

MINUTES
NAACCR Board of Directors Meeting
In-Person Meeting
St. Louis, MO
Sunday, June 12, 2016
8:00 am – 5:00 pm Central

Roll Call

Chuck

Board Members Present: Chuck Wiggins, Winny Roshala, Lori Swain, Deirdre Rogers, Frank Boscoe, Bruce Riddle, Chris Johnson, Eric Durbin

Ex-Officio Member: Betsy Kohler

Board Member Excused: Kim Vriends Jill MacKinnon

NAACCR Staff Present: Charlie Blackburn, Angela Martin (afternoon)

8:00 am Roll Call

Chuck

1. Introduction of New Board Members

Heather Stuart-Panko

Nan Stroup

Chuck welcomed the Board to the NAACCR Annual Conference. He welcomed Heather Stuart-Panko and Nan Stroup to the Board and thanked them for their attendance to the meeting.

2. Recognition of Outgoing Members

Chuck

Kim Vriends

Jill MacKinnon

The Board thanked Kim and Jill for their service to the Board. Neither were able to attend the Board Meeting because of prior commitments.

3. Overview of Day

Betsy

Betsy welcomed everyone to the meeting. In particular, the Board will need to provide direction to the Steering Committees for their future work plan.

4. Overview of Week

Betsy

The Board discussed events for the week. Betsy asked if there may be value next year in having any federal agencies meet their states for in-person meetings. She asked that all Board members please spread the word about the Chair social meeting on Monday. There are also two additional meetings for the Caribbean and NCCCS meetings.

5. Update on 2016 Meeting

Charlie

Charlie said that we have approximately 375 registrants to date. The pre-conference workshops are well attended. Venue West has all aspects of the conference under control and the hotel has been quite accommodating. The Intro to Cancer Surveillance workshop is going to be well attended with approximately 26 registrants.

9:15 am Consent Agenda (ACTION)

Chuck

6. Minutes (separate attachment)

7. Finances

8. Membership (removed from consent agenda and discussed separate)

- a. Scott Weed
- b. CJH CONSULTING / Janna Harrell

THE MOTION TO APPROVE THE MEMBERSHIP OF SCOTT WEED WAS PASSED

THE MOTION TO APPROVE THE MEMBERSHIP OF CJH CONSULTING / JANNA HARRELL WAS PASSED

9. Executive Director's Report

Betsy provided background on the past year accomplishments to the Board. This was previously provided in written format prior to the meeting. The Board asked Betsy questions on the report and details on upcoming activities. They thanked her for her leadership.

10. Correspondence

- a. COC Liaison Report

This report was provided by Liaison Frances Ross prior to the meeting. Chris reported that there was some commentary for CoC to move away from registry model and focus on EHR type of initiative. The Board then discussed the CoC initiatives that suggest potential threats to central registries and hospital registries. Members of the Board truly feel that some of the correspondence and language complicates the role of registries and core activities of hospitals and central registries. Reportability, roles, core business functions, relationships and subsequent roles were all discussed. Bruce suggested contacting a law school clinic to write a model law that could be brought forward. Lori feels as though we could assess variations in state by state law and then working with NAACCR members to act with legislators. Deirdre discussed her state's stance on policy regarding this issue. Chuck asked that the Board continue this discussion later in the year as these issues continue.

11. Registry Certification Reports

Registry certification reports were provided to the Board as a written report. These certification reports will also be provided at the NAACCR Business Meeting.

Items 8-9-10 were removed from the consent agenda for discussion.

THE MOTION TO APPROVE THE CONSENT AGENDA FOR JUNE 12, 2016 WAS PASSED

9:20 pm Finances and Budgets

12. 2016 Financial Reporting Update

Bruce/Charlie

Bruce developed a new treasurer's report for the Annual Business Meeting. This will be added to the agenda. Current financials were provided within the Board meeting agenda.

