

# MINUTES

## NAACCR Board of Directors In-Person Meeting

Sunday, June 18, 2017

### 9:00 am Roll Call and Welcome

Chuck

**Roll Call:** Bruce Riddle, Nan Stroup, Winny Roshala, Deirdre Rogers, Chuck Wiggins, Chris Johnson, Frank Boscoe, Heather Stuart-Panko, Lori Swain

**Incoming Board Members:** Randi Rycroft, Isaac Hands, Maria Schymura

**Board Member Excused:** Eric Durbin

**Ex Officio:** Betsy A. Kohler

**Staff Member:** Charlie Blackburn

### 1. Introduction of New Board Members

Chuck

Chuck thanks all for attending the meeting. He thanked Betsy, Venue West, the NAACCR Staff, Peak AV, others for their work on the 2017 NAACCR conference. Chuck welcomed our new incoming Board members, Isaac Hands, Randi Rycroft, and Maria Schymura. They are all welcome and encouraged to participate in the discussion today but are not able to cast a vote on NAACCR matters until after the conference.

### 2. Recognition of Outgoing Members

Chuck

Chuck thanked the outgoing board members, Eric Durbin, Bruce Riddle and Winny Roshala. He thanked them for their dedication to NAACCR over their term.

### 3. Overview of Day

Betsy

Betsy overviewed the day's schedule.

### 4. Overview of Week

Betsy

Betsy also went over the week's schedule and major activities. Most activities are listed in the BOD Schedule listed as a separate attachment in the Board materials. In particular, Betsy asked the Board to welcome our guests from the Caribbean hub in attendance at our meeting this year.

### 5. Update on 2017 Meeting

Charlie

Charlie updated the Board on the registration numbers for the 2017 conference. He said that we have approximately 395 registrants for this year's conference. 2016 was 385. He also provided some background on the use of facilities for the 2017 conference between the Hyatt and the Albuquerque Convention Center.

### Consent Agenda

All / Chuck

#### 6. Minutes

#### 7. Finances

#### 8. Membership

#### 9. Executive Director's Report

The Executive Director report is listed under accomplishments for 2016-2017.

#### 10. Correspondence

- CoC Liaison Report – Frances Ross
- AJCC Representation
- NACDD Sign On Letter

The CoC Liaison Report was removed from the agenda.

**THE MOTION TO APPROVE CONSENT AGENDA FOR THE JUNE 18, 2017 BOARD MEETING WAS PASSED**

### **11. Registry Certification Reports**

The 2017 NAACCR registry certification report was presented to the Board in the agenda packet.

### **Finances and Budgets**

#### **12. 2017 Financial Reporting Update**

**Bruce/Charlie**

Charlie presented the current financial reports to the Board. He said that NAACCR has a stable balance sheet and liabilities are low. Cash on hand is adequate for normal business functions and activities. Current grants, contracts, and NAACCR budgets are within acceptable ranges for revenue and expenses. The Board discussed how the organization will handle cash on hand, reserves, and future reinvestment in activities. They determined that this should be discussed in detail at the Finance and Personnel Subcommittee level. Maria and Charlie will ensure this is addressed with the group.

#### **13. 2017-2018 Budget Review and Approval**

**Bruce**

Charlie presented the June 2017 – May 2018 budgets. He identified all major line items and any changes from the prior year. All budgets presented show a revenue over expenses in the amount of \$16,000. This is essentially break even for a 2 million dollar budget. Salaries are budgeted at a 2% increase which matches the NCI maximum under the contract.

**THE MOTION TO APPROVE THE FUND 10 BUDGET AS PRESENTED WAS PASSED**

**THE MOTION TO APPROVE THE FUND 12 BUDGET AS PRESENTED WAS PASSED**

**THE MOTION TO APPROVE THE FUND 15 BUDGET AS PRESENTED WAS PASSED**

#### **14. Request to Sponsor CDC Cancer Conference**

**Betsy**

NAACCR was asked to participate in a NACD (CDC) conference. Chris recommended that we discuss this item when we discuss dues and NPCR awards.

