2015 Annual Business Meeting

Charlotte, North Carolina

Wednesday, June 17, 2015

Meeting Highlights

- Meeting Agenda
- Committee Reports
- Fiscal Status

2015 Business Meeting Agenda

1. Call to Order, President's Welcome, and Report (pg.1) — Jill MacKinnon
    a. Call for New Business from the Membership

2. Minutes From 2014 Meeting (pg.2)
    a. **ACTION: Approval of 2014 Minutes** — Jill MacKinnon

3. Election Results and Destruction of Ballots (pg.5) — Bobbi Matt
    a. **ACTION: Destruction of Ballots**

4. Highlights and Accomplishments (verbal) — Betsy Kohler
    a. Accomplishments Summary

5. Progress on Strategic Management Plan (pg.7) — Jill MacKinnon

6. Steering Committee Updates and Committee Reports (pg.11) — Committee Chairs

7. Chair Recognition — Jill MacKinnon

8. Financial Status Report
    a. Balance Sheet as of 2/28/15 (pg.21) — Susan Gershman
    b. Financial Trends as of 2014 Audit (pg.22) — Susan Gershman
    c. Presentation of Support of All Kinds 2014-2015 (pg.25) — Susan Gershman

9. Nominations for Nominating Committee (verbal) — Jill MacKinnon
    a. Nominating Committee 2015-2016
    b. **ACTION: Appoint Nominating Committee Chair**

10. New Items from the Floor — Jill MacKinnon

11. Adjournment — Jill MacKinnon

Appendix of Documents

- Registry Certification (pg.28)
- Current Bylaws (pg.31)
- Current Standing Rules (pg.39)
- Organizational Charts (pg.43)

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.

2. **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.

3. **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.

   a. **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.

4. **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.

5. **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.

6. **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.

7. **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

8. **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.

9. **Financial Status Report**
   a. **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.
   b. **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.

c. **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.

10. **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.

a. **Appoint Nominating Committee Chair**
Jill appointed Bobbi Matt as the chair and he agreed to serve in this role.

11. **New Items from the Floor** **Jill MacKinnon**
No other business was brought forward from the floor.

12. **Adjournment** **Jill MacKinnon**
The meeting adjourned at 6:02 PM local time.

- ## Election Results: 2015

The NAACCR Nominating Committee announced the results of 2015 elections in April via the NAACCR ListServ. In addition, the results were included in the Spring NAACCR Narrative Newsletter.

2015 NAACCR Election Results

The NAACCR Nominating Committee was charged with identifying qualified candidates for four elected positions to begin service at the 2015 Annual Conference: the Treasurer and three Representatives at Large.

The Committee solicited nominations from the membership and received numerous suggestions, including self-nominations.

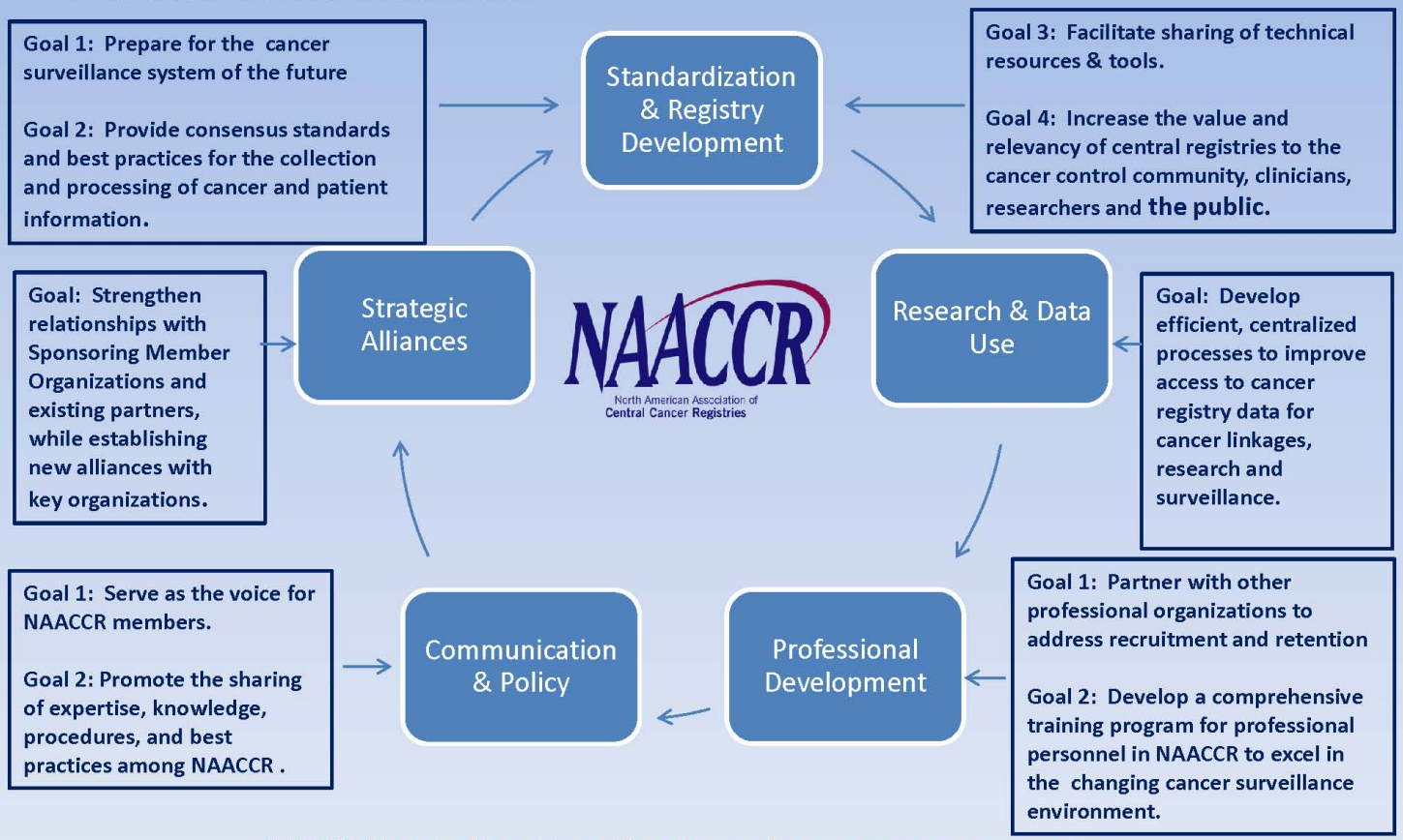
Elected candidates are:
Treasurer: Bruce Riddle, PhD (NH)
Representatives at Large: Eric Durbin, DrPH, MS (KY);
Deirdre Rogers, MS, CTR (MS); and Winny Roshala, BA, CTR (CA)
Seventy-four of 86 voting members voted (86%). The Nominating Committee would like to thank everyone who agreed to be included in the election as well as Charlie Blackburn and Dustin Dennison from the NAACCR office for their assistance.

NAACCR Nominating Committee members:
Bobbi Jo Matt, BS, RHIT, CTR
Bruce Riddle, PhD
Chandrika Rao, PhD

Submitted by: NAACCR Nominating Committee
Bobbi Jo Matt, RHIT, CTR,
Chair, NAACCR Nominating Committee

NAACCR Strategic Management Plan 2011-2016

Mission: The North American Association of Central Cancer Registries, Inc. (NAACCR, Inc.), is a professional organization that develops and promotes uniform data standards for cancer registration; provides education and training; certifies population-based registries; aggregates and publishes data from central cancer registries; and promotes the use of cancer surveillance data and systems for cancer control and epidemiologic research, public health programs, and patient care to reduce the burden of cancer in North America.



NAACCR: Working Together to make every cancer count.

Strategic Management Plan Spring/Summer 2015 Update

What is the purpose of the Steering Committees?
The Steering Committees lead each of NAACCR's five priority areas - Strategic Alliances, Standardization & Registry Development, Research & Data Use, Communications, and Professional Development. In order to encourage related groups to work collaboratively and more effectively on cancer surveillance issues, existing groups were combined under each priority area to reduce duplication of effort and bring new focus and energy.

How do the Steering Committees function?
Steering Committees determine what additional structures such as work groups and task forces are needed under each priority area to ensure work is carried out. Additionally, each Steering Committee is supported by a priority area network or PAN of interested members to assure success in meeting Strategic Management Plan goals.

How have the Steering Committees progressed?
The following is an overview of their progress. Please click the Steering Committee name for additional information about the respective Steering Committees including a list of all active work/task groups. The table below is organized into Goals, Objectives and Activities as depicted below.

- **Goal**
  - Objective
    - **Activities**
    - ✓ Active/ongoing
    - ❖ Planned
    - • Complete
    - ○ On Hold

Standardization and Registry Development Steering Committee

- **Prepare for the cancer surveillance system of the future – a system that is more timely and adaptable to change.**
  - Explore how cancer surveillance systems will interface with electronic health records and continue to assess semantic interoperability issues.
    - ○ **EHR Reporting and NAACCR Volume II Harmonization Task Force**
    - ✓ **Primary Payer Crosswalk Task Force**
    - ✓ **Physician Reporting WG**
  - Stay engaged/remain current with national/international efforts regarding electronic health records and enhance efforts to include cancer in the "meaningful use" case for public health reporting.
    - ○ **Health IT Advisory Group**
  - Develop a vision and an action plan for the cancer surveillance community to prepare for the cancer surveillance system of the future. The vision and plan should address registry operations, data standards, and data use needs for cancer surveillance in the next ten years.
    - ✓ **Cancer Surveillance of the Future Task Force/Registry of the Future**
    - ❖ **Real-time Data Task Force**
- **Provide consensus standards and best practices for the collection and processing of cancer and patient information.**
  - Ensure the maintenance of Standards volumes and implementation guidelines that are consensus-based, reflect a comprehensive vetting process, and conform to interoperable content and transmission standards.
    - ✓ **EDITS Work Group**
    - • **Volume V Supplement Task Force**
    - ✓ **UDS Volume II Task Force**

- CS EDITS Task Force
- ICD-10 Implementation Task Force
- Historical Change Document Task Force
- NCI caDSR Updates
- Coordinating change proposal flow
- Change Management Board
- Path Search Term List Task Force
- Volume I Review and Restructure Task Force
- Volume III/Best Practices Inventory Task Force
- ✓ XML Implementation Task Force
- SSN Task Force
- ✓ Uniform Data Standards Work Group
- ✓ ELR Messaging Comparison Task Force
- ✓ EDITS Impact Work Group
- ✓ ICD-O-3 Implementation Guidelines Work Group

➢ Develop standards/best practices for incorporating information from administrative and other data sources into the central cancer registry database to improve completeness and enhance registry data.
- Discharge Data Best Practices Task Force
- ✓ Registry Operations Advisory Group (ROAG)

➢ Develop methods to simplify the death clearance process and make it more efficient and cost-effective.
- Death Clearance Task Force
- ❖ Development of Death Clearance Follow-Back Task Force Development
- ❖ Development of Death Clearance through Virtual Pooled Registry Linkage Task Force

➢ Facilitate automation of record consolidation by developing general principles and consolidation guidelines.
- Data Item Consolidation Task Force
- ✓ TNM Consolidation Task Force

- **Provide opportunities for mentorship in cancer registry operations to strengthen cancer registries and their personnel throughout North America.**

➢ Provide a venue and act as a clearinghouse for sharing open source software products, SAS or other programs, algorithms, tools, and/or templates to make products more widely available and minimize duplicative efforts.
- ✓ Venue and clearinghouse for sharing tools

- **Facilitate collaboration between central cancer registries for sharing resources.**
  - ❖ Development of Shared Resources Task Force

Research and Data Use Steering Committee

- **Develop efficient, centralized processes to improve access to North American population-based cancer registry data for cancer linkages, research and surveillance.**

➢ Promote the use of quality, and timely registry data by enhancing the annual Call for Data and the various NAACCR CINA data products.
- CINA Call for Data WG
- ✓ CINA Editorial WG

➢ Develop a voluntary process to combine limited data from multiple registries to facilitate record linkage research.
- ✓ Virtual Pooled Linkage Task Force (progressing during 2015-2016)

➢ Facilitate the development and availability of state and province-specific relative survival data.
- Survival Analysis Task Force (final work ongoing during 2015)

➢ Maintain and enhance tools to inform researchers about state and province-specific research experience, interests, and processes to initiate research.

