

**MINUTES**  
**NAACCR Board of Directors Meeting**  
**Board Meeting 10AM-11AM Eastern**  
**Wednesday, October 12, 2016**

**Roll Call**

**Chuck**

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

**Member Excused:** Heather Stuart-Panko, Eric Durbin, Antoinette Stroup

**Ex-Officio Member:** Betsy Kohler

**NAACCR Staff Present:** Charlie Blackburn

Guest: Lauren Groff, Sikich LLP

**Consent Agenda**

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

**THE CONSENT AGENDA FOR OCTOBER 12, 2016 WAS APPROVED**

**Governance**

**6. Call for New Items to Agenda-Board/Chair Call**

**Chuck**

Chuck asked for items to be added to the agenda. Lori Swain stated she had noticed a Bylaws inconsistency for voting at the Annual Meeting she would like to bring to the Board's attention.

**TOPIC: Bylaws**

Lori mentioned that the Annual Business Meeting in 2016 seemed to have a procedural conflict with the Bylaws. She wanted to check into the process. After the call, Charlie forwarded Lori a copy of the 2016 Business Meeting Agenda and current Bylaws for review. This topic will be explored at the next meeting after Lori's review.

**7. Annual Audit Presentation**

**Lauren Groff, Sikich LLP**

Lauren Groff from NAACCR's audit firm, Sikich LLP, presented the annual audit ending May 31, 2016. Lauren noted that there were no material findings in accounting procedures nor fraud risk or occurrences. NAACCR was once again designated a low risk auditee. Ms. Groff noted that there is a new accounting standard that is a more robust analysis on the ability for an organization to stay in operation for the next 12 months after the audit. This activity will be the responsibility of the Board next June. The purpose of this activity is to ensure that the Board is

monitoring and acknowledging that the fiscal, fraud prevention, and future is being planned for moving forward.

**8. Strategic Plan Notes and Updates Nan**

We are finalizing comments on the SMP Executive Summary which are important for clear communication and transparency. The SMP has been approved. . Charlie expects to forward the changes later in the week to the Board for electronic comments, approval, and input.

**9. Policy Review Update - November All**

Some policy reviews were received from Board members but not all yet. Charlie will forward all reviews to the Board once they are received.

**10. Program Updates**

**10.1. Canada**

No new updates.

**10.2. NPCR**

**Chris**

The next stage transition for teleconference is November 2, 2016. NCRA met with NPCR last week and there was a discussion on research for FOA for registries. Lori asked what they are considering for any application changes and was not able to obtain any specific information.

**10.3. SEER**

**Eric/Winny**

The SEER submission is due the first week of November. Registries are working hard to meet that criteria. They are waiting for SEER to make the announcement that the implementation of the new MPH rules has been delayed for one year (2018 instead of 2017). Most registers continue to complete the reporting requirements under the new task order mechanisms.

**11. Board Positions Nominations to Committee**

**Betsy**

The Nominating Committee met and has planned the next few months of activities. Any suggestions for nominees should be forwarded to the committee as soon as possible. Open positions are Winny Roshala, Eric Durbin, Deirdre Rogers (At-Large) and Bruce Riddle as Treasurer.

**Other**

**12. Program Committee Update**

**Chuck**

The program committee scientific conference group and core committee continue to meet. Both groups have met and a plan has been laid out for the Call for Abstracts, timeline, and program. The Call for Abstracts letter was discussed with the new January 30 deadline. The proposed theme is Breaking Barriers in Cancer Surveillance.

**THE MOTION TO APPROVE THE CALL FOR ABSTRACTS LETTER AS PRESENTED WAS PASSED**

**THE MOTION TO APPROVE THE 2017 THEME OF “BREAKING BARRIERS IN CANCER SURVEILLANCE” WAS PASSED**

**13. 2019 Annual Conference Vancouver, BC**

**Betsy**

NAACCR has secured the JW Marriott in Vancouver, BC. The facility is still being constructed but it will be finished more than 18 months before our meeting.

**Registry of the Future Conference Planning Update**

**Chuck/Nan**

One meeting has been held for planning. A recent webinar was held which will assist with some content for the meeting. The planning group is cognizant of the timing of the one day conference (preceding the NAACCR conference) and planning accordingly. More information will follow next month.

**14. Review Steering Committee Work Plans**

**All**

Work plans need to be reviewed and revisions forwarded to the Board if needed.

**15. Adjournment of Board Meeting – Board/Chair Meeting to Follow**

Chuck asked everyone to review the Board/Chair meeting agenda which is scheduled for later in the day. The meeting adjourned at 11:00 AM Eastern. The next teleconference meeting of the Board is set for November 16, 2016 at 2:00 PM Eastern.