13. 2016-2017 Budget Review and Approval

Bruce

Charlie and Bruce presented the proposed fund 10 and fund 15 budgets. They provided highlights and comparison from the previous year's budget.

THE MOTION TO APPROVE THE 2016-2017 FUND 10 BUDGET WAS PASSED

THE MOTION TO APPROVE THE 2016-2017 FUND 15 BUDGET WAS PASSED

10:00 am - 10:15 am Website Redesign Plan

14. Web Redesign Update

Charlie

Charlie reported that the web site redesign should have a contract completed in July or prior. A company has been chosen, Fusion Span. They are a D.C. company what has experience with non-profits, our membership management database system, and has worked with NCI on past projects. He provided some sample web sites that the company had completed also. The Board thanked the committee and staff for their work thus far on the project.

10:15 am - 10:30 am Break

10:30 pm - 1:30 pm Overarching Discussions

15. 10:30-10:45 Board Self-Assessment and Engagement

Chuck/Betsy

Betsy wanted to start the discussion of moving forward with the Board self-assessment in the future. Chuck would appreciate a hard deadline for almost all materials so that they are posted by some sort of deadline prior to the Board calls. Last minute items will always come up but would be beneficial to have a good deadline. Chuck would like the President to have advanced knowledge of items that absolutely need to be approved or discussed. Nan suggested retaining the SC Liaison report. Members do not believe that the Liaison reports should be written and think that these are still needed as oral reports. Bruce voiced that some board members were not able to address all of the issues that they wanted while they were on the call. He hopes that the Board can find a way to move common agendas of the Board along rather than just talk about them and not do anything with the topics and concepts.

The Board would like to move forward with positioning NAACCR, Betsy, and the Board in a way that we can engage a higher level of partner engagement. This would be with both new and current stakeholders. Bruce asked if we could find a new position at NAACCR what would the job look like and how would that person interface with the Board. He felt as though if the right type of job duties and work, this type of position could garner more dollars, assist with stakeholder engagement, and move NAACCR forward on several areas of engagement.

Nan is supportive of the Board Liaison on Steering Committee calls. She thinks that this has worked out very well. Lori suggested that NAACCR consider a call with outside organization liaisons with the President and executive Director. NCRA has done this and it has worked out well. Chuck asked if we should open up the steering committee meetings to outside liaisons once or twice a year. Lori suggested that we not only get information from our own liaisons to report but also the outside organization liaisons so that it could be shared with the membership and outside world.

The Board also discussed the nomination process and how we as an organization can better manage the nomination committee formation and execution of obtaining qualified and interested candidates. The Board will work with Steering Committee Chairs on this process.

16. 10:45-11:15 Review of SMP (separate attachment)

Chuck/ Nan/ Betsy

Vote to approve **(ACTION)**

The current strategic management plan has now been posted to the NAACCR web site and also distributed to the membership. Frank suggested changing some language from “establish” to “CONSIDER AND EVALUATE” within the document at the platinum certification section. There were steering committee work plan drafts developed as a result of the plan. These have been provided as a start to gain input. The steering committees will be required to finalize the work plan after the annual conference. We are seeking replies by August 2016. Specific points were discussed. Certification, language within the plan to a lesser extent, and the next steps in the process were also discussed but no action resulted. In addition, Chris would like the word “proposed” removed from the plan.

THE MOTION TO STRIKE THE WORD “PROPOSED” IN THE TITLE OF THE SMP PLAN WAS PASSED

THE MOTION TO ACCEPT THE PLAN WITH THE EXCEPTION TO CHANGE THE WORK “ESTABLISH” TO “CONSIDER AND EVALUATE” WAS PASSED

17. 11:15-11:45 Implementing SMP Recommendations

Chuck/Nan/Betsy

Betsy said that the Board will need to consider the implementation of the SMP and any recommendations that come out of the plan. Nan said that the SRD has points within their plan that need to be recommended to the Board of the structural changes that need to be done. Points and action of the discussion were:

- a) Establish SMP Workgroup **(ACTION)**: This committee will be the President, Deirdre Rogers, President Elect, NAACCR Executive Director and Winny Roshala. A recommendation will be to the Board by September Board/Chair 2016 meeting.

