



February 19, 2025

2:00 PM – 4:00 PM Eastern

Board Meeting

Minutes

Roll Call

Roll and Welcome

Wendy

Present: Wendy Aldinger, Lori Koch, Bozena Morawski, Lori Swain, Joshua Mazuryk, Valerie Somma, Sarah Nash, Kevin Ward, Eric Durbin, Lihua Liu

Ex Officio: Karen Knight

Staff: Stephanie Hill, Charlie Blackburn

Guests: Damon Hofstrand, Merrill Lynch, NAACCR Financial Advisor; Ann Marie Hill, Consultant

Governance

1. NAACCR Investment Portfolio Overview

**Damon Hofstrand,
Merrill Lynch**

Damon Hofstrand is NAACCR's investment advisor with Merrill Lynch. Mr. Hofstrand provided background on the most recent activity regarding interest rates, bonds, and market fluctuations. Last fall NAACCR made a very small shift in investment strategy but still within the investment policy parameters. He sees no need to make any immediate changes. We have a moderate risk portfolio. The overall performance is acceptable given this moderate allocation model. No tobacco shares are held in our portfolio. Sarah asked if there should be consideration of other limiters such as alcohol and companies that may not align with NAACCR's mission. Damon said that we already have Environmental, Social and Governance (ESG) shares prioritized to meet the ethical standards of NAACCR. Charlie will contact Damon off-line and report back to the Board if there are funds which may not align with the Board's current views. However, funds were vetted prior to investment. If updates are desired a change in the investment policy will be required. Charlie and the Board thanked Damon for his time, advice, and performance with the NAACCR portfolio.

2. Standing Item on Policy Discussion

Karen

Karen said that the actions discussed last month are almost complete. She also provided an update on a webinar she attended.

3. Data Item Proposal

Karen / Stephanie

Karen notified the Board on actions being taken regarding the sex data item 220 to meet the U.S. federal mandate. Federal partners have discussed with Karen steps that will be required. Members of the Board provided their scientific opinion regarding these changes. It was noted that each state has the autonomy to make their own decision regarding this item. Lori Koch reiterated the state's option on the data collection and voiced support for consistency.

Stephanie has been working with staff on possible options and what any downstream impact updates may have. A proposal has been shared with Mid-Level Tactical Group for consideration. Eric said the NAACCR standard allows us

to communicate with states on how to accommodate the data item on a state-by-state basis. Lori Swain asked about checking with other organizations having the same challenges. Karen will monitor how this is being handled by others. Karen and Stephanie thanked the Board for their input.

4. CERT

Wendy

- CERT Documents
 - i. CERT Combined Edits Document for Discussion
- Groups and Recommendations
- Discuss Next Steps

Wendy reviewed the Principles of Certification first. She recommended that the Board handle the votes in small groups since there are so many motions.

Below is the record of motions, comments (if any), and votes for each section.

- 1.1, 1.2 & 1.3

Motion Approved.

- 2.1 and 2.2

Motion Approved.

- 2.3 & 2.4

Motion Approved.

- 2.5 & 2.6

Motion Approved.

- 2.7 & 2.8

Motion Approved.

- 2.9

Motion Approved.

- 2.10 & 2.11

Motion Approved.

The remaining motions will be reviewed at the March 5th meeting. Bozena asked members to send any questions in advance of the March meeting so they can be prepared to address them when discussed. Eric was able to provide some feedback on the items below. Bozena took notes and will investigate.

- 2.12 & 2.13
- 2.14
- 2.15
- 2.17 2.18
- Additional recommendations, page 30.

5. Muir and Percy Awards Nominations

Karen

Karen reminded the Board to provide nominations for the Muir and Percy awards by the February 27th deadline. She also provided the Board with the criteria for each.

Steering Committee Reports / Task Force Reports**Strategic Planning and Alliances****6. Steering Committee Update****Wendy / Eric**

A detailed report will be provided in March.

Professional Development**7. Steering Committee Update****Lihua / Valerie**

A detailed report will be provided in March.

