

**MINUTES**  
**NAACCR Board of Directors Meeting**  
**Wednesday, March 30, 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, Chris Johnson

**Ex-Officio Member:** Betsy Kohler

**Board Member Excused:** Jill MacKinnon

**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 March 30, 2016, was passed with clarification as posted to the Causeway site by Kim Vriends.**

**Governance**

**6. Election Notification Candidates**

**Betsy**

Betsy said all the nominees have been notified and they have accepted. Nan Stroup is joining the board as President-Elect, Heather Stuart-Panko, from Canada will be replacing Kim Vriends.

**7. Status of Marketing Subcommittee of Board**

**Chuck**

Chuck said the group consisting of he, Lori, Betsy, Eric, and Charlie, did not convene. He apologized and said he re-double his efforts this month to try to meet during April.

**8. Call for Nominations NAACCR Awards**

**Betsy**

Betsy had asked the board to consider nominees for the Percy and Muir awards. She also sent a ListServ to the membership. She has received one recommendation. She asked for ideas on how to elicit more nominations. Chuck suggested sending the email out one more time. It was noted that the awards do not have to be handed out every year. Chuck would like to send at least one more email out, and prepare the ballot around the first of May for vote at the May meeting. Betsy will check will Charlie if that will work with the timeline. Betsy said they will bring the subject up again next month with the Chairs.

**9. Assignments of Board Liaisons for Coming Year**

**Betsy**

The design is to have one junior liaison and a more senior liaison (in regards to experience on the board and time with the committee) on each of the steering committees to ensure a smooth transition when a chair's time on the Board ends. The assignments are reviewed in June when members move on and off the board. The board will need to reassess the liaisons. Betsy noted that liaisons with more and less time on a SC should be staggered. She asked members to think about assignments that they would like and where arrangements should be changed so the board is prepared for the June meeting. Chuck mentioned that since Nan will be coming onto the board and is currently co-chairing a SC, so she may need to step down at the time. Kim mentioned that she is the only liaison on the Communications SC since Susan left the Board last year. Chuck suggested that it might be helpful if Heather was interested being the liaison on the SRDSC that they might have three liaisons this year so could gain a bit of experience, before two people rotated off. Chuck would like to have a more robust discussion at the April meeting when the committee chairs are also on the call.

**10. Program Updates**

**Chuck**

**10.1. Canada**

**Kim**

At the Canadian Council of Cancer Registry's March 9 meeting, they discussed internal record linkage up to 2019 with about 100 cases outstanding for resolution. There is a bit of a change in the process for record linkage. The formatting of the reports that went out to the Provincial and Territorial registries had changed so that there can be an explanation of the internal record linkage process before 2014 is done. That will be done as part of the cycle of processing the data that they've already sent in. So the 2014 data what went in in early March at cycle 3 or cycle 4 depending on the corrections, have to go back. They will run the internal record linkage and that will be the final cycle of the data submission cycle. It's essentially where they de-duplicate between provinces. It's a process that they are getting caught up on. It's a good process to run this way and keep up on it. Their 1992-2013 file release was done on March 13. There was a publication in the *Daily*, a StatsCan publication, which went out on the web. They are working on submitting their data for *Cancer Incidence in Five Continents*. StatsCan is trying to coordinate that for the provincial and territorial registries. They are also looking at treatment data and what that means for standardization at the CCR level. There are five projects funded by CPAC. That will be telling factor for what the treatment standardization set of data will look like. Stage working group is looking at educations and has recommendations on what they'd need to do to get ready for the transitions from CS to AJCC. The groups hopes that CPAC can help support education and training for Canada. They are also working on a framework document and a standard operation procedures document at the executive level of council. It will then go out to the membership for feedback.

**10.2. NPCR**

**Chris**

Continuation applications were due in January; these are for the funding period of June 30, 2016, through June 29, 2017, which is the last year of the current project period. In April they'll go back to working on the funding opportunity announcement for the next competitive 5 year NPCR funding application. Those are due in early 2017. In general level funding is expected.

