

Minutes
NAACCR Board of Directors Meeting
Wednesday, February 15, 2017
2:00 pm – 4:00 pm Eastern

Roll Call

Nan

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

Member Excused: Chuck Wiggins, Heather Stuart-Panko

Ex-Officio Member Present: Betsy Kohler

NAACCR Staff Present: Charlie Blackburn

Consent Agenda

1. Minutes
2. Finances
3. Membership
 - a. Williams Membership Application
4. Executive Director's Report
5. Correspondence
 - a. John Fulton Resolution

Items # 3 and #4 were removed from the consent agenda for further discussion.

THE CONSENT AGENDA FOR FEBRUARY 15 WAS APPROVED

3. Membership

The membership of Fasustine Williams was discussed in detail. Nan did not think there were any issues preventing membership. It appears as though the main reason she is seeking membership is to gain access to CINA data. Access to CINA data is a separate process and will be handled after membership payment.

THE MOTION TO APPROVE THE INDIVIDUAL MEMBERSHIP OF FAUSTINE WILLIAMS WAS PASSED.

4. Executive Director's Report

Betsy attended a meeting in London to discuss Staging efforts. This meeting was held last week. The purpose was to discuss what Staging meant. Additionally, it was discussed that Staging would not be a prognostic factor. Betsy thinks that there will be

some discussion and compromise still though. The concept of CS Light was also a point of topic. Although no firm decision was made at that time.

Governance

6. Call for New Items to Agenda

Nan

Nan asked for additional agenda items. No suggestions were made.

7. Policy Review Update

Lori

Lori worked with Charlie Blackburn to consolidate the changes to policies. This was presented to the Board in January for high level review. Lori identified some that were easy changes. Others in yellow highlight need more specific content expertise. Betsy will review the highlighted items and then reach out to anyone with expertise in that area to further summarize the document and changes. This will be presented prior to the March in-person meeting.

8. Program Updates

10.1. Canada

Heather

Heather was excused. No report given.

10.2. NPCR

Chris

The Call for Data for 12-month data is over. The five year competitive applications are due next week. All states including SEER registry states are invited to submit applications. The Board discussed the overall concept of proposals. There has not been a decision on a Branch Chief at this time. The cancer conference is still in the planning process. A meeting is scheduled for tomorrow. Bruce added that the last day to submit the application could be the 17th because Grants.gov is showing that it will be down for maintenance the 18-21.

10.3. SEER

Eric/Winny

SEER registries are waiting on information on the RFP for renewal.

9. NAACCR Elections

Betsy

The NAACCR elections was completed earlier this month. Three At-Large positions and one Treasurer position were on the ballot. The NAACCR office has collected the votes and provided Betsy Kohler and Chuck Wiggins the results. Chuck is currently in contact with the winners and confirming their acceptance of the positions. Participation was lower than previous years. Generally we have between 2-5 members that did not vote and this year we had no votes from 11. Charlie felt that the busy season with Call for Data, Abstracts, and various funding renewal impacted the participation.

10. Board/Chair, Board In-Person Meeting

Betsy

The NAACCR S&RD, Board/Chair, and Board of Directors meetings are set for March 7-9, 2017. All reservations, hotel arrangements, and other items are confirmed. Chuck, Betsy, Nan, and Ann Marie Hill are finalizing the agendas for each of the meetings. Betsy made note that the S&RD group will meet for an entire day to streamline work and prioritize future direction. We will have consultant Ann Marie Hill help us as a facilitator again.

Strategic Alliances

11. Steering Committee Update

Lori

Meetings with Canadian and US leaders / stakeholders will take place in 2017. This will be discussed more at the March in-person meeting.

Professional Development

12. Steering Committee Update

Deirdre, Bruce

Deirdre provided the report for Professional Development. They continue to work on the Survey Course. Recruitment and Retention project is under way. They have broken out the major tasks and work continues. No completion date has been set at this time.

13. Update of Caribbean Procedure Manual

Betsy

Betsy is working on a Caribbean Procedure Manual in conjunction with NAACCR Staff and members from CARFA.

14. Program Committee Update

Betsy

Betsy and Charlie provided the report. Registration is now open. Abstracts are being assigned and will be finalized by March 1st. Chuck has secured a speaker from Mexico which has been in the works for several weeks.

15. Registry of the Future Conference Planning Update Nan

No new updates at this time. Registration is open at a cost of \$35.

Research and Data Use

16. Steering Committee Update Frank/Chris

There was no meeting scheduled this month. An update will be available next month.

17. Geocoder Subcontract Betsy

An update will be available next month. Betsy will obtain information from Recinda and provide an update next week. Winny and others were asked to forward suggestions and issues to Frank. He will forward the comments to the group.

Standardization & Registry Development

18. Steering Committee Update Eric, Winny, Heather

The group met on January 26th. ICDO-3 Task Force is still needing to meet more regularly. In particular, there is a lot of work yet to be done. Lynda Douglass is working on IDCO-4. The assessment of cancer registries timeliness reporting group is doing data analysis with measurement questionnaire to registry participants. These participants volunteered to provide information to assist in their survey. This will lead to a focus group for more timely data. Much of the next phase of work will be dependent on the S&RD restructure decisions. The "What You Need to Know" document resource was released. Some clarity in the document was required and is being re-worked to be sent out soon. Nan asked about the XML project. Eric said they are working on the next revision currently. He did not know an immediate timeline on a completion date of next steps. The group is very active and updates will be provided as they become available.

19. Progress On SRD Management Analysis/Restructuring Nan

The planning group has recently met to prepare for the March meeting. The Steering Committee members have almost finalized the agenda. They will provide an update to the Board after the in-person meeting. The group decided to perform a self-assessment of the S&RD priority areas and will hopefully be received before the March meeting.

Communications

20. Steering Committee Update Lori, Winny

The Communications Steering Committee will meet next week and an update will be provided at the next Board meeting.

21. Website Launch Date

Charlie

The NAACCR staff are in the final stages of the website redesign. User testing has been completed and Dustin is implementing the final recommendations. The web site will be launched prior to March 1, 2017. Charlie thanked the Board, Steering Committee Chairs, NAACCR Staff, and Website Redesign Task Force for their work, guidance, and dedication to this project. He also thanked Dustin Dennison for his extra hours of work on this project.

Other

22. NCRA walk on the Hill and Position Papers

Lori

The group is finalizing messaging for the event. The event will take place April 6th. Lori expects to share more at the March in-person meeting. Betsy asked how the event will work. Lori provided the specific protocol on how the process of involvement will work with visits to their congressperson. Transportation and logistics will make it easy to meet with their representative, have productive dialogue with their congressperson, and also leave behind information for future education. Transportation will return back to a reception room at a hotel. Betsy complimented Lori and NCRA on their efforts. The Board thought that possibly sending something to NAACCR members may be beneficial to help promote activity.

23. Adjournment and Next Meeting

The meeting adjourned at 4:00 pm Eastern. The next meeting of the Board will be the in-person meeting in Princeton, NJ on March 9th.

2016-2017 Board Meeting Times and Dates: Time: 2:00 PM – 4:00 PM Eastern; Dates: March 9 (In-Person Princeton, NJ), April 19 (Board/Chair Teleconference), May 17