Nan proposed that the Finance Sub Committee investigate how much cash NAACCR should retain on hand. Additionally, she wants the group to list the major activities and the cost of those activities. Betsy mentioned that the VPR group is struggling with a business model for those activities. Maria thinks that the VPR business model may need to be vetted via another group since there are more intricate rules and regulations to contend with from states. She asked the group to consider their activities and opportunities when they convene. The Finance and Personnel Subcommittee Chuck, Nan, Deirdre, Charlie, Lori and Maria will be on the committee. However, all are welcome to attend the meeting.

**DIRECT THE FINANCE COMMITTEE WHAT FUNDS SHOULD BE RETAINED FOR EMERGENCY USE**

**RECEIVE A LIST OF ACTIVITIES FOR SELF INVESTMENT ACTIVITIES AND APPROXIMATE COST**

**RECOMMEND THAT THE GROUP ASSESS BUSINESS MODEL FOR VPR ACTIVITIES**

During the financial presentation, the Board addressed the audit recommendation to formally address the Going Concerns recommendation by NAACCR's audit firm. Lori Swain presented the motion.

**THE ANNUAL FINANCIAL AND BUDGET REPORT MET THE NEEDS OF FASB 205-40 GOING CONCERN AND THE BOARD OF DIRECTORS BELIEVES THAT THERE ARE NO GOING CONCERNS FOR NAACCR. THIS STATEMENT WAS PASSED BY THE BOARD OF DIRECTORS ON JUNE 18, 2017**

## **Governance**

### **15. Membership Option for Interested Hospitals/Hospital Systems**

**Betsy**

NAACCR was approached by a U.S. hospital to obtain membership with the organization. The Board is supportive of investigating a hospital membership. They would like to consider a group to investigate the options. Winny, Deirdre, Maureen, and Betsy are individuals that may work as a group to uncover options.

### **16. Recommended Policy Changes**

**Betsy**

The Board reviewed the final recommended policy changes. Betsy presented the updates. This is the final step in the process for the triennial review of all policies. The Board reviewed these changes and provided feedback.

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Standards Volume Timing for Revisions; Standardization and Registry Development POLICY WAS PASSED**

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Annual release of registry Certification POLICY WAS PASSED**

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Confidentiality Of Data; Research and Data Use POLICY WAS PASSED**

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Hosting Conference And Meetings In Smoke-Free Cities POLICY WAS PASSED TO MOVE THE POLICY TO RESEARCH AND DATA USE CATEGORY AS MODIFIED INCLUDING THE TITLE OF "HOSTING CONFERENCE"**

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Consequences Of Outstanding Membership Dues; Fiscal Management POLICY WAS PASSED**

**THE MOTION TO ACCEPT THE PROPOSED CHANGES TO THE Conflicts Of Interest; Board Governance and Operations POLICY WAS PASSED**

### **Unpaid Membership Dues**

**Charlie**

Charlie presented the current list of membership past dues. The Board would like the office to run invoices and kindly hand them out to representatives of the organizations who have not paid dues.

### **17. Liaison Assignments for 2017**

**Betsy**

The Board discussed the assignments will be deferred until the August 2017 meeting. However, Nan asked members of the Board to consider names of qualified individuals who could fill the liaison roles.

### **18. Assignment of Board Liaisons to Steering Committees**

**Nan**

Assignments are as follows:

**Communications:** Lori, Frank

**Professional Development:** Deirdre, Maria

**Research and Data Use:** Chris, Isaac

**Standardization and Registry Development:** Heather, Randi

**Strategic Alliances:** Chuck

### **19. NAACCR Office Update**

**Betsy**

Betsy provided various updates on the NAACCR Staff, NAACCR Office, and other Executive Office matters.