- ✓ RDU Steering Committee
- ✓ Research Webinar WG
- ✓ Journal Club

➢ Increase accessibility to NAACCR's Cancer in North America (CINA) products by periodically evaluating data access policies and processes.

- Research Application Review WG
- Data Quality Profile Templates TF (complete)

- **Increase the value and relevance of central cancer registries to the cancer control community, clinicians, researchers, and the public.**

➢ Improve the timeliness of registry data by requesting incidence data submission at 12 months after the end of the diagnosis year.

- ❖ Registry Certification Work Group

➢ Improve the timeliness of registry data by requesting incidence data submission at 12 months after the end of the diagnosis year.

- 12 Month Data Task Force

➢ Establish "fitness for use" guidelines to improve data quality/completeness for specific purposes such as cancer control, survival, outcomes evaluation, comparative effectiveness research, and spatial analysis.

- Fitness for Use Task Force

➢ Identify the hallmarks of registries with high quality/complete/timely data, and develop best practice guidelines based on identified measures.

- ○ Data Analysis Handbook for Researchers

➢ Develop software tools for use by central cancer registries that will generate comprehensive data assessment reports that registries can use to periodically evaluate the quality and completeness of their data.

- ○ Comprehensive Cancer Control Score Card Task Force

- **Facilitate sharing of technical resources and tools among NAACCR member organizations.**

➢ Meet the geographic information needs of the NAACCR membership, including maintenance of relevant data items, acquisition and assessment of census data, and development of software tools and educational materials related to spatial analysis.

- ✓ GIS, Spatial, And Demographic Data Work Group Developed
- ✓ 2010 Census Data Task Force
- ✓ NAACCR Geocoder WG (ongoing)
- ✓ Census Tract Poverty Evaluation TF (complete)

Communications Steering Committee

➢ Serve as the voice for NAACCR members on key issues involving central cancer registries.

➢ Use modern methods such as internet-based technologies to capture and share member views, opinions, and perspectives on important registry issues.

- ✓ Social Media WG (Twitter, Facebook, LinkedIn) Including World Cancer Day
- ✓ Enhanced Social Media Pages
- ✓ Sent relevant social media posts regularly. Working schedule of postings: Twitter daily; Facebook x2-3 a week (LinkedIn) is linked to HootSuite
- ✓ Blog initiated *(NAACCReview)*
- ✓ NAACCR Updates – will this be available on regular basis soon like every other week, monthly
- ✓ Added Narrative poll feature to capture 'voice' of NAACCR Community

➢ Develop position papers and policy statements, as appropriate, that support registries, cancer surveillance, and the NAACCR mission.

- ✓ News releases
- ✓ NAACCR post conference workshops
- ✓ NAACCR explainer (promotional) web video. A toolkit for promotion of the current video has been sent.
- ✓ Draft proposal for the development of an overall communication plan – best practices

➢ Serve as the voice for NAACCR members on key issues involving central cancer registries

- ✓ The Narrative WG
- ✓ Draft proposal for the development of an overall communication plan

- ✓ **Explainer video dissemination plan was developed and executed**
- ➢ Promote the sharing of expertise, knowledge, procedures, and best practices among NAACCR members to ensure efficiency and reduce redundancy of effort.
- ➢ Develop a resource on the NAACCR website where members may post informational items that may be of value to other NAACCR members.
  - ✓ **Replaced NetLink with new Causeway platform**
  - ✓ **Investigate Causeway to determine if we can expand use as a ListServ**
  - ✓ **Market our web site with teasers to links will be considered for implementation within an updated NAACCR web site**
- ➢ Develop an area on the NAACCR website where members may ask other members for guidance with particular issues or suggest a problem for collaborative solution efforts
  - ❖ **Develop an informational resource on the NAACCR website**
- ➢ Move NAACCR's use of web-based and technology-driven communication systems forward to improve information sharing, and promote adoption of best practices.
  - ✓ **Social media contest at NAACCR Annual meeting**
  - ✓ **Review/update NAACCR website**
  - ✓ **Case study underway for NAACCR website overhaul**
  - ✓ **NAACCReview Blog**

Professional Development Steering Committee

- **Partner with other professional organizations to address recruitment and retention issues and delineate NAACCR's role in the national retention and recruitment effort.**
  - ➢ Develop and implement strategies to retain personnel in central registries by enhancing career opportunities for individuals with diverse skill sets such as epidemiology, operations, statistics, and information technology.
  - ➢ Support collaborative approaches to make career opportunities more attractive to individuals with skill sets and expertise to build and maintain the cancer registries of the future
- **Develop a comprehensive multidisciplinary training program that provides cross-training and leadership skills to ensure that professional personnel in NAACCR member organizations possess the requisite skill sets required to excel in the rapidly changing cancer surveillance environment.**
  - ➢ Continue to provide educational venues to assist development of registry personnel in scientific, operational, technological, management, and data use issues.
    - ✓ **Pre conference workshops**
    - ✓ **Surveillance webinars**
    - ❖ **Develop comprehensive training plan**
  - ➢ Assist registries in the development of IT skill sets, including database management, information security, health information exchange/transfer, knowledge of cancer reporting requirements, reporting sources, file formats, coding schemas, and business needs.
    - ✓ **CTR-based webinars**
  - ➢ Create a comprehensive training program, including core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT, and data security to prepare members for management positions and to provide for a reliable supply of NAACCR leaders.
    - ❖ **Understanding Population-based Cancer Registries Webinar Series**

Strategic Alliances Steering Committee

- **Strengthen relationships with SMOs and existing partners, while establishing new alliances with key organizations to promote the NAACCR mission.**
  - ➢ Cultivate productive working relationships with SMOs by facilitating open communications and purposeful actions.
  - ➢ Enhance existing relationships and build new strategic alliances that benefit cancer registries and support the NAACCR mission.

Committee / Group Annual Report 2014-2015

Committee / Group Name: Communications Steering Committee

Parent Committee (if Subcommittee, Workgroup, or Task Force Report):

Chair Name: Roberta Koscielny (resigned Nov. 2014); Annette Hurlbut (Nov. 2014 – present)

Co-Chair Name: Annette Hurlbut

PURPOSE / GOALS

Develop and strengthen internal and external NAACCR communications and bring a greater awareness of NAACCR member interests to wider audiences.

ACHIEVEMENTS AND ACTIVITIES OVER PAST YEAR

The Communications Steering Committee (CSC) has focused on several projects that we believe will hopefully improve both internal and external communications within the Association. The CSC has maintained its membership and continues to be a vibrant voice for NAACCR members and a sounding board for NAACCR staff regarding communication initiatives.

The Narrative Working Group, led by the Chair, CSC, regularly engages WG members to work collaboratively and improve the reader experience through story/column ideas and format changes for The Narrative. Four quarterly issues have been produced this year. ePoll results were incorporated into the next issue's theme for articles.

The Social Media Working Group, led by Dan Curran, C/NET Solutions of the Public Health Institute, has done a tremendous job of managing the organization's social media presence.

As well, both WGs work in partnership with NAACCR to develop content and move NAACCR's use of web-based and tech-driven communication systems forward.

In addition:

- The CSC has been charged with developing a Communications Plan. A subcommittee has been hard at work detailing the plan.
- A 'Best Practices' for NAACCR's Communications Steering Committee is also under construction.
- An "Explainer Video Toolkit" was prepared and sent to all registry Directors in order to provide information to registries on how they can implement the NAACCR Explainer Video into their registry web site or promote the video as they see fit.
- The Social Media Work Group continued focus on various ways that we can better utilize our social media outlets to not only provide important information but also timely information. A 'Social Media Best Practices' toolkit was constructed and available to NAACCR community.
- Updates are being made to NAACCR's website based on recent review by the Committee.

- NAACCR membership was provided a forum for timely exchange of ideas/editorials via our own NAACCR's blog site – NAACCReview – launched this Spring with more than a handful of blogs and more planned. If you have not yet, please check it out.
- The CSC was part of the annual NAACCR conference giveaway items selection.
- The Social Media Working Group continues their annual campaign for members to promote the conference using social media during the conference. We will be hosting a Twitter session on Tues of the conference.
- We are preparing a survey of our membership to be conducted electronically on our NAACCR website.
- NAACCR's intern. Benjamin Manthei , Senior Communications major at the University of Illinois Springfield, has worked with the NAACCR Office and Steering Committee since January. His focus was on projects that involved assessment and improvement of both internal and external communications. Ben developed social media plans for the "Emperor of all Maladies" and the NAACCR annual conference.
- Dustin Dennison shared his professional social media knowledge with the Social Media WG.
- Participated in national social media events such as #CancerSurvivorsDay.
- Social media use among NAACCR members promoted through quarterly Narrative articles and an annual social media contest.
- Social Media WG volunteers and NAACCR staff regularly posted social media messages.
- Over the past year we have all desired better committee – to – committee communications. Utilizing Causeway with news posts that are sent to all Steering Committees will go a long way to fulfill that need.
- Additionally, CSC members will be attending the Communications booth along with NAACCR staff to interact with members, promote Twitter participation, share the social media toolkit material, recruit writers and Narrative contributors.

FUTURE PLANS

The Communications Steering Committee (CSC) continues to promote the 2015 activities of NAACCR and provide coverage at the conference. CSC will continue development of a communications plan framework, using all the social media tools available to us this past year, but to enhance and further promote NAACCR to internal and external audiences.

CSC charged with developing a Communications Plan draft plan, has the draft plan is in review, and plans to deliver to the Board this year incorporating current/future directions.

ACKNOWLEDGEMENTS

The Communications Steering Committee is an outstanding collection of energetic people dedicated to improving how NAACCR members communicate with each other and sharing the work the organization does with the world.

Thanks much to the volunteerism spirit of its members and the much-appreciated supportive staff of NAACCR office. We want to thank especially Charlie Blackburn, Dustin Dennison and the intern efforts of Ben Manthei for their efforts thru the year.

Committee / Group Annual Report 2014-2015

Committee / Group Name: Professional Development Steering Committee

Parent Committee (if Subcommittee, Workgroup, or Task Force Report):

Chair Name: Deirdre Rogers

Co-Chair Name:

PURPOSE / GOALS

Goal 1: Partner with other professional organizations to address recruitment and retention issues and delinieate NAACCR's role in the national retention and recruitment efforts.

