

Minutes
NAACCR Board of Directors Meeting
Wednesday, July 19, 2017
2:00 pm – 4:00 pm Eastern

Roll Call

Chuck

Roll Call: Deirdre Rogers, Chuck Wiggins, Frank Boscoe, Lori Swain, Randi Rycroft, Isaac Hands, Maria Schymura

Incoming Board Members:

Board Member Excused: Nan Stroup, Chris Johnson, Heather Stuart-Panko

Ex Officio: Betsy A. Kohler

Staff Member: Charlie Blackburn

Consent Agenda

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

THE MOTION TO APPROVE CONSENT AGENDA FOR THE July 19, 2017, BOARD MEETING WAS PASSED.

THE MOTION TO APPROVE THE INDIVIDUAL MEMBERSHIP FOR DONALD SHIPLEY WAS PASSED.

Governance

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

Chuck

Chuck asked Board members for additional items to be added to the agenda. Isaac wanted to add the topic of XML to today's agenda. Randi wanted to discuss the possibility of NAACCR taking ownership of CDC's Survivorship project if not in today's agenda then next month.

7. **AJCC and CoC Liaison Assignments (Action)**

Chuck/Betsy

The Board has been asked to appoint NAACCR Liaisons to the American Joint Committee on Cancer and Commission on Cancer. The Board discussed potential nominees. The procedure is that NAACCR needs to nominate three potential candidates, submit their names in rank order, and send to their respective organizations. Frances Ross has served as the CoC liaison. Maria has served for over 6 years. The AJCC role has some additional responsibilities that were discussed during the dialogue. Maria thought Winny Roshala may be a good match for the AJCC role. The Board also thinks Lynn Giljahn could be a match for a liaison. Betsy asked Chuck if Ginger

Williams would be a possibility for the CoC liaison. Betsy asked the Board to consider other nominees as soon as possible and send them to her via email.

8. March Board/Chair Meeting Objectives Review-Finances **Chuck/Betsy**

The Board will address some issues at specific Board meetings during the year. Betsy is coordinating a meeting to discuss ideas. This topic will be added to the August Board meeting agenda.

9. Program Updates

9.1. Canada

Heather

This report will be provided in August.

9.2. NPCR

Randi, Maria, Isaac

Notice of awards have not yet been sent out. All are anxiously waiting. Maria said that she sent questions to CDC and they were instructed that until notice of awards were sent that normal business communication could not occur. A U.S. data cancer statistics dataset will be released later in the fall. Maria said that she had heard of this and that some version of this is already available. After discussion, the Board is interested to see what the nuances are of the new release.

9.3. SEER

Chuck

A SEER DMS meeting was held last week. This was well attended. Attendees learned about the upcoming changes to SEER DMS. NCI had cancelled the SEER Program Manager meeting earlier in the year but provided many Program Manager updates during this meeting.

Special Topic for Discussion

10. Annual Conference Debrief

All

The 2017 NAACCR Annual Conference was received as a great success. Betsy and the Board complimented Chuck Wiggins and his staff on a great program. The conference registration total was 408 attendees. The Registry of the Future workshop has 97 registrants. The Survival Course workshop has 22 registrants. The MERTIC post-conference meeting had 32 attendees. The Introduction to Cancer Surveillance had 21 attendees. In total we had 9 workshops educating 243 professionals in the field. The financial report for the conference will be completed by early August after all bills have been processed. The Young Talks were very well received. Chuck asked members to provide feedback during the meeting. Specifically, the Program Committee will rethink the awards, how they are being provided, and when. Maria asked the committee to consider mailing the certifications. Frank said the Communications Committee suggested bringing in a motivational speaker for a talk.

11. Change in Future Meeting Dates**All**

Betsy asked if the Board was interested in looking at month date changes to the Annual Conference. In recent history, the conference has always been held in June. She wanted to know if a different period of time in the year would work. Lori wanted us to consult with members and Venue West. Frank suggested having a free Wednesday morning versus the afternoon.

Strategic Alliances**12. Steering Committee Update****Chuck**

Chuck will be working more closely with Tom Tucker to enhance our ties and work with the major stakeholders of NAACCR. He reviewed the past activities and elaborated on how we could strengthen relationships moving forward. He asked members to send him suggestions via email or call him.

