

**Minutes**  
**NAACCR Board of Directors Meeting**  
**Wednesday, November 16, 2016**  
**2:00 pm – 4:00 pm Eastern**

**Roll Call**

**Chuck**

**Board Members Present:** Chuck Wiggins, Lori Swain, Deirdre Rogers, Frank Boscoe, Chris Johnson, Winny Roshala, Bruce Riddle, Heather Stuart-Panko, Eric Durbin, Antoinette Stroup

**Member Excused:** Betsy Kohler

**NAACCR Staff Present:** Charlie Blackburn

**Ex-Officio Member:**

**Consent Agenda**

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

The Board removed ITEM #3, Flatiron Membership from the consent agenda.

**THE CONSENT AGENDA FOR NOVEMBER 16, 2016 WAS APPROVED**

3. Flatiron Membership - The Board received a Sustaining Membership application form Flatiron. Chuck informed the Board that this group is interested in utilizing NAACCR's job bulletin board as a member. In addition, Nan had discussions with representatives inquiring about ways Flatiron could engage students and young professionals for work. The Board discussed the membership application, Flatiron, and past history of their organization and relationship with NAACCR. Chuck added that this is a for-profit organization. They will soon do an IPO and thought that partnerships with this type of organization could benefit not only NAACCR but cancer surveillance.

**THE MOTION TO APPROVE THE SUSTAINING MEMBERSHIP OF FLATIRON WAS PASSED**

**Governance**

**6. Call for New Items to Agenda**

**Chuck**

Chuck asked the Board for any new items that needed to be added to the agenda.

**7. Strategic Plan Notes and Updates**

**Nan**

Nan convened the SMP workgroup last week. She outlined the plans moving forward. One item is the SMP summary document. As part of the BOD materials for this month, Charlie posted the revisions to the document. Nan presented the changes. One was to the WOW initiative which now

has softer language. The other change is the inclusion of a reworked Committee and Workgroup Structure matrix. Lori Swain noted the matrix complimenting the recognition that NAACCR Staff and Office is now showing more centralized in the work flow. Other activities of the SMP group included communication gaps of steering committee activities, promotion of activities, and a Chair teleconference call scheduled for December 2016. Nan and Charlie worked on the revisions to the SMP document. Charlie posted the revisions to the BOD Causeway site for comments. As of the start of the meeting no comments were received. The Board discussed the document and think it is ready to be sent out. The Communications Steering Committee also discussed the promotion of the SMP both in the short-term and long-term. They will develop a campaign for the upcoming year and focus on communication bi-monthly.

**8. Policy Review Update**

**All**

Charlie posted the revisions to NAACCR policies in late October. As of the start of this meeting no additional comments were received beyond what was added in the spreadsheet. The Board would like Lori Swain and Charlie to develop a Word document that will show the changes and comments. Charlie will forward changes to Lori and work on

**9. Program Updates**

10.1. Canada

**Heather**

Preliminary conversation regarding the AJCC changes on the 8<sup>th</sup> Edition are to continue with TNM. More conversation will be had in the future though. Cancer Statistics were published in October. HPV was a highlighted item. Survival initiatives are also ongoing within the Provinces.

10.2. NPCR

**Chris**

Call for Data is due November 30. SEER and CONCORD representatives continue to work together on initiatives.

10.3. SEER

**Eric/Winny**

SEER Call for Data took place at the end of the month so most registries are catching their breath from that work. There is no PI or SEER Managers meeting in March of 2017.

**10. Update from Nominating Committee**

**Charlie**

The Nominating Committee has announced the call for nominations. The deadline for nominations is December 9, 2016. Information has been posted on the NAACCR web site as well as several announcements sent via listserv. Charlie will update the Board at the December 2016 BOD meeting. Nan will contact Dustin to work on a possible Facebook Live session to present and promote the positions that way.

**Strategic Alliances**

**11. Steering Committee Update**

**Lori**

Lori, Betsy, Chuck and other stakeholders were at the international meetings in France last month. Lori thought that this was an excellent time to correspond and strategize.

## **Professional Development**

### **12. Steering Committee Update**

**Deirdre, Bruce**

The last meeting was on October 27, 2016. There was a lot of discussion around the Survey Course and finalization of that activity. The group is being challenged by the recruitment and retention activities and how to effectively handle these numerous activities.

### **13. Launch of Survey Course**

**Betsy**

Tabled until the December 2016 BOD meeting

### **14. Development of Caribbean Procedure Manual**

**Betsy**

Tabled until the December 2016 BOD meeting

### **15. Survival Course 2017 Update**

**Chris/Chuck/Betsy**

Chris thought that this should be discussed by the group in coming days so that a next step could be planned. Previous conversations were that it may not be best to have this held in conjunction with the June 2016 NAACCR Conference. This will be retained for the December 2016 BOD meeting.

### **16. Program Committee Update**

**Chuck**

The Program Committee continues to meet. The Call for Abstracts deadline is January 30, 2017. The Communications Committee has promoted the new deadline several times already and will continue to do in coming weeks.