8. MAP Group Budget Request for 2025 Conference**Charlie**

➤ Committee Request

Charlie provided the budget request form to the Board. The initial request is \$625. He said that the amount could probably be toggled down to about \$500 which will match the anticipated attendance. The Board had a detailed discussion on the use, benefit, and overall value of the item requested. The Board would like Valerie or Lihua to go back to the group with a few questions and then the Board can finalize at the in-person meeting on March 4 - 5, 2025.

Standardization and Registry Development**9. Steering Committee Update****Lori / Joshua**

A detailed report will be provided in March.

Research and Data Use**10. Steering Committee Update****Sarah / Bozena**

A detailed report will be provided in March.

Program Updates**11. Program Updates**

- Canada

Joshua

Most of the work is centered around the CPAC projects.

- NCRA

Lori S.

Lori just learned about the passing of Herman Menck. This was unknown by most members of the field. NCRA will honor Herman at their conference. They continue to work through the Presidential transition which is bringing a new set of challenges. The loss of some NPCR employee positions will be felt hard. VA work continues but no major updates are available at this time. The NCRA annual conference plans are going well.

- NPCR

Wendy

No major updates other than what Lori Swain mentioned about layoffs earlier in the meeting.

- SEER

Kevin / Lihua

No major updates.

Other**12. March In-Person Meeting Reminders and Preparation****Wendy**

Wendy reminded members about the March in-person meeting. She reminded everyone that the strategic plan initiatives will be addressed at the in-person meeting and asked them to prepare in advance for the agenda item.

13. Reminder of March 19th ZOOM Meeting**Wendy**

The Board will decide if they will hold the March 19th ZOOM meeting at the March 5th in-person meeting.

14. Member Applications**Kevin**

Kevin provided background on membership applications for Rebecca K. Bright and N. Acuna. The Board discussed each application and the intent for their membership interest. The Board expressed their appreciation of their interest in NAACCR. The R. Bright application was recommended for denial but only because there is not a match for the intent of the membership type.

The motion to approve the Individual Membership for N. Acuna and deny the membership application for R. Bright.

Consent Agenda**15. Minutes**

- January 15, 2025, Draft Minutes

16. Correspondence and Updates

- Dues Report

17. Membership Application

- Individual Membership Application for Nicholas Acuna
- Individual Membership Application for Rebecca Bright

18. Board Timeline

- [View Board Timeline](#)

19. Executive Director's Report

- Karen Knight's Executive Director's Report

20. Financial

- Current Financials

The Board removed the membership applications from the consent agenda.

The motion to approve the consent agenda for February 19, 2025, was passed.

Adjournment**21. Adjournment and Next Meeting****All**

The meeting adjourned at 4:01 PM Eastern. The next meeting of the Board will be in-person on March 4 - 5, 2025 in Savannah, GA. There will also be a ZOOM meeting of the Board on March 19, 2025, at 1:00 PM Eastern if required.

NAACCR Board Action Items**Board Standing Reminders and Information**

Item	Responsible BOD Member / Person	Status
Investigation of a dashboard or infographic.	Office	In progress.
ACS (College) engagement strategies.	Board	In progress.
Define next steps for case ownership and minimum dataset task force.	Board / Office	In progress.

Identify sponsorship partners for the annual conference.	SPA	Open
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 2024 – June 2025

3rd Wednesday of each month. 2:00 PM – 4:00 PM Eastern

Board: March 4-5, 2025, In-person, Savannah, GA; ZOOM Meetings 3/19, 4/16, 5/21, 6/2 Monday, Hartford, CT

***Board / Chair:** March 4-5, 2025, In-person, Savannah, GA

Finance and Personnel Subcommittee: 2:00 PM – 3:00 PM Eastern: 5/7 (Budget Review, Recommendation, and ED Review)

Quarterly Chairs Only: 2:00 PM – 3:30 PM Eastern: 5/14

2024 - 2025 NAACCR Board Liaisons and Chairs

Committee/Priority Area

Standardization and Registry Development
Research and 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 Valerie Somma
Wendy Aldinger and Eric Durbin
Kevin Ward, Jenna Deniaud and Heather Stabinsky
Wendy Aldinger and Eric Durbin

2024 – 2025 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 and Monique Hernandez