**NAACCR Annual Business Meeting Minutes
Ottawa, Ontario, Canada
June 24, 2014**

1. **Call to Order, President’s Welcome****, and Report** **Jill MacKinnon**

Written materials were offered to those attending as they entered the meeting. President Jill MacKinnon welcomed everyone and called the meeting to order at 5:35 PM local time. Jill explained the voting process includes only members with the yellow cards. The voting delegates were counted and the quorum was met.

1. **Approval of Minutes From 2013 Meeting Jill MacKinnon**

No comments or corrections were given for the 2013 meeting minutes. A motion was made to approve the minutes as written. The motion was seconded. No one opposed the motion and it was carried.

**ACTION: The 2013 Business Meeting Minutes were approved as written.**

1. **Election Results and Destruction of Ballots** **Bobbi Matt**

The members that voted were 78 of 86 at 91%. President-Elect was filled by Charles Wiggins, PhD from New Mexico. Frank Boscoe, PhD from New York, Chris Johnson from Idaho and Kim Vriends from Prince Edward Island, were elected to fill the 3 Representatives-at-Large positions. Lori Swain from NCRA was also elected as the new Sponsoring Member Organization Representative. Bobbi thanked the fellow members of the nominating committee Dennis Deapen, Susan Bolick and Tina Clark. She also thanked Joshua Whitely and Charlie Blackburn at NAACCR for their support.

* 1. **Destruction of Ballots**

Bobbi motioned for the destruction of the election ballots and it was seconded. No one opposed the motion and it was carried.

**ACTION: The election ballots were destroyed.**

1. **Highlights and Accomplishments Betsy Kohler**

It has been a great year. The NAACCR presence was expanded reaching into different social media. NAACCR Narrative newsletters were produced. A video is currently being created, that explains the NAACCR organization and Cancer Surveillance to the public. Work has begun on a communication plan for improved internal and external communications. The Professional Development Steering Committee is working on the implementation of a comprehensive educational plan for NAACCR to strengthen the professional development of all our members. This includes core competencies in cancer surveillance. It will build beyond the abstracting and training we have done in the past and focus on epidemiology statistics management, etc… The task force is working on defining each core competency and different levels within each, to get a whole matrix of educational opportunities for the future. Webinars were presented monthly. Topics included kidney, lip, oral cavity, prostate, ovary, gastrointestinal stromal tumors, melanoma, colon and rectum, codeine pitfalls, treatment data, abstracting boot camp, using the 2010 Census and the American Community Profile Survey and cancer registry quality control. Another CTR prep session was added to make a total of 3 and corresponded with the number of exams given this year. NAACCR provided specialized in-person training to Illinois and Nebraska, tailored to the specific needs of the registries. Crossing over with research, data use and professional education we launched the Journal Club and 3 presentations were given. Our members published several papers using CINA data. In addition to Frank Boscoe’s paper there was Evaluation of NAACCR Cancer Data in Population Based Registries for Survival Studies and Impact of State Specific Life Tables on Relative Survival. Applications were reviewed for access to the CINA Deluxe file. Area basis SES measures were provided for the GIS Resource page. The Geocoder is an active free service and Recinda Sherman can answer any questions you may have regarding this. Standardization Registry Development released several new standards documents, including Volume II, version 14, Metafile 5 Supplement, HL7 table for version 2.3.1 and ICDO-3 Guidelines. In the process of being finalized are: Discharge Data Breast Practices, Death Clearance Manual and Data Item Consolidation Guidelines. Registries were assisted in preparing for Stage 2 Meaningful Use through the activities of the Physician Reporting Workgroup. Strategic Alliances discussed methods to improve strategic alliances with existing and potential partners. We also participated in the C-Change workgroups, including taking the lead in identifying areas of need for their geographic intervention project. There are many more accomplishments that will be shared by the Steering Committee chairs. Thank you to everyone and your hard work, especially the members.

1. **Progress on Strategic Management Plan Jill MacKinnon**

Jill pointed out page 5 in the agenda handout is a brief overview of the Strategic Management Plan process. She thanked Maureen MacIntyre for the template used in the report. This will be available on the NAACCR website as well.

1. **Steering Committee Updates and Committee Reports Committee Chairs**

Jill directed the group to the committee reports on page 9-23 of the agenda handout. Most all in attendance here are “part of the choir”, but there are many yellow tickets still out on the table. I want to bring more of those folks into the fold and have representation from every place. We need sustainability and plans for the future. As directors and managers, please go back and encourage people in your area, to sign-up on the PANS and get involved. Betsy added Jill has been looking at the distribution of volunteerism by registry, state and province. She shared Jill’s sentiment in encouraging staff to think about activities they may be interested in and get involved. If there is an interest you have and you can’t find the contact person, please sign the sheet with your information and interest, so we can point you in the right direction. Steering Committee chairs can reach out to you and discuss your interest and participation. The association really depends on all of us. The committees and task forces are open to everyone.

1. **Chair Recognition Jill MacKinnon**

Tom Tucker – Strategic Alliances

Dave Stinchcomb – Registry Development & Standardization Committee

Annette Hurlbut/Roberta Koscielny – Communications Committee

Hannah Weir/Frank Boscoe – Data Use & Research Steering Committee

Deirdre Rogers – Professional Development Steering Committee

1. **Outgoing Board Member Recognition Jill MacKinnon**

Frances Ross is leaving the NAACCR Board after 3 terms. She will not be able to attend the awards luncheon, so we wanted to recognize her for all of her accomplishments over the years. Jill presented a plaque to Francis.

1. **Financial Status Report**
	1. **Balance Sheet as of 2/28/14 Susan Gershman**

Susan Gershman, Treasurer, reviewed the assets and liabilities of the NAACCR balance sheet, which could be found on page 24 in the agenda. She wanted to thank Charlie Blackburn, Adele Hileman and Betsy Kohler for their work.

* 1. **Financial Trends as of 2013 Audit Susan Gershman**

Susan also reviewed the financial trend graphs following the 2014 audit which could be found on page 25-29 in the agenda. Categories are determined by the auditor.

* 1. **Presentation of Support of All Kinds 2013-2014 Susan Gershman**

Susan thanked all of the organizations who contribute to NAACCR. The list of contributing organizations was in the provided agenda on page 28-29.

1. **Nominations for Nominating Committee 2014-2015 Jill MacKinnon**

 The following individuals were nominated and accepted: Bruce Riddle, Bobbi Matt, Chandrika Rao.

**ACTION: The 2012-2013 nominating committee members were elected.**

* 1. **Appoint Nominating Committee Chair**

Jill appointed Bobbi Matt as the chair and he agreed to serve in this role.

1. **New Items from the Floor Jill MacKinnon**

No other business was brought forward from the floor.

1. **Adjournment Jill MacKinnon**

The meeting adjourned at 6:02 PM local time.