# **NAACCR Professional Development Steering Committee**

**MINUTES**

## **Thursday, January 23, 2025**

1. **Welcome, Roll Call** – the meeting was attended by Andrea Sipin-Baliwas, Angela Martin, Carrie Bateman, Jim Hofferkamp, Valerie Somma, Barbara Neyland, Jeremy Laws, Lihua Liu, Mignon Dryden, Monique Hernandez, Taylor Hessler
	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
	3. **Board Updates Valerie/Lihua**

No update.

1. **Ongoing activities – Updates from workgroups**
	1. R&R workgroup
	2. LMS Update
	3. MAP
	4. Mentorship workgroup
	5. **Upkeep Task Force**

Jim provided an update on the new upkeep work group, which will be responsible for deciding which modules from the Understanding Central Cancer Registry to tackle first and creating a wireframe of the whole project. The group has scheduled its first meeting for the following Monday and plans to select 3-4 topics to cover in the year. Jennifer Seifert, a retired but experienced cancer registry worker, will be reviewing the modules from an editorial standpoint. Jim also mentioned that they are nearing the end of the edits module and might have something to show the Professional Development Steering Committee on the next meeting. Carrie and Andrea expressed their appreciation for the work being done and their excitement for the project's progress.

1. **New Activities/Discussions**
	1. **Reminder about workplan updates**

Andrea also mentioned that they are working on updating the work plan and will submit it by February 1st.

* 1. **Collaboration with NCRA: Assessment of the state of the current workforce**

Andrea, the NCRA liaison, discussed the need for assessing the state of the current workforce, particularly in terms of recruitment and retention challenges.

* + 1. **Workforce numbers, including vacancies in central registries**

Monique and Barbara agreed that this would be a valuable baseline to track trends over time. Lihua proposed the idea of a reserve workforce, drawing from local ODS who could work as needed for Central Registries. Andrea agreed to explore this idea further. Carrie and Valerie confirmed that their organizations have benefited from part-time workers and retirees, suggesting that a pool of available workers could be beneficial. The group agreed to gather more information from member registries and discuss this further in the next call.

* 1. **Annual Conference – One pagers**

Carrie suggested creating one-pagers for each work group, with Monique agreeing to put together an informational one-pager. Monique proposed reducing the use of physical papers and using QR codes to direct people to digital web pages instead. The idea of a visual poster showing the organizational structure of committees, work groups, and task forces was also discussed, with Monique suggesting that QR codes could be added to these posters to provide more information. The team agreed to further discuss these ideas in their next board chair meeting.

* 1. **New Workgroup Charter and name**
		1. **Maintaining a list of educational opportunities**

Carrie proposed the idea of creating a work group to consolidate available trainings for central registries. The work group would also link to other sources of training. The idea was well received by the team, with Barbara suggesting that the work group could use NCRA's approved list of trainings and highlight the in-person ones. The team agreed to take the idea to the board in the next board chair meeting.

* + 1. **Quarterly Narrative Articles listing training**

The goal is to compile a quarterly narrative article listing available trainings for the coming quarter, with a focus on in-person trainings that can help fulfill the new in-person requirement for NCRA.

**Actions**

* Andrea to reach out to Nadine for information on whether NCRA can extract Central Registry data from their recent workload study.
* Andrea to follow up with Keri Miller about R&R's thoughts on conducting a workforce assessment.
* Monique to work with the mentorship group on updating their QR code form to include a link back to the mentorship web page.
* Angela to discuss with Tyler the integration of one-pager PDFs on the NAACCR website.
* Angela to investigate the budget implications of creating additional QR codes for other groups.
* Andrea and Carrie to present the idea of a new working group for compiling available trainings to the board at the next board chair meeting.
* Barbara to review the recent NCRA Connection article about CEU requirements.