## Overarching Discussions

### **20. 2016 - 2017 Accomplishments Overview**

**Betsy/All**

This item was discussed earlier in the meeting and is available for review by the Board.

### **21. March Meeting To Do List Plan and Next Steps**

**Chuck**

Chuck reviewed the major points brought up by the Board at the March meeting. Advocacy, Volunteerism, Sponsoring Members, Finances, and Marketing are specific items that need to be addressed later in the year. Lori would like to take the document created and set up some sort of scoring to track the items. The following topic schedule was determined: July – Finances (Maria) and Advocacy (Lori) and Registry of the Future (Nan); August – Volunteerism (Chuck) and Marketing (TBD)

### **22. WOW Initiatives Plan / Steps for 2017-2018**

**Chuck/Nan/Betsy**

Does NAACCR have any new WOW Initiatives for 2017-2018? It was determined that our 8 Items from the March meeting will be the new WOW Initiatives.

### **23. Hackathon Ideas**

**Frank**

This item will be discussed at the Professional Development Steering Committee Meeting on Wednesday.

### **24. Member Engagement/Recruitment/Leadership Development**

**Chuck/Nan/Betsy**

This will be discussed under volunteerism.

## Outstanding Issues

### **25. Recommendations Follow Up on Geocoder**

**Recinda/Frank**

In early spring Frank brought up issues with the geocoder. This was an urgent issue and several committees were convened. Recinda mentioned the current improvements that will improve the data and services. Returns for matches and other improvements were mentioned. Processing speed has been an issue but additional funding has not yet been identified. Frank is optimistic that this issue has been resolved. He identified a longer term issue which revolves around us allowing a non-registry provider to handle the data. Nan also mentioned two issues that have not yet been identified from the March meeting.

1. Consider if we need to a different provider.
2. Having someone within the NAACCR program to monitor the processing.

The Board discussed options moving forward which include current improvements and long term solutions for the best service provider. There were various opinions for solving this long-term. It was decided that the geogroups are best to handle future options. The Board wants to be sure that we continue to refine the technology in the right way. The geocoding system is functioning the way it should but like most other technologies, it needs continuous improvement and refinement.

Nan notes that for cases are not being geocoded, services like LexisNexis may be an option for some registries and help the registries.

Betsy recommended finding time to get feedback form users of the geocoder on Wednesday afternoon at the conference.

### **26. Status of Partner Stage Recommendations and 2018 Timeline Implementation** Betsy

A meeting will be held on Wednesday afternoon to discuss the timeline and concerns moving forward. Betsy said that there are some issues with histologies and returned them to AJCC. They were to have recommendations back by June 15th but has not happened as of yet. It will be proposed that NAACCR will be the custodian for codes

moving forward. Betsy also mentioned that NCI is still working on licensing for the 8<sup>th</sup> edition. Betsy went over the Implementation Meeting agenda in detail.

**27. Other Outstanding /Unresolved Issues**

**All**

Betsy asked if there are any additional outstanding issues related to staging. There were no additional items mentioned.

**Program Updates**

**28. Canada**

**Heather**

Heather said they are completing their annual submission for 2015 cases. They will then do a duplicate resolution process in the fall. They are working toward the 2018 changes. CPAC is funding a few meetings this year. They are working with Quebec on engaging them within the national data set. National reports will be out soon. CPAC is sending out a systems performance report.

**29. NPCR**

**Chris**

States received the data quality evaluations recently. There are three tiers for grading. It was four previously. Chris explained the names of these tiers. Two tiers correspond to NAACCR's gold and silver certification. Reda Wilson will give a talk on why NPCR is no longer using completeness as part of their criteria. Chris mentioned that the software support for central registries is still a work in progress and needs continual improvement. They will continue to offer the Web Plus Survival platform but will not offer support. Chris thought there may be an opportunity for NAACCR to get involved in this aspect but more pieces will need to come into place. Cooperative agreement funding for states has not yet been announced. NPCR was to broker work with social security service but it looks like that is not happening now. Bruce added that NPCR is not allowing for payment to Rocky Mountain Software.