THE MOTION TO FORM THE SMP WORKGROUP COMMITTEE WITH THE PRESIDENT, DEIRDRE ROGERS, PRESIDENT ELECT, NAACCR EXECUTIVE DIRECTOR, AND WINNY ROSHALA WAS PASSED

- b) Horizontal Integration
Will be discussed later in week.

c) Communication

Will be discussed later in week.

d) Address workload of SRD **(ACTION)**

THE MOTION THAT DIRECTS THE SRD TO EVALUATE AND MAKE A RECOMMENDATION TO THE BOARD ON POSSIBLE RESTRUCTURE CHANGES TO THE COMMITTEE DECEMBER 2016 BOARD MEETING WAS PASSED

e) Develop Assessment tool for lifespan of Workgroups **(ACTION)**

Moved into item a. above.

f) Member engagement/recruitment/leadership development **(ACTION)**

This will continue to be addressed during the year. Deirdre said that this will also be taken on by the Professional Development Steering Committee.

THE MOTION FOR THE PROFESSIONAL DEVELOPMENT STEERING COMMITTEE TO MAKE A RECOMMENDATION ON ENGAGEMENT, RECRUITMENT, AND LEADERSHIP DEVELOPMENT WAS PASSED

g) Marketing Plan **(ACTION)**

The group discussed how NAACCR would proceed with marketing not only NAACCR but cancer surveillance as a whole. They would like each of the steering committees to assist in this process.

THE MOTION TO ENGAGE ALL STEERING COMMITTEES TO DEVELOP A LIST OF ITEMS THAT THEY WOULD LIKE TO HAVE MARKETED TO THE BOARD BY THE SEPTEMBER 2016 BOARD/CHAIR MEETING TO EVENTUALLY HAVE THE COMMUNICATIONS STEERING COMMITTEE IMPLEMENT INTO THE COMMUNICATIONS PLAN WAS PASSED^[BK1]

h) SMO Engagement **(ACTION)**

SMO communications and dialogue needs to be improved. This was also addressed in the SMP. The Board requests action on this item be reviewed later in the year (December 2016) as there is current progress at this time.

THE MOTION FOR THE BOARD TO REVISIT THE SMO ENGAGEMENT IN ONE YEAR WAS PASSED

i) Strategic Alliances **(ACTION)**

The Board would like to obtain expanded information as it relates not only to external organizations but also individual roles.

THE MOTION FOR THE BOARD TO REVISIT THE STRATEGIC ALLIANCE ENGAGEMENT IN ONE YEAR WAS PASSED

THE MOTION TO HAVE THE STRATEGIC ALLIANCES GROUP DEVELOP A LIST OF PARTNER ORGANIZATIONS WAS PASSED

j) WOW Initiatives

Will be discussed later in week.

k) VPR-CLS

Will be discussed later in week.

l) Global CR-CS

Will be discussed later in week.

m) Registry of the Future **(ACTION)**

The Board decided that we need to start planning the Registry of the Future conference which will be a one day meeting prior to the NAACCR Annual Conference. Chuck and Betsy will be meeting with Jonathan Ellison at the NAACCR conference as Jonathan wants to discuss this topic as well. It is tentatively proposed to be held on Monday prior to the NAACCR conference in 2017. Bruce would like to invite other organizations to this meeting. Betsy would like to use the Cancer Surveillance Summit we had done in the past as a starting point for planning. Chuck, Nan, Eric, Mary Jane King, Bruce, and Betsy will take the lead in planning this. The group will meet and Chuck will bring updates to the Board in July.

n) Platinum Certification **(ACTION)**

The Board would like to have volunteers assist with this process. Forward thinkers are required for this process. Nan will mention something at the plenary session later in the week. The concept is to possibly tweak other certification levels if needed also.