Goal 2: Develop a comprehensive multidisciplinary training program that provides cross-training and leadership skills to ensure that professional personnel in NAACCR member organizations possess the requisite skill sets required to excel in the rapidly changing cancer surveillance environment.

ACHIEVEMENTS AND ACTIVITIES OVER PAST YEAR

Convened a Short Course Task Force to update the content of the NAACCR Short Course and design of the NAACCR Short Course.

Converted the NAACCR Short Course into a series of webinars titled “Understanding Population-Based Cancer Registries.” The webinars will begin in July and will be recorded for use by registries for their new staff.

FUTURE PLANS

To build more advanced education off of the modules that are included in the "Understanding Population-Based Cancer Registries."

Establish a Learning Management System that can be used to deliver education to the NAACCR membership.

ACKNOWLEDGEMENTS

Thank you to the Professional Development Steering Committee: Michelle Esterly, Kevin Ward, Steve Peace, Melanie Williams and to our NAACCR Board Liaisons, Jill MacKinnon and Maureen McIntyre.

Thank you to the members of the Short Course Task Force: Betsy Kohler, Tom Tucker, Kevin Ward, and Deirdre Rogers

A big thank you to Shannon Vann for her support as the NAACCR staff assigned to the Professional Development Steering Committee and the Short Course Task Force. Good luck in your retirement! You will be missed.

Committee / Group Annual Report 2014-2015

Committee / Group Name: Research and Data Use Steering Committee

Parent Committee (if Subcommittee, Workgroup, or Task Force Report):

Chair Name: Hannah Weir

Co-Chair Name: Susan T. Gershman

PURPOSE / GOALS

Goal 1: Develop efficient, centralized processes to improve access to North America population-based cancer registry data for cancer linkages, research and surveillance.

Goal 2: Increase the value and relevance of central cancer registries to the cancer control community, clinicians, researchers, and the public.

ACHIEVEMENTS AND ACTIVITIES OVER PAST YEAR

- NAACCR Call-for-data: Cancer registries are sometimes criticized for not providing relevant / current information on the cancer burden. New this year, the NAACCR call-for-data provided registries with an opportunity to voluntarily report their 2013 incidence data, either in November 2014 or January 2015. The RDU steering committee will assess the completeness of the data to determine if 12 month data can be used to estimate and report on cancer incidence data more rapidly and, if not, how far we have to go to achieve this.
- Cancer Control Task Force: The methodology for the cancer control indicators project will be Tom Tucker's index for burden of cancer (rank sum technique); major cancers will be included; analysis scheduled to begin July 2015.

Journal Club:

- October 10, 2014: The relationship between area poverty rate and site-specific cancer incidence in the United States. Cancer 2014, 120(14): 2191-2198. Boscoe FP, Johnson CJ, Sherman RL, Stinchcomb DG, Lin G, Henry KA.
- March 4, 2015: Using the National Death Index to Identify Duplicate Cancer Incident Cases in Florida and New York 1995-2001. The discussion was led by Brad Wohler from the Florida Cancer Data System and Baoxhen Qiao from the New York State Cancer Registry.
- April 1, 2015: *Annual Report to the Nation, 1975-2011, Featuring Incidence of Breast Cancer Subtypes* by *Race, Ethnicity, Poverty, and State*. JNCI (2015) 107 (6). Kohler, BA, Sherman, RL, Howlader N, Jemal A. et al.

Surveillance Webinars:

- October 2, 2014: Overview of methodologies and tools available to estimate the prevalence of cancer. Presenters were Dr. Angela Mariotto of the National Cancer Institute and Mr. Steve Scoppa of Information Management Services, Inc.
- December 3, 2014: Delay Adjustment for NAACCR Registries. Presenter was Eric J (Rocky) Feuerer of the National Cancer Institute.

- January 28, 2015: Dynamically Generating Statistical Cancer Reports Efficiently: Getting the best bang for your buck. Presenter was Kim Herget of the Utah Cancer Registry.
- May 28, 2015: What's New in SEER*stat? Presenters were

FUTURE PLANS

- New Duplicate Case Task Force forming to propose methods for identifying and resolving duplicate case reporting. This is a joint project between RDU and Standardization and Registry Development
- New task force on use of 12 Month Data will begin this year
- Be looking for new Journal Club and Surveillance Webinar topics.
- We would like to thank Recinda Sherman and Jim Hofferkamp for their excellent work in supporting the work of

ACKNOWLEDGEMENTS

The RDU Steering Committee for participating and leading several Task Forces.

Committee / Group Annual Report 2014-2015

Committee / Group Name: Standardization & Registry Development Steering Committee

Parent Committee (if Subcommittee, Workgroup, or Task Force Report):

Co-Chair Name: Antoinette (Nan) Stroup, New Jersey State Cancer Registry

Co-Chairs Name: Randi Rycroft, Colorado Central Cancer Registry

PURPOSE / GOALS

- Explore and implement strategies that will prepare central registries to adapt rapidly and successfully to technologically-driven changes in cancer surveillance.
- Explore and implement strategies to maintain consensus standards and best practices for cancer surveillance activities.
- Address central registry needs for semantic interoperability and enhancements to database management systems and data transmission processes.

ACHIEVEMENTS AND ACTIVITIES OVER PAST YEAR

Highlights of Activities:

- Registry of the Future
- NAACCR XML Data Exchange Standard
- Death Clearance Manual – posted to NAACCR website
- 2015 Implementation Guidelines – posted to NAACCR website
- Submitted comments on the HL7 ballot process for the Implementation Guide for Ambulatory
- Data Item Consolidation Manual – posted to NAACCR website
- Health IT Advisory Group
- Venue to share tools and resources on the NAACCR website
- Real time reporting
- Submitted comments on MU Stage 3 and the ONC NPRM
- Discharge Data Best Practices document drafted, reviewed by Board, and being revised

Registry of the Future TF (Leads: Mary Jane King and Randi Rycroft) - Held open forum at NAACCR 2014 Annual Conference, town hall meeting post-conference, and presented findings at Board/Chair meeting in January 2015. Board recommended key themes to work on: (1) Leveraging existing data through data linkages to improve and enhance cancer registry data; (2) Improve timeliness of cancer registry reporting and make data for research available sooner (Real time reporting); and, (3) Build capacity to do research and enhance cancer registration in all registries by sharing resources (see Future Plans for more information). Hosting Phase II of the Forum during NAACCR 2015 Annual Conference (Tuesday, June 16, 2015) to discuss data linkages, real time reporting, shared resources, and the "Ideal" data set.

XML Implementation TF (Lead: Isaac Hands) – Presenting work throughout the NAACCR 2015 Annual Conference. This TF is working on an XML-based data exchange standard for the NAACCR Standards Volume II ASCII format. Some goals include developing a timeline and method for implementing the NAACCR XML data exchange format. TF will be looking for direction from the NAACCR community as to the feasibility of XML and if it is the right fit for cancer registries. Software tool to convert current ASCII file to XML and other resources will be showcased at the NAACCR 2015 Annual Conference.

Health IT Advisory Group (Acting Lead: Nan Stroup) - This Advisory Group reconvened this past year. It still lacks a Lead but members have worked to redefine its role and are working towards improving the process for communicating the overwhelming number of health IT initiatives to the S&RD Steering Committee and NAACCR community more effectively. Health IT priorities as discussed by the Health IT Advisory Group: Rapid case ascertainment or real time reporting; registry of the future; electronic health record reporting and Meaningful Use; National IT initiatives; and, NAACCR IT initiatives. A list of all external initiatives with NAACCR representation was drafted and includes **19** organizations: AJCC, CAP Pathology Electronic Reporting TF, C-Change, Change Management Board, CoC, Comprehensive Cancer Control National Partnership, CS TAG WG, CS Transition Group, HL7 Anatomic Pathology WG, IACR Membership TF, Internal Cancer Control Partnership, JPHIT, National Coordinating Council for Cancer Surveillance, and NCRA Informatics Committee.

Venue and Clearinghouse for Sharing Tools: Tools and Resources TF (Lead: Recinda Sherman) – NAACCR office working on changes to the website to facilitate shared resources. TF working on summary to submit to S&RD Steering Committee.

Real Time Reporting (Lead: Nan Stroup) - Small group from the S&RD Steering Committee and other NAACCR members convened to define next steps and develop a Task Force to address this critical issue identified by the NAACCR community as part of the Registry of the Future activities. Small group identified key areas to address including (1) define specific terms and references for "real time reporting" – cancer surveillance continuum; (2) define the problem(s) we are trying to solve; (3) enumerate tools and data sources currently being utilized by registries; (4) Evaluate accuracy of ACS incidence estimates; (5) Assess where registries are at this point using NAACCR's 12-month data; (6) Identify the human resources needed to implement real time reporting at registries, what do software vendors have to do to meet the task?; and (7) What are the implications to registry operations?

Registry Operations Advisory Group (Leads: Mary Jane King and Randi Rycroft) – Advised SR&D Steering Committee and formed TFs to address issues around death clearance, registry of the future, AJCC consolidation rules. Members agreed to continue work as an advisory board, providing feedback and direction to the S&RD Steering Committee and NAACCR membership as needed.

FUTURE PLANS

XML Implementation TF (Lead: Isaac Hands) - Obtain feedback from NAACCR community; draft publication or white paper on the development and feasibility of XML as an option for central registries; assess cost and implementation process; and, discuss next steps with S&RD SC and NAACCR Board – perhaps pilot XML exchange in a few registries.

EHR Reporting and Volume II Harmonization TF (Lead: Angela Martin) – The first phase of work is complete. Proposed changes to existing data items have been submitted to Uniform Data Standards Volume II TF. The second phase will begin after registries have received data from the physician reporting IG.

Physician Reporting WG (Lead: Wendy Blumenthal) – Continues to be the eyes and ears of NAACCR with regard to CMS and ONC initiatives for Meaningful Use and Electronic Health Records standardization.

Continue to work on implementation guidelines, software requirements, procedures, and materials needed for central registries to prepare for electronic physician reporting through MU Stage 3.

Health IT Advisory Group (Acting Lead: Nan Stroup) – Continue to develop primary role and objectives, find a person to the Lead the group, develop process to communicate critical health IT initiatives and developments to S&RD Steering Committee and NAACCR community. A joint meeting of the S&RD Steering Committee and the Health IT Advisory Group is planned in June 2015, shortly after the NAACCR 2015 Annual Conference to discuss next steps.

Death Clearance Follow-Back TF and Death Clearance through Virtual Pooled Data Linkage TF – Both newly proposed after feedback from NAACCR community on the Death Clearance Manual. Leads need to be identified. The Death Clearance Follow-Back TF will document and evaluate the follow-back process when conducting death clearance (e.g., contact physicians and hospitals for incident reports) to identify opportunities to improve the initial incident reporting and reduce time and effort when conducting death clearance follow-back. The Death Clearance through Virtual Pooled Data Linkage will investigate opportunities to conduct death clearance a more centralized way through the Virtual Pooled Data Linkage mechanism.

Registry of the Future TF (Leads: Mary Jane King and Randi Rycroft) - Draft document describing effort and key findings, present at NAACCR 2016 Annual Conference. Continue to report to S&RD Steering Committee to advise of next steps in reaching goals and objectives.

Registry Operations Advisory Group (Leads: Mary Jane King and Colleen Sherman) – Identify high energy, active NAACCR members to serve and contribute to NAACCR operations initiatives such as Registry of the Future, Real time reporting, physician reporting, death clearance, de-duplication and data consolidation.