13. Hospital Membership Category**Chuck**

A small group will meet before the August meeting and provide recommendations.

Professional Development**14. Steering Committee Update****Deirdre**

The group is interested in hosting a hackathon at the 2018 annual conference. Frank and Isaac will assist on the technical side of this event. Isaac Hands provided background on how it would work. He is willing to assist with this event if needed. This would not be an annual function and use this as an option. Chuck advised that we inform the Program Committee of this idea. Betsy asked if NAACCR XML could be one of the themes. Isaac said yes, it definitely would be a good theme. After discussion, it was determined that a subgroup will be formed. Chuck asked that the Professional Development Steering Committee group come back to the Board with an estimate of funding, venue, stakeholders, and physical resources requested and the Board will try to support it as much as resources allow.

15. Hackathon Update and Ideas**Frank**

Addressed above.

16. Registry of the Future Report Draft**Betsy**

Lori Havener from the NAACCR office developed a report, with assistance from others, summarizing the Registry of the Future Meeting. Betsy asked the Board for direction on the next steps with this work. Chuck challenged the Board to consider ideas, schedules, and requirements to move this forward. He asked if this could be published. It was also discussed as possibly tying this back to the Strategic Management Plan. Betsy will discuss these ideas with Nan and try to put these ideas in a matrix to make future decisions. Randi suggested soliciting ideas among the attendees.

Research and Data Use**17. Steering Committee Update****Chris/Isaac**

Isaac will provide a detailed report at the August meeting as this was his first RDU meeting.

18. Update on Synthetic Dataset**Chris**

Chris was not in attendance. This will be discussed at the August Board Meeting. Frank commented that this would be useful for the hackathon. Betsy said this will be handled next month.

Standardization & Registry Development**19. Steering Committee Update****Heather/Randi**

There was discussion on the transition of new leadership. They put together a draft work plan for that transition so that the new leadership is set up for success. Randi agreed to put together the steering committee work plan.

Communications**20. Steering Committee Update****Lori/Frank**

The group would like to ask the Program Committee to consider motivational speakers at the annual conference. They are considering a Twitter tutorial. They are also updating the Causeway tutorial.

21. XML Standard

Isaac reviewed the most recent activities on XML activities. He said that it would require IMS to update their software tools to handle XML. Isaac has met with IMS representatives to see if everyone is on board with the effort. Isaac asked the Board for consideration as to when to require it for submission and how we can move it forward. Chuck had previous conversations with Eric Durbin on this very topic. Chuck would like to start the idea on how to set up a brisk timeline for submission requirements in XML. Maria wanted to clarify the submissions to CDC and NCI versus those for NAACCR. The Board endorses having the committee identify how IMS could work toward this standard and encourage stakeholders moving to a 2018 submission date. SRD set a goal of 80% of registries by 2018 for submission. The Board would like this communicated to the SRD and also communicated to each of the other steering committees. They want the steering committees to brainstorm what sort of activities they need to communicate moving forward. Chuck wants representatives from the Board to bring this forward to their steering committees for ideas on how they can contribute to this goal.

22. CDC Survivorship

Randi wanted to plant a seed on the possibility of NAACCR taking on the CDC Survivorship program. CDC seems interested in letting this project go so that someone could develop and maintain the code moving forward. Randi was not seeking an immediate reply but wanted to start the process of consideration. Betsy wanted to know if Randi would be able to find out what resources would be needed and if it could be done via a volunteer basis. Randi guessed that this would be a little too much to do on a volunteer basis. Chuck asked if there was a scalable version of this. Ways to scale back elements. Isaac expressed caution on NAACCR taking this particular project on. Frank mentioned that taking on the geocoder is a similar scope

in complexity and can be challenging? Chuck asked Randi to develop an outline of the activities that would need to be considered for this activity.

Other

23. Adjournment and Next Meeting

Time: 2:00 PM – 4:00 PM Eastern

Dates:

July 19

August 23, March Meeting Objective-Registry of the Future

September 20 (Board/Chair)

October 11, March Meeting Objective-Advocacy

November 15, March Meeting Objective-Finances

December 20, March Meeting Objective-Volunteerism

January 17

February 21

March 21

April 18 (Board/Chair)

May 16