18. 11:45-12:00 NAACCR Timeline (separate attachment)

Betsy

A graphic and Power Point slide was presented and reviewed by the Board. There will be a NCCCS meeting on Wednesday at the conference to discuss staging during the remainder of 2016, and staging changes for 2017. A list of new variables has been submitted for 2017, but then were withdrawn. CDC has seen a pre-publication copy of the 8th Edition but are unable to share their copy. Lori said the Washington State Registrars Association sent a letter to NCRA which expresses concern over the delay in being able to implement 2016 changes due to lack of information stemming from AJCC. Chris expressed frustration about how NAACCR appears to be out of the process and be purely reactive in this situation. Winny feels as though unfortunately NAACCR bears the brunt of the delay in changes when standard setters fail to comply with the timeline. Nan stated that prior to acceptance of standardized variables the standard setter needs to do the EDITS as part of pre-testing. The Board considered giving the AJCC space in the record for test data. Nan suggested to see if we can come up with a quantitative way to measure the impact. In summary, the Board feels as though there is no clear solution to the situation that has evolved regarding the collection of stage data for 2016 and 2017. They expressed grave concerns regarding the quality and timeliness of collecting these data. Much of the discussion centered around the message to be contained in this letter without resolution. Lori suggested that we include information in this letter that NAACCR is aware of the issues around the change but are unable to impact the changes. However, solutions should be shared between registries on how they are dealing with the issues. Lori thought this may be best done via a Town Meeting. No specific decision was made on this.

19. 12:00-12:30 Status of Plans for 2017 Data Collection

Chuck/Betsy

This item was discussed with #18 above.

20. 12:30-12:45 ICD O-3 Reportability Issues

Winy

Winy provided a report on this topic. They were not able to make changes to these new terms so this has been put on hold for a couple of years. Now that we are moving away from CS this needs to be addressed again. Betsy will be talking more with Lynne Penberthy about this more at the conference.

21. 12:45- 1:00 Discussion of Logos

Betsy

The Board previously discussed the concept of refreshing NAACCR's logo. Since that time the staff have worked with two graphic designers to come up with samples of logo refreshers as well as some logos that are very different from what we have now. The Board provided input on the logos. Charlie will take this information back to a designer and then see what they come up with.

22. 1:00-1:15 Outstanding Issues From Board

All

There needs to be an update to the standing rules. Charlie has done some preliminary work on this a few months ago. Charlie will send those thoughts to Chuck.

23. 1:15-1:30 Assignment of Liaisons

Chuck

This item will be addressed later in the agenda.

1:30 pm – 1:45 pm Governance

24. Program Updates

a. Canada

Heather

Heather informed the group that Canada is waiting for US decisions regarding staging before they decide what they will do with the stage changes. No other updates at this time.

b. NPCR

Chris

Chris said that award letters were received by states designating some as "registry of distinction". Some NPCR registries have received their funding letters for the upcoming fiscal year, but not all. NPCR sent an email to the registry Plus Users Group stating that with the delay of NAACCR Standards and EDITS, there is a delay in their updates. This will delay reporting of 2016 data from hospitals until August or September 2016, putting registries significantly behind in processing cases.

c. SEER

Chuck

SEER and NCI have started a collaboration with the Department of Energy on natural language processing which would be beneficial to all registries involved.

25. Unpaid Membership Dues-Quick Update

Charlie

Charlie provided a report on unpaid membership dues. The current non-paid dues are College of American Pathologists, Canadian Partnership Against Cancer, and the American Joint Committee Against

Cancer. The Board assigned members to reach out to representatives from each organization to inquire if they can continue with membership and pay their dues.