Real Time Reporting TF (Lead: Nan Stroup) - Build TF membership, set goals/objectives for the year.

ACKNOWLEDGEMENTS

All NAACCR Office staff, S&RD Steering Committee Members, Work Group and Task Force Leads, and Priority Area Network volunteers – 393 strong!

Committee / Group Annual Report 2014-2015

Committee / Group Name: Strategic Alliances Steering Committee

Parent Committee (if Subcommittee, Workgroup, or Task Force Report):

Chair Name: Thomas C. Tucker, PhD, MPH

Co-Chair Name:

PURPOSE / GOALS

To develop and maintain strong collaborative relationships with Sponsoring Member Organizations (SMOs) and to develop new strategic alliances with appropriate partners.

ACHIEVEMENTS AND ACTIVITIES OVER PAST YEAR

During the Combined Board/Chairs meeting in January 2015, a plan to meet annually with each of the NAACCR Sponsoring Member Organizations was discussed. The idea is that each year a small group representing NAACCR would meet individually with each SMO to highlight NAACCR plans and activities and to discuss specific strategic or collaborative topics relevant to each individual SMO. Since the Board/Chairs meeting, the Strategic Alliances Steering Committee has been formed. The Committee has met by conference call and reviewed a draft agenda for the meetings with SMOs. The Committee decided that many of the meetings with SMOs could be done via conference calls. However, for some partners, it was felt that a face to face meeting would be beneficial. The Strategic Alliances Steering Committee will be meeting in person as part of the NAACCR 2015 annual conference. At this time, decisions will be made regarding who should be on each team that presents to each individual SMO and the specific topics which should be discussed with each individual SMO.

FUTURE PLANS

The plan to meet with each SMO will be implemented following the 2015 Annual meeting. To date, members of the Strategic Alliances PAN have not been engaged. However, following the 2015 Annual meeting, it is the intention of the Steering Committee to survey the PAN members to get their ideas about additional organizations NAACCR may want to develop partnerships with. In addition, it is the intention of the Steering Committee to identify members of the PAN who might serve on one or more of the teams meeting with each SMOs.

ACKNOWLEDGEMENTS

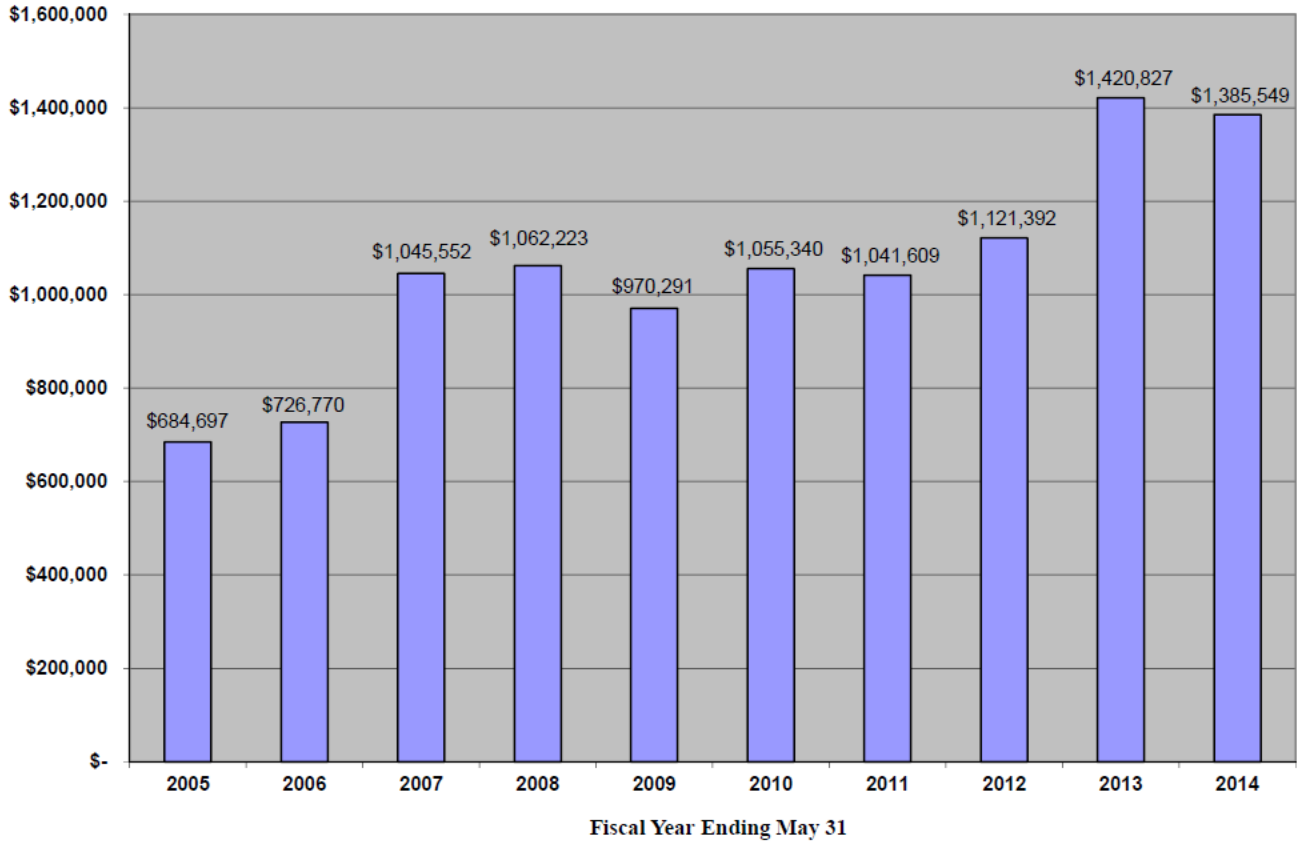
The Chair wishes to acknowledge the members of the Strategic Alliances Steering Committee for their thoughtful contributions to the development of the Strategic Alliances plan. They are Vivien Chen, Betsy Kohler, Randi Rycroft, Maureen Macintyre, Jill MacKinnon, Elizabeth Ward, Dee West, Charles Wiggins and Lori Swain. The Chair also wishes to especially thank Lori Swain for her thoughtful, advice and guidance regarding the development of a plan to meet annually with each individual SMO. Her insight and experience have been invaluable.

- **Financial Status Report and General Updates**

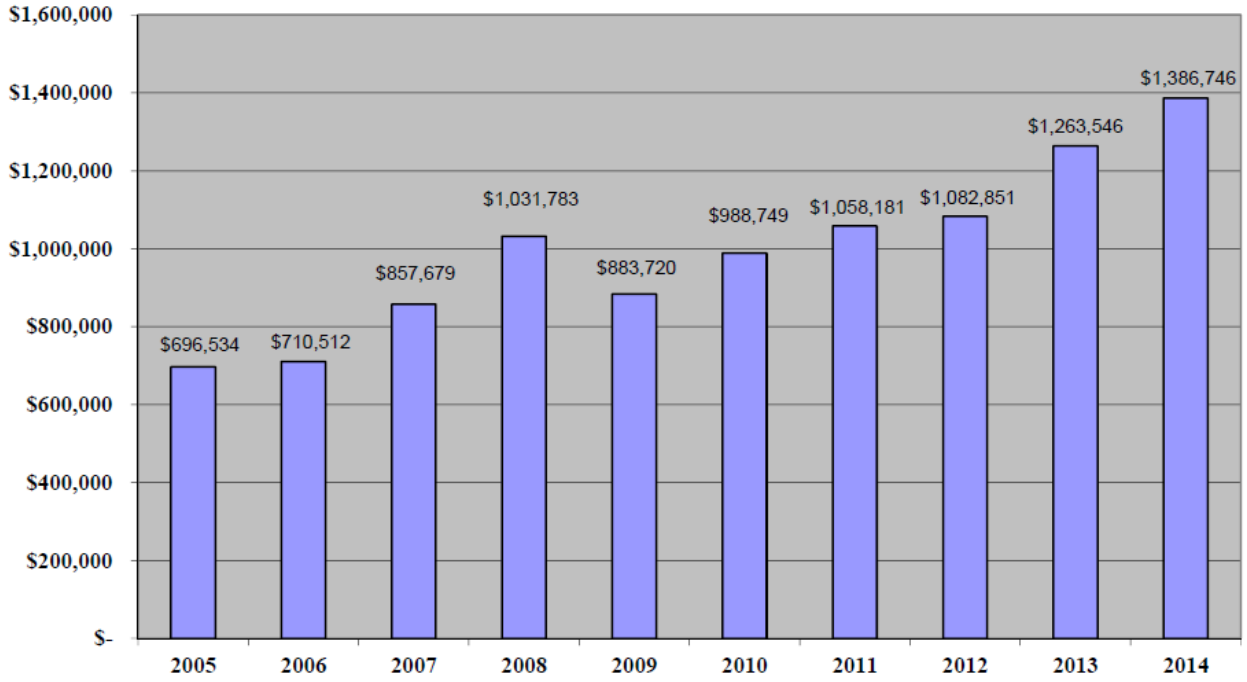
NAACCR, Inc.
Balance Sheet
All Funds
As of February 28, 2015

		Previous Month	Current Month
Assets			
Cash			
	BOS Checking/Savings Account	244,966.52	107,672.49
	Flex Spending Account	5,166.86	3,354.93
Investments			
	Certificates of Deposit	218,120.75	218,120.75
	Merrill Lynch Portfolio	857,155.42	890,249.83
	Subtotal Cash & Investments	1,325,409.55	1,219,398.00
Receivables			
	Accounts Receivable	65,000.00	65,000.00
	Indirect Funds Receivable	26,778.46	46,745.31
	Grants Receivable	128,844.29	201,714.52
	Subtotal Receivables	220,622.75	313,459.83
Prepaids			
	Prepaid Insurance	10,369.03	10,369.03
	Other Prepaids	17,909.62	17,206.81
Other			
	Total Equipment	151,071.54	157,267.54
	Accumulated Depreciation	(141,320.55)	(141,997.80)
Total Assets		**1,584,061.94**	**1,575,703.41**
Liabilities			
Current			
	Accounts Payable	70,964.91	69,982.21
	Accrued Liabilities	78,540.43	73,428.65
	Deferred Revenue	137,860.82	122,457.75
Total Liabilities		**287,366.16**	**265,868.61**
Net Assets			
	Unrestricted Net Assets	1,367,005.27	1,367,005.27
	Temporarily Restricted Net Assets	18,478.23	18,478.23
	Change in Net Assets	(88,787.72)	(75,648.70)
Total Net Assets		**1,296,695.78**	**1,309,834.80**
Total Liabilities and Net Assets		**1,584,061.94**	**1,575,703.41**