**30. SEER**

**Eric/Winny**

The SEER RFP is out and is due July 10, 2017. The awards are expected early 2018. July 12-14 there is a meeting scheduled. Each registry is limited to coming with three people. SEER is also going to implement an EOD study. This is planned for late June. There will be immediate feedback.

**Strategic Alliances**

**31. Development of Strategic Alliances Approach and Plan for 2018**

**All**

Betsy thinks that the Past President is a great role for leading activities. Chuck will work actively over the next year to align NAACCR activities with our stakeholders.

**32. SMO Engagement Plan / Steps for 2017-2018**

**Chuck/Nan/Betsy**

This was discussed as a priority for the organization.

**33. Advocacy Session and Future Directions**

**Chuck/Betsy**

There will be a session on Wednesday focusing on advocacy and the role it can have in registries. All Board members are asked to attend this session and participate. Lori Swain will be the main speaker with Laura Ruppert, Communications Steering Committee Chair, as the moderator.

**34. NPCR Funding Status**

**Chuck/All**

There is no immediate word on funding for states from NPCR. NAACCR completed its renewal application earlier in the year in March. The office hopes to receive word on funding in July.

**35. Board / SMO Meeting Dates 2017 – 2018**

**All**

The NAACCR Board will meet on the third Wednesday of the month at 2PM Eastern per Item #46 below.

## Professional Development

### **36. Steering Committee Update**

Deirdre, Bruce

### **37. Future Directions to SC**

All

Items 36 and 37 are being discussed during the NAACCR Business Meeting on Wednesday.

## Research and Data Use

### **38. Steering Committee Update**

Frank/Chris

### **39. Future Directions to SC**

All

Items 38 and 39 are being discussed during the NAACCR Business Meeting on Wednesday.

## Standardization & Registry Development

### **40. Steering Committee Update**

Eric, Winny, Heather

### **41. Future Directions to SC**

All

Items 40 and 41 are being discussed during the NAACCR Business Meeting on Wednesday.

## Communications

### **42. Steering Committee Update**

Lori, Winny

### **43. Future Directions to SC**

All

Items 42 and 43 are being discussed during the NAACCR Business Meeting on Wednesday.

### **Nan reviewed the Chairs for the Steering Committees for 2017-2018.**

Standardization and Registry Development: MaryJane King and Lori Koch

Research and Data Use: Hannah Weir and Susan Gershman

Professional Development: Mignon Dryden and Frances Ross

Communications: Robin Malicki and Laura Ruppert

Strategic Alliances: Chuck Wiggins

## Additional Business Items

### **44. Outstanding Issues From Board**

All

None added.

### **45. 2017-2018 Board Meeting Schedule**

Chuck/Nan/Betsy

*Time: 2:00 PM – 4:00 PM Eastern; Dates:*

*July 19, **August 23**, September 20 (Board/Chair), **October 11**, November 15, December 20, January 17, February 21, March 21, April 18 (Board/Chair), May 16*

### **46. Mid-year Board-Chair meeting- December/January and Location**

The Board would like to investigate the possibility of a Board / Chair meeting in Princeton, NJ from January 15 – March 15, 2018

### **47. 2017-2018 Document Review Schedule**

Standards Volume II: Randi Rycroft, Chris Johnson

Standards Volume I: Nan Stroup, Deirdre Rogers

XML Revisions: Isaac Hands

Volume V: Isaac Hands

## **Executive Director Review and Discussion**

### **48. Review of Executive Director**

**NAACCR Board**

*(Private Board Session Betsy and Charlie Depart)* Prior to departure the Board thanked Chuck for his leadership and dedication as the NAACCR President over the last two years.

### **49. Adjournment**

The meeting adjourned following the Board's discussion on item #47.