### 10.3. SEER

**Eric/Winny**

An RFP went out from SEER to the SEER registries to look at evaluating drivers licenses data files from states as an indicator of patient BMI. Winnie complimented Chuck and his staff on the interesting and informative SEER meeting. Winnie said the final task order report is due at the end of April.

## **Research and Data Use**

### **11. Steering Committee Update**

**Frank**

Frank is unable to attend the calls this semester as he is teaching during that time. Minutes are not taken so he cannot report. Frank is involved in a workshop during the in-person board meeting in June. Betsy said they will try to work around his schedule.

### **12. Update on VPR, Camp Lejeune**

**Betsy**

The VPR work is moving along well. A webinar was presented last week and was well attended. North Dakota was the first to participate. A small prize will be sent to the first five registries that participate. All but four states are participating in the Camp Lejeune match.

## **Standardization & Registry Development**

### **13. Steering Committee Update**

**Eric/Winny**

XML work group had started and is very active and making progress. They will share their goals with the SRD SC. Change Management Board is looking at changes to the *FORDS* manual. There are 46 new data items proposed. The Central Cancer Registry Timeliness and Reporting Taskforce is developing a survey assess real-time reporting among cancer registries. There was a lot of discussion about issues surrounding the annual development of Volume II, and the standard setting organizations failing to adhere to the timelines causing back up and problems as we try to implement the data standards each year. Winnie added regarding Standard Setter new data changes requests, the idea has been discussed that any new data item should be kept a spot in the record layout to collect for one year and go through a testing process prior to taking it to Change Management for approval and change to the record layout.. The SC and UDS are looking to develop an outline for a testing phase. The ICD-O-3 workgroup is trying to develop a plan to institute new nomenclature and reportable terms or synonyms to augment ICD-O-3 manual. They are meeting on a monthly basis to try to get these codes in sync with 2017 data changes. Chuck asked if the implementation of XML format make it easier to add new data items. Eric said NAACCR layout could accommodate them. Rich Moldwin from CAP made a

presentation on Biomarkers. The Volume V Task force is updating the standard to include transmission of biomarker data. CAP is still going through the licensing agreement issue with AJCC to get access to the AJCC 8<sup>th</sup> Edition in preparation for the big change coming up.

## **Communications**

### **14. Steering Committee Update**

**Kim**

Kim provided an update from the minutes. Communications plan status-they are waiting to hear back from the Board. SMP has been updated. It is still in the development process. Social media work group will be meeting on March 18. Becky announced that two articles have been posted. The next *NAACCR Narrative* issue has an April 4 deadline. There will be 2016 standard statement regarding delays in Edits until April. 2016 delayed guideline updates will be reinforced. The Website Redesign taskforce reported updates are underway with the vendors. Charlie will update the board regarding NAACCR giveaways at the April meeting. Several members have decided to leave the committee. They will be available if their expertise is needed.

### **15. Communications Plan**

**Chuck**

Chuck said that Lori Swain has reviewed the document but he has not done so 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**

### **16. Steering Committee Update**

**Deirdre**

The NAACCR office is getting the LMS set up. The system will facilitate purchasing webinar series, town halls,; NAACCR Talks will be available to listen to or register for. International resources will be available through the LMS. The NAACCR survey course making progress. There was concern expressed about the placement of the breakout session (PD and Communications) at the same time as Donna Gress' talk about the AJCC 8<sup>th</sup> edition, and the ICD-O-3 updates. Betsy mentioned that they are working on the schedule.

### **17. Site visits for 2018**

**Betsy**

Betsy said they looked at three potential sites for the 2018 meeting: Memphis, Pittsburg, and Hartford. All three would be suitable and are nice cities. They are considering final bids from Pittsburg and Hartford.

### **18. Registry of Future Conference-NAACCR 2017**

**Betsy**

Chuck said we are considering adding a day-long Registry of Future Conference meeting linked to the NAACCR 2017 conference. See Charlie's memo for additional budget information. They are verifying that the venue for the 2017 meeting could accommodate the meeting. Chuck suggested that the decision

should be made within a few weeks so they can make the financial commitment to reserve the space. Winny suggested that a more definite agenda or specific goals and objectives be established before a decision was made because of the dynamic nature of the profession. Chuck will talk with Randy Rycroft and Nan Stroup to come up with more definite goals and objectives before the next meeting. Chuck thought it would be beneficial to outline what the goals were 10 years ago and list what has been accomplished since then.