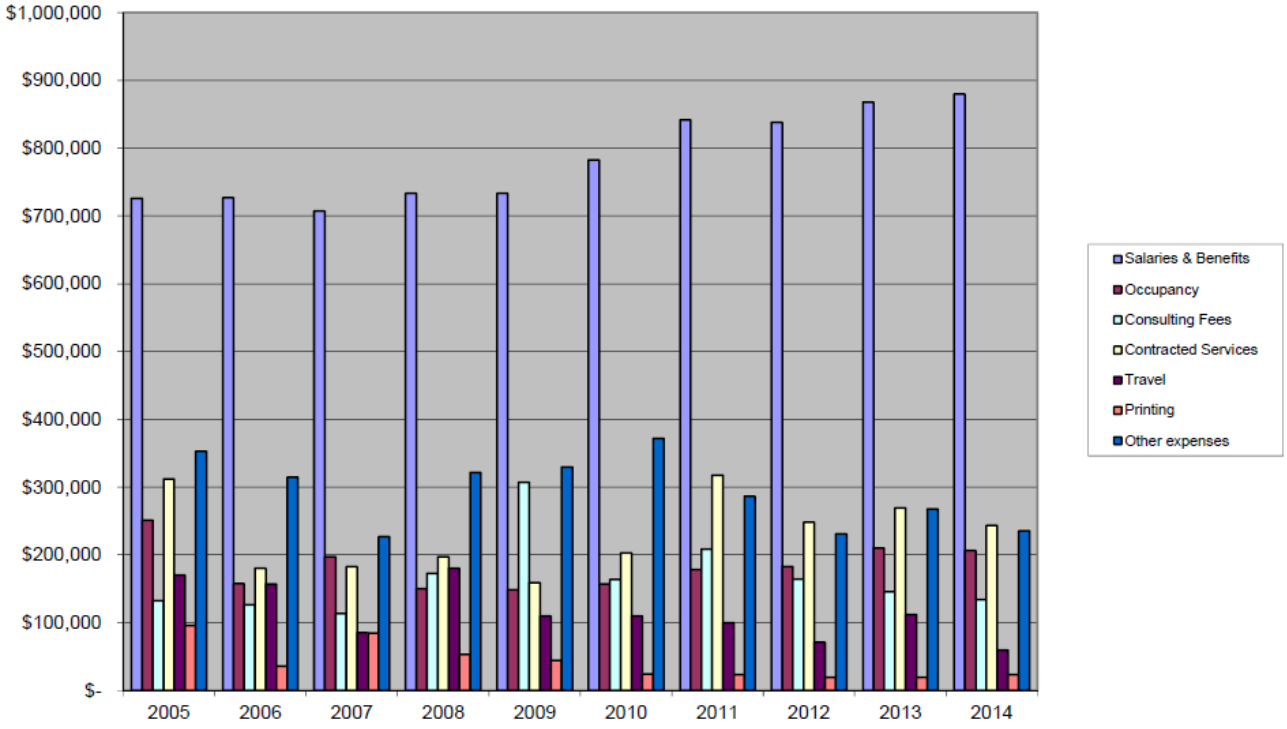
NAACCR
Cash and Investments



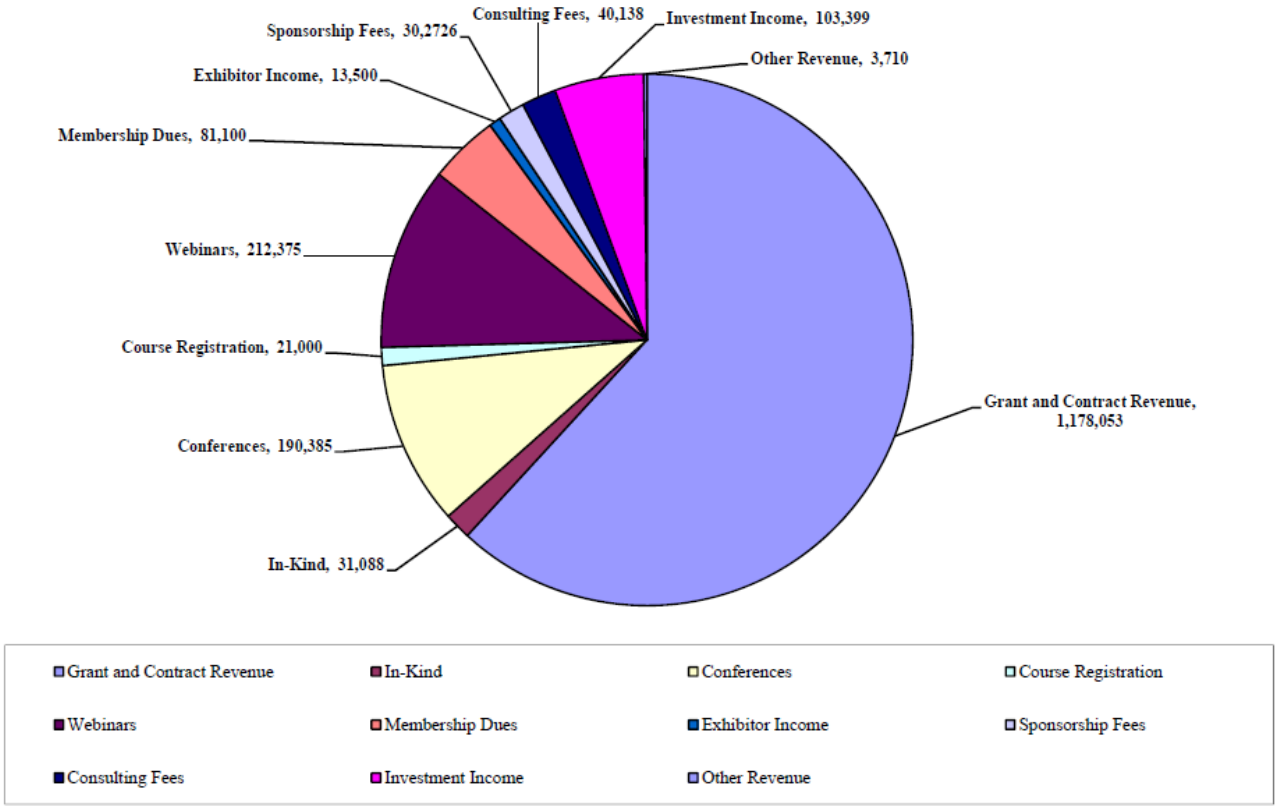
NAACCR
Net Assets



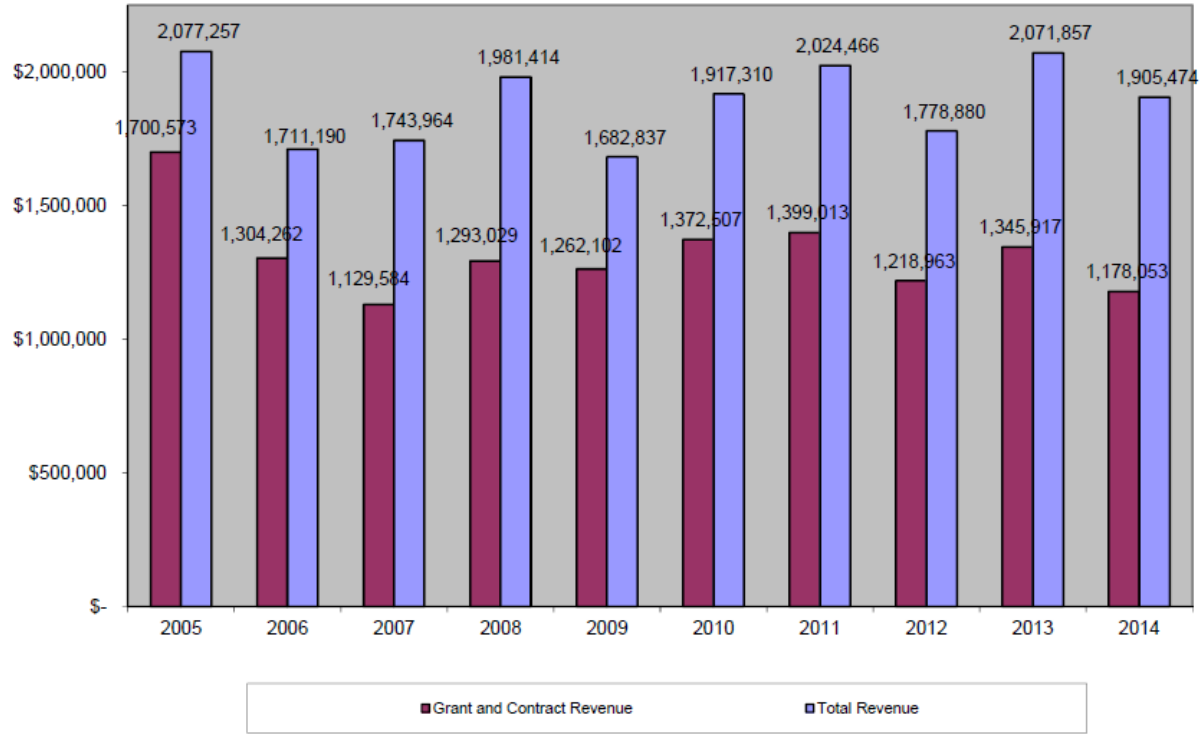
NAACCR
Expenditures



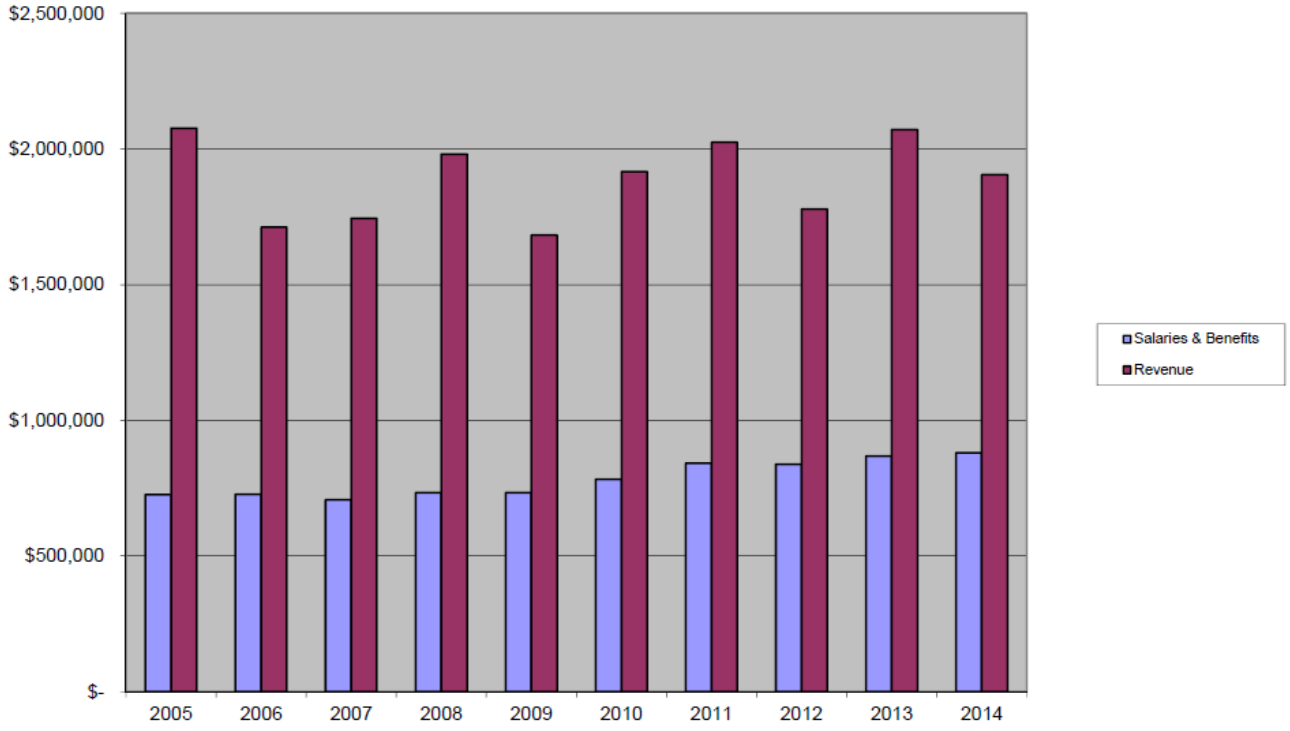
NAACCR
Revenue for the Year Ending May 31, 2014



