announced the passing of the past registry director and retirement of another key staff.

- SEER

**Kevin / Lihua**

No major efforts.

**Consent Agenda**

**13. Minutes**

- a. February 21, 2024, Draft Minutes

**14. Correspondence and Updates**

- None

**15. Membership Application**

- None
- 16. Board Timeline**
  - Board Timeline
- 17. Geocoder Monthly Report**
  - Geocoder Report
- 18. Executive Director’s Report**
  - Executive Director’s Report
- 19. Financial**
  - Current Financials

**Adjournment and Next Meeting**

**20. Adjournment and Next Meeting**

**All**

The board meeting adjourned at approximately 4:00 PM local time. The next regular ZOOM meeting of the Board is scheduled for April 17, 2024.

NAACCR Board Action Items		
Board Standing Reminders and Information		
Item	Responsible BOD Member / Person	Status
NAACCR will create a new Retired Membership category. March BOD Mtg	Board / Office	In progress.
Renew advertisement and awareness of resolutions. Streamline the submission process of the resolution. Add a “New Volunteer” member award. March BOD Mtg	Office	In progress.
Investigation of a dashboard or infographic. March BOD Mtg	Office	In progress.
ACS (College) engagement strategies. March BOD Mtg	Board	In progress.
Define next steps for case ownership and minimum dataset task force. March BOD Mtg	Board / Office	In progress.
Define NAACCR DEI next steps. March BOD Mtg	Board	Open
Sponsorship partners for the annual conference.	SPA	Open
Convene a group to detail the value of NAACCR membership benefits.	Board	SPA is working on this, but their recommendations should come to the Board.
Data Dictionary Funding: Randi said that she would like to investigate ideas to recoup costs through charges in some way in the future. Possible subscription or asking 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.	F&P Subcommittee	In progress.

**Schedule of Board Meetings July 2023 – June 2024****3<sup>rd</sup> Wednesday of each month. 2:00 PM – 4:00 PM Eastern**

- April 17
- May 15
- June Boise, ID TBD Board / Chair Meeting and Board Only

**2023 – 2024 Liaisons****Committee/Priority Area**

Standardization & Registry Development  
 Research & Data Use  
 Professional Development  
 Strategic Planning and Alliances  
 Mid-Level Tactical Group  
 High Level Strategic Group

**Liaison(s)**

Lori Koch and Joshua Mazuryk  
 Sarah Nash and Bozena Morawski  
 Lihua Liu and Monique Hernandez  
 Wendy Aldinger and Winny Roshala  
 Kevin Ward, Jenna Deniaud and Heather Stabinsky  
 Wendy Aldinger and Winny Roshala

**2023 – 2024 Steering Committee Chairs****Committee**

Standardization and Registry Development  
 Research and Data Use  
 Professional Development  
 Strategic Planning and Alliances

**Chair(s)**

Heather Stabinsky and Jenna Deniaud  
 Jeff Dowden and Angela Meisner  
 Andrea Sipin-Baliwas and Carrie Bateman  
 Randi Rycroft