2:00 pm Strategic Alliances

26. Strategic Alliances Update

Betsy/Lori

Addressed earlier in meeting. Item will also be addressed at the NAACCR Board/Chair meeting.

27. Future Directions to SC

All

Addressed earlier in meeting. Item will be addressed at the NAACCR Board/Chair meeting.

2:15 pm Standardization & Registry Development

28. SRD Steering Committee Update

Winnie/Eric

Item will be addressed at the NAACCR Board/Chair meeting.

29. Future Directions to SC

All

Item will be addressed at the NAACCR Board/Chair meeting.

2:45 pm Communications

30. Communications Steering Committee Update

Kim

Item will be addressed at the NAACCR Board/Chair meeting.

31. Communications Plan Review

Lori

Chuck and Lori reviewed the plan and think that it provides background but needs to be formalized into a communications plan type of layout. They would like the committee to focus efforts on the SMP work plan. The Board would like to ask the committee to address the comments from Lori's review and move forward to form a plan. Lori will provide the committee with the feedback and have them revise.

32. Future Directions to SC

All

Item will be addressed at the NAACCR Board/Chair meeting.

3:15 pm Professional Development

33. Steering Committee Update

Deirdre

Item will be addressed at the NAACCR Board/Chair meeting.

34. Demonstration of LMS

Angela Martin

Angela Martin provided a demonstration of the NAACCR Learning Management System. The Board complimented Angela and Jim on their work.

35. Future Directions to SC

All

Item will be addressed at the NAACCR Board/Chair meeting.

3:45 pm Research and Data Use

36. RDU Steering Committee Update

Frank/Chuck

Item will be addressed at the NAACCR Board/Chair meeting.

37. VPR Activity and Update

Betsy

Item will be addressed at the NAACCR Board/Chair meeting.

38. Future Directions to SC

All

Item will be addressed at the NAACCR Board/Chair meeting.

3:45 pm – 4:15 pm Routine Business Items

39. Steering Committee Liaison Assignments for Coming Year (ACTION)

Chuck

a. Strategic Alliances (Lori, Betsy, Chuck, Nan)

Lori Swain, Betsy Kohler, Chuck Wiggins, and Nan Stroup were assigned as liaisons.

b. Standardization and Registry Development (Winnie, Eric, Heather)

Winnie Roshala, Eric Durbin, and Heather Stuart-Panko were assigned as liaisons.

c. Communications (Lori, Winnie)

Lori Swain and Winnie Roshala were assigned as liaisons.

d. Professional Development (Deirdre, Bruce)

Deirdre Rogers and Bruce Riddle were assigned as liaisons.

e. Research and Data Use (Frank, Chris)

Chris Johnson and Frank Boscoe were assigned as liaisons.

40. Document Review Assignments for Coming Year

Chuck

Documents to be reviewed were discussed and assignments made. Information is below.

a. Documents for Review 2016-2017	Primary	Secondary	Month
b. Standards Volume I (V17)	Nan	Chris	
c. Standards Volume II (Version 17)	Chris	Chuck	
d. Standards Volume I (V18)			June 2017
e. Standards Volume II (Version 18)			June 2017
f. Revised XML Standard	Frank	Bruce	July
g. Revised Vol V			June 2017

The remaining document reviewers will be assigned later in the year.

41. 2016-2017 NAACCR Board Meetings & Board/Chair Meetings

Chuck

Time: 2:00 PM – 4:00 PM Eastern; **Dates:** July 20, August 17, September 21 (Board/Chair), October 12 (note), November 16, December 21, Jan 18, February 15, March 15, April 19 (Board/Chair), May 17

Mid-year Board-Chair meeting may be held in December/January and has support from the Board. The staff will look into various options such as New Jersey, Denver, Atlanta, and Chicago.

4:15 pm Other Items

None

4:30 pm Executive Director Review

Betsy and Charlie excused themselves from the meeting so that the Board could discuss the annual review of the executive Director.