NAACCR
Grant & Contract Revenues vs Total Revenues



NAACCR
Total Revenue and Salaries Expense



• Support of All Kinds

Support of All Kinds from Sponsoring Organizations for 2014-2015

American Cancer Society - ACS

- Sponsor with Distinction ($20,000) with dues
- Grant for Enhancing Cancer Registries for Research ($119,000 in Yr 2)
- 2015 Conference Exhibitor
- Phone bridge for teleconference calls
- Support to NAACCR Committees

American College of Surgeons - ACoS

- Dues
- Phone bridge for teleconference calls
- Support to NAACCR Committees

American Joint Committee on Cancer - AJCC

- Sponsor with Distinction ($10,000) with dues
- Support to NAACCR Committees

Canadian Cancer Registry

- Dues
- Support to NAACCR Committees

Canadian Partnership Against Cancer – CPAC

- Dues
- Support to NAACCR Committees

Centers for Disease Control & Prevention - CDC

- Cooperative agreement to support NAACCR infrastructure ($425,000 in Yr 2)
- CDC phone bridge for conference calls. Assignment of three CDC teleconference bridge lines.
- Dues
- Support to NAACCR Committees

Continued On Next Page

College of American Pathologists - CAP

- Dues
- Support to NAACCR Committees

National Cancer Institute - NCI

- Contract for Technical Assistance for Cancer Surveillance
  (7-year up to $7.7 million currently in year 1)
- Conference grant to support the Annual Conference
- Phone bridge for teleconference calls of the Board and Program Committee
- Dues
- Support to NAACCR Committees

National Cancer Registrars Association - NCRA

- Liaison support to several NAACCR committees
- 2015 Conference Exhibitor
- Dues
- Support to NAACCR Committees

Public Health Agency of Canada - PHAC

- Dues
- Support to NAACCR Committees

Appendix of Documents

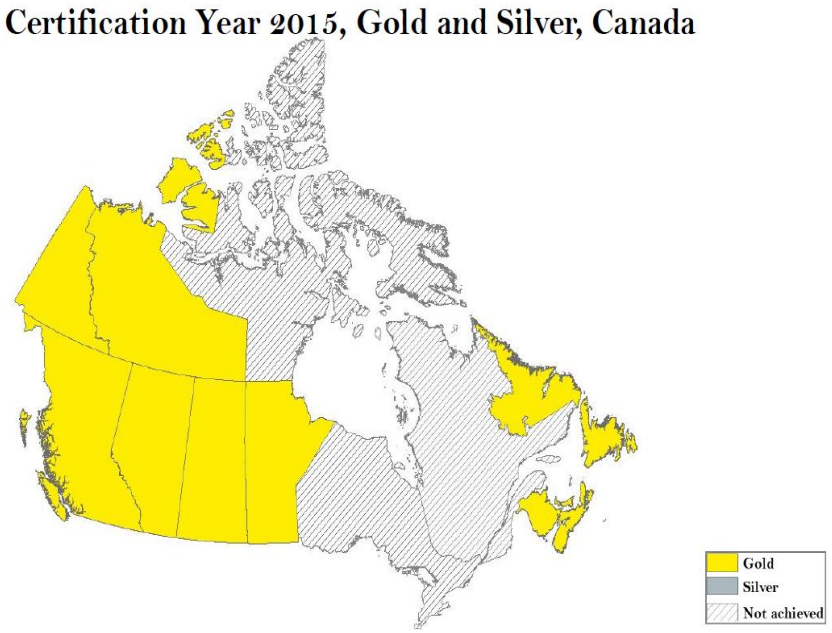
2015 Silver Certified United States

Arizona
Arkansas
Los Angeles
New Mexico
Ohio
Oklahoma
Pennsylvania
Puerto Rico
Virginia

2015 Gold Certified United States

Alabama
Alaska
Atlanta
California
Colorado
Connecticut
Delaware
Detroit
District of Columbia
Florida
Georgia
Greater Bay-CA
Greater California
Hawaii
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Mississippi
Missouri
Montana
Nebraska
New Hampshire
New Jersey
New York
North Carolina
North Dakota
Oregon
Rhode Island
Seattle
South Carolina
South Dakota
Tennessee
Texas
Utah
Vermont
Washington
West Virginia
Wisconsin
Wyoming

2015 Gold Certified Canada



Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland
Northwest Territories
Nova Scotia
Prince Edward Island
Saskatchewan
Yukon Territory

North American Association of Central Cancer Registries, Inc. (NAACCR)

BYLAWS

ARTICLE I. Scope and Purpose

The North American Association of Central Cancer Registries, Inc. (NAACCR), the "Association" is a professional organization that develops and promotes uniform data standards for cancer registration; provides education and training; certifies population-based registries; aggregates and publishes data from central cancer registries; and promotes the use of cancer surveillance data and systems for cancer control and epidemiologic research, public health programs, and patient care to reduce the burden of cancer in North America.

ARTICLE II. Membership

Section 1. Classification of Membership

The four classes of membership shall be:
A. Full: Full member organizations are central registries, which are, or have the potential to become, population-based registries.

B. Individual: Individual members are those persons who are not currently working in a member organization who have demonstrated career and professional commitments and interests that are consistent with or complementary to those of NAACCR. Candidates for Individual Membership must be able to demonstrate involvement or activity in one or more of the following areas: cancer epidemiology, patient care, cancer control, cancer registration, professional education, research, and biostatistics. Each candidate must make a commitment to support NAACCR through active participation in the activities of the Association. Individual members shall be entitled to participate and vote as a member of committees, subcommittees or work groups. Individual members may chair subcommittees or work groups. Individual members may not chair a committee, vote on matters brought before the Membership at the Annual Meeting, nor vote for or hold an elected position in the Association.

C. Sponsoring: Sponsoring member organizations are national professional or national governmental organizations primarily involved in any of the following areas: cancer epidemiology, patient care, cancer control, cancer registration, professional education, research, or biostatistics. Each sponsoring member organization shall be entitled to one vote on each matter submitted to membership vote. No action taken by the Association shall be construed as committing any sponsoring member organization to a prescribed course of action. Each sponsoring member organization may designate one or more representatives from such organization to participate in the Association's affairs on behalf of such organization. Representatives of sponsoring member

organizations may be a member of and chair a committee. Only one representative of a sponsoring member organization shall be entitled to cast that organization's vote.

D. Sustaining: Sustaining member organizations are organizations interested in promoting the purposes of the Association. No action taken by the Association shall be construed as committing any sustaining member organization to a prescribed course of action. Each sustaining member organization may designate one or more representatives from such organization to participate in the Association's affairs on behalf of such organization. Sustaining member organizations shall not be entitled to vote, and their representatives shall not be entitled to hold office. Representatives from sustaining member organizations may be a member of and chair a committee.

Section 2. Application for Membership

Application for membership shall be submitted in a manner prescribed by the Board of Directors.

Section 3. Resignation

Any member may resign by submitting a resignation in writing to the Executive Director.

Section 4. Application for Continuing Membership
Each member shall submit an application for continuing membership every three years. This application for continuing membership shall be submitted in a manner prescribed by the Board of Directors.

ARTICLE III. Officers

Section 1. Officers
The Officers of the Association shall be:

A. President
B. President-Elect
C. Six Representatives-at-Large
D. Sponsoring Member Representative
E. Treasurer
F. Immediate Past President

Section 2. Eligibility
An individual who has been a representative in the Association of a full member organization for one year prior to nomination shall be eligible to hold the following offices: President, President-Elect, Representative-at-Large, and Treasurer. To be eligible for the office of President-Elect, a representative must, prior to the election, have served for one year as a member of the Board of Directors or as a chair of a NAACCR committee. To be eligible for Representative-at-Large or Treasurer, an individual must, prior to the election, have served as a member of a NAACCR committee. One Sponsoring Member Representative from among the sponsoring member organizations shall be elected by the sponsoring member organizations to serve on the Board of Directors.

Section 3. Term of Office
The term of office for President, Representatives-at-Large, Sponsoring Member Representative, and Treasurer shall be two years or until a successor is elected. Individuals in these positions may serve a second consecutive two-year term, if re-elected, not to exceed a total of four consecutive years in the same position. The limit of four consecutive years may be exceeded when consecutive terms are served in different board positions. The term of office for President-Elect and Immediate Past President shall be one year. The Representatives-at-Large shall be elected on a rotating basis. Officers shall assume office at the conclusion of the Annual Meeting of the members at which they are elected.

Section 4. Vacancies
A. All vacancies, except the office of the President and the Sponsoring Member Representative, may be filled for the unexpired term by appointment by the President with the approval of the Board of Directors.

B. A vacancy in the office of President shall be filled for the remainder of the term of office by vote of the Board of Directors.

C. A vacancy in the office of the Sponsoring Member Representative shall be filled for the remainder of the term by a special vote of the Sponsoring Members.

D. A vacancy in the office of President-Elect shall be filled by a special election of the voting members. A vacancy occurring within sixty (60) days prior to assuming the Presidency shall be filled by a vote of the voting members at the next Annual Business Meeting.

Section 5. Nominations and Election
A. Subject to the approval of the Board of Directors, the Nominating Committee shall develop rules and regulations for the conduct of the nomination and election of officers.

B. Elections shall be by ballot. The Nominating Committee shall be responsible for the preparation of the ballot. The Executive Director, or his/her designee, shall mail the ballot pursuant to the rules and regulations of the Nominating Committee including reasonable deadlines for the return of ballots.

C. Election shall be decided by plurality vote of the votes cast. In case of a tie for any NAACCR Board position, a runoff election will be held. If there is a tie in the runoff election, the election will be determined by lot conducted by the Board of Directors.

D. Election of the Sponsoring Member Representative will be by special vote of the Sponsoring Members.

Section 6. Duties of Officers
A. President: The President shall function as the Chief Executive Officer of the Association. Unless specified otherwise, the President shall appoint all committee chairpersons. The President or his/her designee shall be a member, ex-officio, of each committee. The President's ex-officio status is without vote.

B. President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect may appoint the Committee Chairpersons for his/her term of office prior to assuming the Office of President.

C. Representatives-at-Large: The Representatives-at-Large shall serve as primary liaison officers with cancer registries and facilitate the exchange of information and the organization of projects.

D. Sponsoring Member Representative: The Sponsoring Member Representative shall serve as primary liaison with sponsoring members to provide a formal mechanism for inter-organizational activities.

E. Treasurer: The Treasurer shall be responsible for overseeing the receipt and disbursement of all funds, establishing the budget for unrestricted funds, and managing all funds of NAACCR.

F. Immediate Past President: The Immediate Past President shall assist in the business of the Association.

ARTICLE IV. Meetings of the Membership

Section 1. Meetings
A. The Annual Business Meeting of the members of the Association shall be held in conjunction with the Annual Conference. The time and place of the meeting shall be determined by the Board of Directors.

