

MINUTES
NAACCR Board of Directors Meeting
Wednesday, February 17, 2016
1:00 pm – 3:00 pm Eastern

Roll Call

Chuck

Board Members Present: Chuck Wiggins, Kim Vriends, Winny Roshala, Lori Swain, Deirdre Rogers, Frank Boscoe, Bruce Riddle, Eric Durbin, Jill MacKinnon

Ex-Officio Member: Betsy Kohler

Board Member Excused: Chris Johnson

NAACCR Staff Present: Charlie Blackburn

Consent Agenda

1. Minutes
2. Finances
3. Membership
4. Executive Director's Report
5. Correspondence

The motion to approve the consent agenda for February 17, 2016, was passed.

Governance

6. Election Notification Candidates

Betsy/Charlie

Betsy reviewed the election results from the most recent 2016 elections. She thanked the Nominating Committee for their hard work. Results were shown with a breakout for all candidates. Chuck has contacted all those that were elected to office. All have accepted. One candidate has not yet been contacted because they are out of the office for one month. Chuck will make contact upon their return. One candidate was not elected. Chuck contacted that person and thanked them for running.

7. Nomination Process

Winny

Winny expressed some concern about why the Board was not informed about who was running prior to the announcement to the membership. She essentially had two questions. 1. Why was the Board not informed of the slate prior to the election opening? 2. What should the Board do if the Nominating Committee has difficulty securing qualified candidates on the ballot? Betsy thinks that Winny's question is valid. Chuck seconded Betsy's comments. She added that she would like to know how we will proceed to ensure that the Board elections have enough volunteers. Betsy added background and history regarding the process. To date, the elections have been an independent process separate from the Board. The Board has offered guidance to the Nominating Committee but has not been directly involved in knowing the candidates prior to the announcement. Winny

asked that the Board be notified as a FYI prior to the announcement. Charlie will notify the committee so that this note is retained for next year's elections.

8. Investment Options Update Bruce

The Finance and Personnel Subcommittee and Board have discussed changing NAACCR's investment holdings and policies moving forward. Bruce and Charlie will convene a meeting of the Finance and Personnel Subcommittee to finalize a recommendation.

9. Development of Marketing Subcommittee of Board Chuck

a. Marketing to Outside Organizations

This was first brought up at the in-person Board/Chair meeting in January. The intent is to have a group be charged with the "promotion" of NAACCR and our activities. Chuck would prefer a slightly different term than "marketing". Winny asked if there were funds available for these types of activities. Charlie said that there are no specific funds at this time. Bruce suggested that the Board look at how the Strategic Alliances may want to look at this. Betsy then transitioned over to the item #20. Eric provided some background.

Chuck asked for volunteers to meet and brainstorm about marketing ideas and how to move forward. Chuck, Lori, Betsy, Eric, and Charlie (if needed) will work on this group. Chuck will get something set up. The Communications Steering Committee will be engaged in the process also.

10. Call for Nominations NAACCR Awards Chuck

Chuck asked for nominations from the Board. Betsy will send a listserv to the membership soliciting nominations. Board members can also email Betsy with nominations. Kim suggested one person and Betsy will follow up with Kim on this suggestion.

11. Program Updates

7.1. Canada Kim

CCR deadline is coming up on March 7, 2016. The Council meeting has been approved in May in Ottawa. Kim has been selected as the Chair of the Council. This will be held for a total of 6 years. The Board congratulated Kim on her appointment.

7.2. NPCR Jill

Blythe Ryerson has been appointed as the interim Chief of the NPCR division. They anticipate that the search will take over a year. Renewal applications are due by the 26th. Chuck and Betsy will meet with Lisa Richardson, Blythe Ryerson, and Fran Babcock in person next week. An update will be provided when they return.

7.3. SEER Eric

The SEER PI meeting will take place in Albuquerque next month. Data submission will be due at the end of February. Chuck is excited about hosting the meeting.

Research and Data Use

12. Steering Committee Update

Frank

Frank is working out a schedule conflict with the steering committee meetings because it conflicts with his teaching schedule. In the future, Chris Johnson can provide an update.

13. Update on VPR, Camp Lejeune

Betsy

The VPR work is moving along. A call was coordinated with representatives from Camp Lejeune. They notified Betsy and Castine that they plan to contact the states directly. However, Castine informed Betsy that approximately 40 states will participate in the initial study that NAACCR is working on.