**19. NAACCR Annual Conference Schedule Options 2017-Beyond**

**Betsy**

Betsy reported that because of the number of meeting rooms that NAACCR rents during the week of the conference compared to the number of hotel rooms we fill, NAACCR is has run into difficulty finding cities to bid on our conference. Venue West made some recommendations about condensing the conference a bit to bring in more bids from venues and save money for NAACCR. The major changes are that Saturday and Sunday would not be reserved for pre-conference meetings. Invited/optional meetings would be on the formerly free Wednesday afternoon. SEER training would be combined into one day supplemented by pre-meeting webinar sessions. The Board meeting would be held on the Monday. However this may mean that Board members who are also workshop instructors may have scheduling issues. The number of workshops would be limited. The luncheon would be eliminated. Awards would be distributed at the reception at before the final plenary (Percy, Muir, and out-going board members) when everyone is assembled. The conference could run Tuesday through Friday or Monday through Thursday. This schedule may enable more committee members to attend the committee meetings because they wouldn't have to come in for an extra day. Members agreed that having meetings on Sunday was not popular with general attendees. Committee meetings could be scheduled so they didn't overlap. The designation "free afternoon" should be removed from the program.

**Strategic Alliances**

**20. Steering Committee Update**

**Betsy/Chuck**

See below.

**21. Report on CDC and ACS Meetings**

**Betsy/Chuck**

Chuck and Betsy said the meeting went well and there was open discussion. An issue of attribution was brought up. Betsy and Recinda subsequently modified the citation used for the NAACCR file to provide better attribution to funding agencies. They also discussed whether NAACCR could take a roll in advocating for funding. Subsequent to discussions with ACS, NAACCR, NCRA, and ACS will meet in May with ACS\_CAN, the advocacy arm of ACS in Washington. . Liz Ward, Tom Tucker, Chuck, Lori, and Betsy will attend. Chuck added that the CDC meeting was upbeat. They acknowledged that there had been some tension between NAACCR and CDC in the past and wanted to address that and move

forward. As a result, during one meeting a month of the President, Past President and Executive director, Blythe Ryerson will be joining for discussion. Betsy added that she meets once a month with Lynne Pennberthy as well.

**22. NCCCS meeting**

**Betsy**

National Coordinating Council for Cancer Surveillance group hasn't met in two years, but is scheduled to meet in May. Tom Tucker is taking over from Dee West as lead. The first day they will focus on the purpose of having the group convene and what each cancer surveillance entity brings to the table; how they can better collaborate; how we want this group to function. On the second day, they want to put those ideas into action. There will be discussion on the stage variables, the implications of the 2016 data being in formats, updates on the 8<sup>th</sup> edition, and survival plans. The discussion by UDS on the testing of variables and NAACCR timelines issues will be brought up at the NCCCS meeting. She hopes that it will demonstrate ways to collaborate. Betsy is hopeful that they'll make progress. ACS, CDC, NCI, NCRA, NAACCR, CoC, AJCC, CMS, and CAP participate in this meeting.

**23. Canada Meeting**

**Jill**

The NAACCR president and Betsy always go to the two day meeting of the Canadian Cancer Registry. Chuck and Betsy were invited to go early to meet with StatsCan by the proponents of those data items. Chuck suggested convening the strategic alliance committee before planning and attending NCCCS, ACS, and Canadian Council meetings.

**24. CDC Co Op Renewal**

Betsy is in the process of applying for the renewal money. She is estimating flat-funding once again.

**Other**

**March 16 (rescheduled date will be determined)**

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

May 18

**25. Attendance in In-Person Board/Chair Meeting**

This issue is tabled again since Jill is not on the call Chuck said Jill felt strongly that both co-chairs of a committee should be able to attend.

**26. 2015-2016**

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

The meeting adjourned at 3:00 PM Eastern.

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

Annual In-Person meeting in June.