B. Special meetings may be called by the Board of Directors.

Section 2. Notification
The official call and notice of any meeting shall be sent at least 30 days prior to the scheduled meeting, and shall include the agenda and a description of each matter requiring special consideration or action.

Section 3. Quorum
A quorum for any meeting of members shall be a majority of the members registered at the meeting. In the absence of a quorum, no action can be taken by the members at a called meeting .

Section 4. Action
A. Action by the members shall require the affirmative vote of a majority of the members entitled to vote who are present at a meeting at which a quorum has been established.

B. No action can be taken by the members at a special meeting except as to matters described in the notice of the special meeting.

C. When voting on general matters or as a member of a committee either as an NAACCR representative or a representative of another organization, members and NAACCR staff must recuse themselves from discussion and voting if the voting issue places them in a conflict of interest.

ARTICLE V. Board of Directors

Section 1. Composition

The Board of Directors shall be composed of the elected officers of the Association and the Executive Director.

Section 2. Duties

The Board of Directors shall:

A. Act for the Association between scheduled meetings of the membership, be responsible for the management of the business and professional affairs of the Association, and take other actions as required to implement the stated purposes of the Association.

B. Define the duties of the officers in a manner consistent with the Bylaws.

C. Create and dissolve committees.

Section 3. Meeting of the Board of Directors

A. The Board of Directors shall meet just prior to the Annual Business Meeting of the Association and at such times as deemed advisable during the year on call of the President and majority of the Board.

B. A quorum shall be a majority of the members of the Board of Directors.

C. Action by the Board of Directors shall be by resolution adopted by the affirmative vote of a majority of the members of the Board present at a meeting at which a quorum is present. Presence at a meeting may be in person or by telephone, provided that each member present is able to hear all other members present.

Section 4. Minutes and Notification of Action Taken

A. All action taken by the Board of Directors shall be recorded in the minutes of the Board.

B. Minutes of the Board of Directors shall be available to the membership of the Association upon request.

ARTICLE VI. Committees

Section 1. Committees

The Association will maintain a Nominating Committee. As deemed necessary, additional Committees may be created by the membership or Board of Directors to carry on the affairs of the Association. The composition, size, and duties of the committees shall be set forth in the Standing Rules.

Section 2. Eligibility

Any full, sponsoring, or sustaining member representative in good standing for one full year prior to appointment shall be eligible to be appointed as Chairperson of a Committee.

Section 3. Vacancies
Vacancies in committee chairs and presidential appointments shall be filled by appointment by the President. All other vacancies on a committee shall be filled by the Committee Chairperson.

ARTICLE VII. NAACCR Staff

Section 1. Executive Director
The Board may appoint an Executive Director who shall perform all duties as designated by the Board. The Executive Director shall serve on the Board of Directors as an ex officio member without vote. The Executive Director cannot hold office or chair a committee. The Executive Director may serve as a member of committees and may chair ad hoc committees, work groups, and subcommittees. The Executive Director, or his/her designee, shall be responsible for the preparation of a record of all proceedings, and for the general correspondence of the Association.

Section 2. Staff
A. NAACCR staff cannot hold office or chair a committee. They may serve as a member of committees and may chair ad hoc committees, work groups, and subcommittees.

B. The Staff will be responsible for the custody of the organizational records and of all proceedings of the Association.

ARTICLE VIII. Executive Office

Section 1. Organizational Records
The organizational records and proceedings of the Association will be located at the Executive Office.

Section 2. Office Location
The Executive Office will be designated by the Board.

ARTICLE IX. Financial Administration

Section 1. Fiscal Agent
The Board will designate the fiscal agent.

Section 2. Fiscal Year
The fiscal year of the Association shall be determined and established by the Board of Directors.

Section 3. Annual Dues
A. Annual dues shall be paid in the amounts determined and established by the Board of Directors.

B. Dues shall be payable by December 31st of each fiscal year.

C. Sponsoring Members provide fiscal support to the Association at a level and type (direct, in-kind, or combination) to be determined by the Board of Directors. Sponsoring members will define their type of fiscal commitment to the Treasurer on the first day of each fiscal year and will be declared delinquent if not defined by December 31st of each fiscal year.

Section 4. Audit
The financial records of the Association shall be audited each year in the manner determined and established by the Board of Directors.

ARTICLE X. Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws, special rules of order, and any Standing Rules the Association may adopt.

ARTICLE XI. Amendment to the Bylaws

Section 1. Proposed Amendments
Amendment to these Bylaws may be proposed by the Board of Directors or any Committee. Any voting member may propose amendments provided such amendments are accompanied by written endorsement of at least five (5) additional voting members.

Section 2. Amendment Submissions(s)
Proposed amendments to these Bylaws shall be submitted in the prescribed form to the Chair of the Bylaws Committee at least ninety (90) days prior to the Annual Business Meeting.

Section 3. Voting on Amendments
A two-thirds (2/3) vote of the voting members present at the Annual Business Meeting of the Membership at which a quorum has been established shall be required to adopt any amendment. Unless stated otherwise, the amendments shall become effective upon adoption.

Section 4. Notification of Amendments to the Membership
A copy of the proposed amendments shall be sent to the voting members at least thirty (30) days prior to the Annual Business Meeting.

ARTICLE XII. Dissolution of the Association
Voluntary dissolution of the Association may be effective only by consent evidenced by written and signed ballots of three-fourths (3/4) of all voting members. Notice of the intent to dissolve the Association must be mailed to each voting member at least four (4) weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be enclosed with the notice of intent.

(Approved by vote of membership, Annual Conference 4/28/92)
(Amended by vote of membership, Annual Conference 4/93)
(Amended by vote of membership, Annual Conference 4/27/94)
(Amended by vote of membership, Annual Conference 4/20/95)
(Amended by vote of membership, Annual Conference 4/02/97)
(Amended by vote of membership, Annual Conference 4/22/98)
(Amended by vote of membership, Annual Conference 4/07/99)

(Amended by vote of membership, Annual Conference 4/19/00)
(Amended by vote of membership, Annual Conference 06/06/01)
(Amended by vote of membership, Annual Conference 06/12/02)
(Amended by vote of membership, Annual Conference 06/11/03)
(Amended by vote of membership, Annual Conference 06/08/05)
(Amended by vote of membership, Annual Conference 06/23/2010)
(Amended by vote of membership, Annual Conference 06/06/2012)

NORTH AMERICAN ASSOCIATION OF CENTRAL CANCER REGISTRIES, INC. (NAACCR)

STANDING RULES

I. Standing Rules

A. Unless specified otherwise, the Board of Directors shall establish and amend the Standing Rules necessary to carry on the business of NAACCR.

B. The Board of Directors shall notify the membership of any changes to the Standing Rules in the official NAACCR publication following such changes. Standing Rules shall be published and made available to the membership.

C. Any Standing Rule adopted by the Board of Directors may be rescinded by a two-thirds (2/3) vote of the voting membership at an Annual Business Meeting.

D. All committee meetings of NAACCR held at the annual meeting are open for observation to all members of NAACCR.

II. Bylaws Committee

A. This committee shall consist of three (3) members. The President shall appoint one (1) of the three (3) members to act as the Chair. The President shall also appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee receives and reviews all proposed amendments to the Bylaws. The committee shall be responsible for distributing proposed amendments to the membership at least thirty (30) days prior to action being taken at the annual business meeting.

III. Communications Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations, Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall be responsible for the NAACCR newsletters, press releases, press conferences, and oversight and direction of the content of the NAACCR website.

IV. Data Evaluation and Certification [DEC] Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations, Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall evaluate member data submissions on an annual basis and determine and evaluate parameters to identify and assess high quality data for various data uses, including objective certification standards.

V. Data Use and Research [DUR] Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations, Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall gather, review, and consider data from member organizations for publication. Insofar as resources are available, the committee shall prepare a publication of cancer incidence and mortality data. It is responsible for identifying issues related to the release of various types of data by central cancer registries and providing recommendations and guidelines on these issues, including confidentiality; oversees the NAACCR Research Program; develops a research agenda for the organization; and conducts abstract review for the scientific program of the Annual Conference.

VI. Education Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations. Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall determine the educational needs of the Association and shall propose methods of meeting those needs including but not limited to the offering of short-term training courses.

VII. Information and Technology Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full

members, and one (1) representative from relevant sponsoring organizations. Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall be responsible for developing the standard format for data exchange among members and for developing standards to ensure the security and accuracy of transmitted data.

VIII. Nominating Committee

A. The Nominating Committee shall consist of three (3) members nominated and elected by the voting Membership at the annual business meeting. The President shall appoint the Chair from the three elected candidates. The President also shall appoint a Board of Directors liaison to the committee. No member of this committee may designate an alternate with voting powers to participate in any meeting for which the appointed member is absent.

B. The Nominating Committee shall secure candidates for the office of President-Elect, Treasurer, and Representative-at-Large as appropriate, and shall prepare a ballot to be distributed to the membership. The committee shall receive the completed ballots, tally the votes, and present the results of the election to the membership at the annual business meeting. The Nominating Committee shall also secure candidates from the Sponsoring Member Organizations for the position of Sponsoring Member Organization Representative to the NAACCR Board of Directors, and prepares a ballot to be disseminated to the Sponsoring Member Organizations. The Nominating Committee shall receive the completed ballots, tally the votes, and present the results of the election to the Board of Directors.

IX. Program Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations. Each sponsoring organization shall appoint its representative. The President also shall appoint a Board of Directors liaison to the committee. The President shall appoint the Chair, who should be a member of the host registry for the Annual Conference. The standing committee should also include the previous year's chair, a representative of the host registry for the upcoming year, and a member from both the Education and Communications Committees. The President shall also appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

B. The committee shall be responsible for the program for the Annual Conference and working with the conference planner to set guidelines for meeting logistics and locations.

X. Registry Operations Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations, Each sponsoring organization shall appoint its representative. The President shall appoint the Chair

from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting..

B. The committee shall provide a forum for discussion of methodological issues as they apply to the policies, procedures and operations of a central cancer registry and shall provide suggested models and developing standards for the policies, procedures, and operations of central cancer registries. The committee shall facilitate the peer-to-peer exchange of information on methods, procedures, and policies among registries.