Standardization & Registry Development

14. Steering Committee Update

Eric

A meeting was held on January 28th. Most of the discussion centered around the discussion that took place in New Mexico. ROGUE will be discussing a plan for implementing AJCC and MPH rules for implementation in 2017. The TNM Task Force has been meeting to come up with issues registries should consider in regard to the conversation. Timeliness Task Force will resume activities on the 29th. The ICDO-3 Implementation Task Force has reconvened. Work should be coming out of that group soon. Eric added that the XML Task Force has been formed and will meet this Friday.

Communications

15. Steering Committee Update

Kim

The group met yesterday. They will proceed with the communications plan as soon as they hear back from the Board. NAACCR participated in World Cancer Day. Activities were promoted on our web site and social media. The newsletter is due in April. Kim asked everyone on the Board to please participate in the NARRATIVE and provide articles when possible. The committee is considering removing e-polls as participation is high but topic question suggestions is low. The group decided on the Annual Conference give aways. Charlie will move forward with their suggestions.

16. Communications Plan

Kim

Chuck said that Lori Swain has reviewed the document but he has not as of yet. He will need a couple of more weeks to accomplish this. Kim reviewed the major changes with the plan and how the committee will use it. Chuck and Lori will meet to iron out any final suggestions in a week or two. Recommendations will go to the Communications Steering Committee by the next BOD meeting.

Professional Development

17. Steering Committee Update

Deirdre

The Survey Course is still in production. Pre-Conference workshops have been finalized for the 2016 Annual Conference.

- 18. LMS Status** **Charlie**
Charlie provided a short demonstration on the current LMS web site. Feedback on the LMS was positive.

Strategic Alliances

- 19. Steering Committee Update** **Lori**
Chuck and Betsy will be meeting in Atlanta with both CDC and ACS.

- 20. Cancer Moonshot** **Eric/Betsy**
Eric sent a sample document that may spark interest in activities that promote Central Cancer Registries and NAACCR. Lori likes this idea and asked if we should consider reaching out to the SMOs to gauge their interest. It was noted that the government partners may have barriers to participating in such a campaign. Overall, the Board is very interested in moving forward with a promotional campaign. The issue is what we do with it. Some discussion followed on this question but more thoughts need to be worked out. Lori said that they are working on matching members with their representative.

- 21. CDC Meeting 2/22** **Betsy/Chuck**
Previously covered in the meeting.

- 22. SMO Meeting in St. Louis** **Chuck**
Chuck announced the SMO Representative election results. The Board would like to host a short meeting in St. Louis.

Other

- 23. Membership Dues (Sponsor w. Dist. / CAP)** **Charlie**
Lori would encourage the Sponsoring Member with Distinction remain. She thinks that the SMO meetings and connections / meetings should bridge the conversation toward increasing the value. The Board would like to retain the membership option model for the time being. Regarding CAP, it was suggested that NAACCR look into their fiscal year timeline and then engage them in a strategic way. It was decided that this type of topic will be sent to the Strategic Alliances for analysis and future direction.

- 24. Attendance at In-Person Board/Chair Meeting** **Jill**
Jill was not present at this particular time during the meeting. Her concern was why one chair was present/invited and one not. Betsy asked how much it would cost to send 4 co-chairs to the meeting. Charlie estimated between \$4,000 - \$5,000 total. The Board is very supportive of Jill's comments and would like to discuss this further. This will be discussed at the March meeting.

25. 2014-2015 NAACCR Board Meetings

Chuck said that the March meeting needs to be rescheduled because of an in-person meeting conflict. The office will send a Doodle Poll to see if March 9, 23, or 30 1:00 PM Eastern will work.

3rd Wednesday at 2:00 PM Atlantic, 1:00 PM Eastern, 12:00 PM Central, 11:00 AM Mountain

March 16 (rescheduled date will be determined)

April 20 Board Chair Meeting Date Board 1-2PM / Board-Chair 2-3PM

May 18

26. Other

Betsy presented an email on a HIT Bill that is being promoted for support. The Board was asked to review the document sent just prior to the meeting and send any feedback to Betsy or Chuck.

27. Adjournment and Next Meeting

The meeting adjourned at 3:00 PM Eastern. The next teleconference is scheduled for Wednesday, March 30, 2016.