### **17. Registry of the Future Conference Planning Update**

**Chuck/Nan**

The group will be meeting later this week. Chuck has met with several individuals that are interested in participating. Several NAACCR stakeholder leaders are especially interested in participation and attendance. Chuck had several conversations with individuals at the international conference that could participate and contribute at this meeting.

## **Research and Data Use**

### **18. Steering Committee Update**

**Frank/Chris**

The committee met recently but the call was very short and few people attended the meeting. The only topics discussed were the journal club and webinar sessions upcoming.

### **19. Research Project with Emory**

**Betsy**

Tabled until the December 2016 BOD meeting.

### **20. Annual Report to the Nation Status Update and Plans**

**Betsy/Chris**

The final draft was sent to the journal. All clearances have been completed with NCI and CDC etc. Survival is the focus of the report this year.

## **Standardization & Registry Development**

### **21. Standards Volume II Approval (ACTION)**

**All**

Monica recently posted a document that outlines the impact that the AJCC change will have on the document. Chuck and Chris are still going through their reviews. Additionally, there will be

considerations required for the AJCC announcement. After detailed discussion, the Board will want to know the full impact of AJCC changes and how those will look in Standards Volume II when they are updated. Charlie will communicate the discussion by the Board to Lori Havener and Betsy Kohler. Lori and Betsy will communicate details and timeline with Chuck, Chris, and then the Board for consideration and next steps.

**22. Steering Committee Update**

**Eric, Winny, Heather**

The groups discussed the process and challenges with Volume II. They would like to address the various complications with standard setters, changes, vendors, etc. so that it could be smoother. The most recent AJCC changes is a good example on how updates can impact the document, process, and overall collaboration. Change Management is meeting today to discuss data items. They want to try and direction the impact, work flow, communication, and decision process for 2017. The call for XML exchange was sent to registries. There is also concern of a lack of ICD-O-3 updates. Updates are needed and they want to investigate the role that NAACCR could play in the process.

**23. Staging Updates**

**All**

Item was addressed above.

**24. Progress On SRD Management Analysis**

**Nan**

The S&RD is considering a restructure of the group. The members have been active in addressing the work flow and how the restructuring would happen with the planning and evaluation of a restructure. On the last call they reviewed the work groups and task forces along with the work that each group is performing. Lori highlighted the standardization and registry development centered groups. Nan will update the Board at the December meeting.

**Communications**

**25. Steering Committee Update**

**Lori, Winny**

The committee met this week and will proceed with the plan to promote the SMP moving forward. The group is also sending out reminders for the Call for Abstracts deadline which was moved back to January 30, 2017. Additionally, the committee will work on action items within the communications plan.

**26. Website Development Status**

**Charlie**

The new NAACCR web site redesign process is slightly ahead of schedule. Content has been provided to the developers, beta site framework started, and functionality elements have started. Charlie anticipated a release in January 2017. The Board will receive access to the site before release.

**Other**

**27. Update on IACR Meeting**

**Lori, Chuck, Betsy**

Betsy, Chuck, and Lori attended the IACR meeting and found it quite beneficial. Chuck complimented the speakers of the sessions. There were several presentations from Morocco and their initiatives. Vivien Chen was recognized for her contributions to the international cancer surveillance community. She received the award as well as a lifetime membership to IACR. Lori said

that the format was different than most years. There were over 100 posters presented this year. NCRA submitted a poster also. There were approximately 100+ attendees at the IACR meeting.

**28. Update on UICC Meeting**

**Lori, Betsy**

UICC also had a meeting after the IACR meeting. NCRA and NAACCR shared a booth. The booth was well attended. Many attendees were exposed to both organizations and learned the differences between the two. The sessions were very different. The president of France as well as several other dignitaries were the main speakers of the meeting. In fact, the dignitaries presented the scientific studies. Over 3,000 attended the meeting.

**29. NCRA walk on the Hill and Position Papers**

**Lori**

In April 2017 NCRA will encourage registrars and attendees of the NCRA conference to meet with their members of congress to assist in providing the message of how critical support of cancer registrars, surveillance, CDC funding, SEER/NCI funding, and funding of other initiatives are to the U.S. Lori will continue to work with Betsy to engage both NAACCR and member registries as needed. Lori will be sure to update the Board on this initiative as the NCRA conference draws closer.

**30. Adjournment and Next Meeting**

The meeting adjourned at 3:50 PM Eastern. The next teleconference meeting of the Board will be Wednesday, December 21, 2016, at 1:00 PM Eastern.

**2016-2017 Board Meeting Times and Dates: Time:** 2:00 PM – 4:00 PM Eastern; **Dates:** December 21, January 18, February 15, March 15, April 19 (Board/Chair Teleconference), May 17.

**Documents for Review 2016 -2017**

a. Standards Volume I (V17)	Nan	Chris
b. Standards Volume II (Version 17)	Chris	Chuck
c. Standards Volume I (V18)	June 2017	
d. Standards Volume II (Version 18)	June 2017	
e. Revised XML Standard (July)	Frank	Bruce
f. Revised Vol V	June 2017	

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