XI. Uniform Data Standards Committee

A. This committee shall consist of a chair, one (1) representative from at least three (3) full members, and one (1) representative from relevant sponsoring organizations, Each sponsoring organization shall appoint its representative. The President shall appoint the Chair from members of the organization. The President also shall appoint a Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

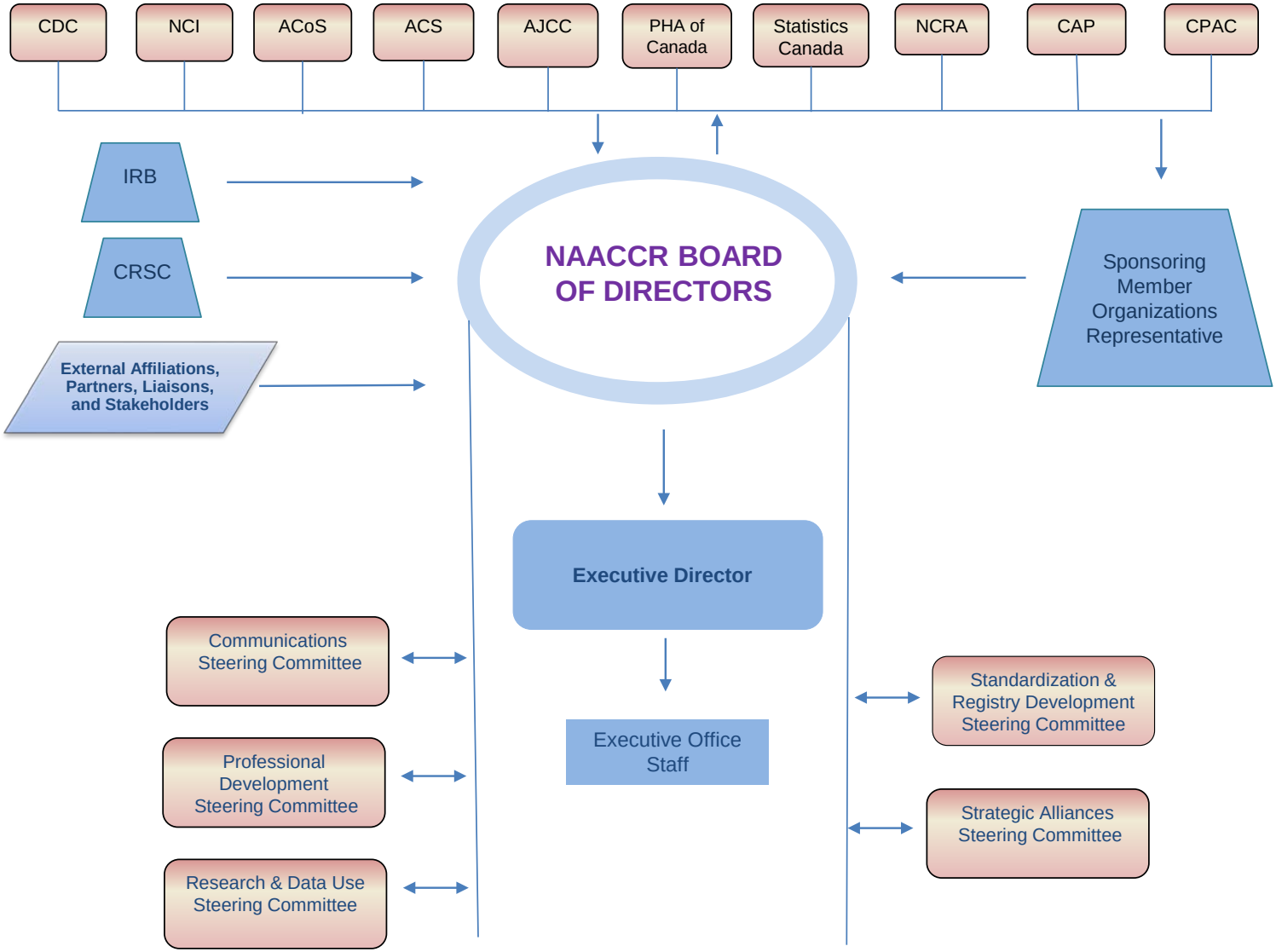
B. The Committee shall provide a formal mechanism to review and recommend proposed changes in data codes and/or the addition of new items submitted by NAACCR members to ensure that data remain comparable among central registries. Further, the committee shall provide a formal mechanism for reviewing and recommending edits of NAACCR approved data items.

XII. Fiscal Year

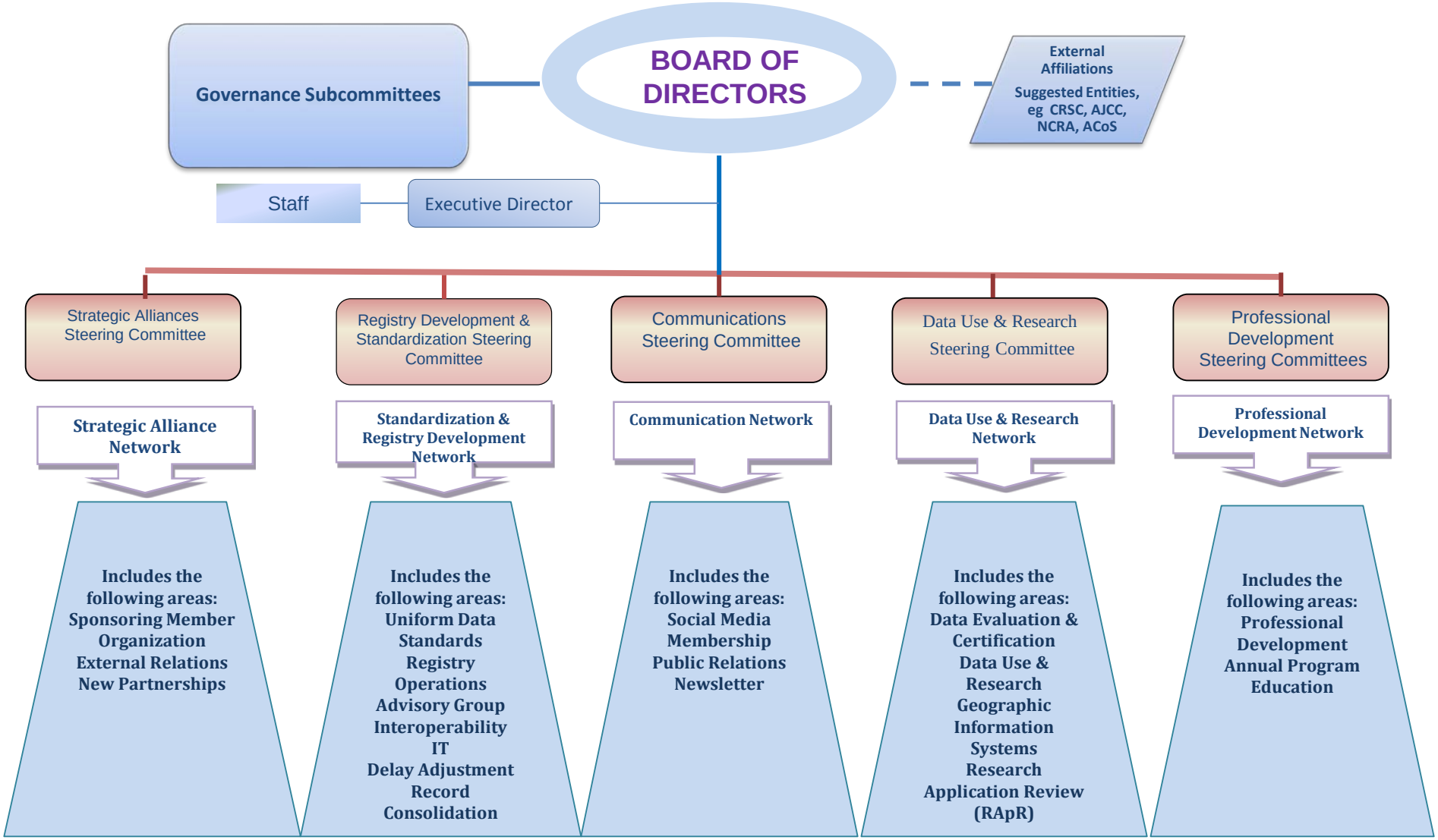
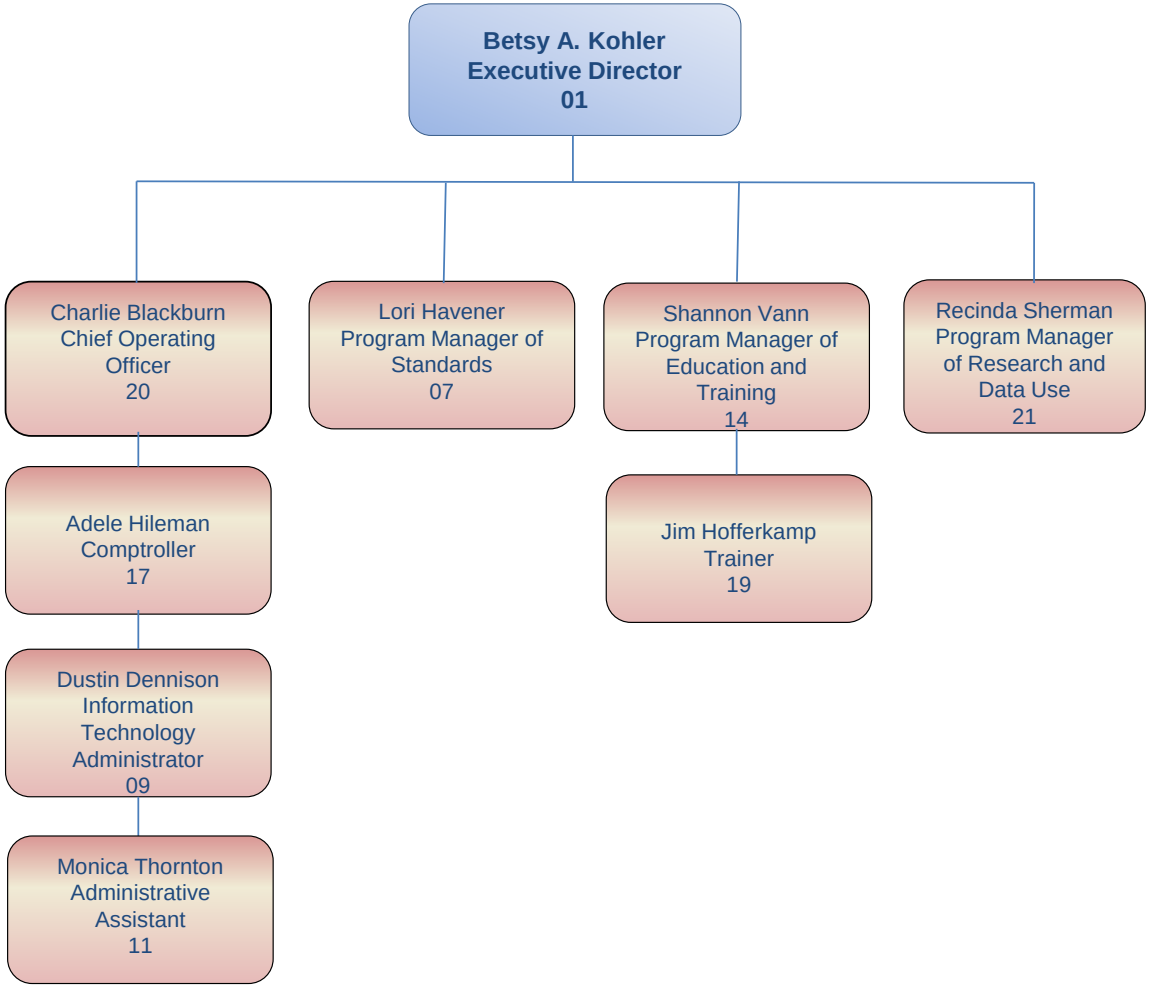
A. The Board of Directors sets the fiscal year.

Approved by Board: 5/15/96
Revised: 3/31/97
Revised: 6/5/97
Revised: 6/17/98
Revised 4/05/99
Revised 11/17/99
Revised 05/17/00
Revised 04/12/2002
Revised 06/09/2005
Revised 06/19/2011

NAACCR Organizational Relationship 2014-2015



NAACCR Committee Organization Chart



NAACCR Executive Office Organizational Chart