



## Minutes

### NAACCR Board of Director's Meeting

Wednesday, December 20, 2017

2:00 PM – 4:00 PM Eastern

#### Roll Call

Nan

**Board Members Present:** Nan Stroup, Deirdre Rogers, Frank Boscoe, Randi Rycroft, Chris Johnson, Heather Stuart-Panko, Chuck Wiggins, Isaac Hands, Maria Schymura, Lori Swain

**Board Members Absent:**

**Ex Officio:** Betsy A. Kohler

**Staff Member:** Charlie Blackburn

**Guest:** Damon Hofstrand, Merrill Lynch

#### Consent Agenda

All

1. Minutes
2. Finances (See Attachments)
3. Executive Director's Report
4. Membership
5. Correspondence

Maria

**THE MOTION TO APPROVE THE CONSENT AGENDA FOR THE DECEMBER 20, 2017, BOARD MEETING WAS PASSED.**

#### Governance

##### **6. Investment Portfolio Update – Merrill Lynch**

Charlie / Damon Hofstrand

Damon Hofstrand is NAACCR's investment representative from Merrill Lynch. Mr. Hofstrand visits the Board up to two times each year to provide an update on NAACCR's investment portfolio. Damon works closely with Charlie Blackburn and Betsy Kohler on any updates to our account and market trends. The Board has previously provided Merrill Lynch the preferred portfolio allocations and preferred products of investment. Overall, the NAACCR investment portfolio is performing better than market trends through 2017 given NAACCR's restrictions on the types of funds we decide to purchase. He reviewed the major holdings, portfolio balance, and expectations of the market in the coming quarter. Mr. Hofstrand also suggested that the NAACCR Board consider updating our investment package with Merrill Lynch. This more modern relationship will reduce costs, solidify Damon as NAACCR's Fiduciary, and allow for faster adjustments to market changes during the year. The Board thanked Mr. Hofstrand for this time and service. Mr. Hofstrand will meet with Charlie and Betsy to discuss setting a meeting with NAACCR's Finance and Personnel Subcommittee to look at a new portfolio package.

##### **7. Call for New Items to Agenda**

Nan

Nan asked members for new items to the agenda. None were added.

##### **8. Southern Plains Tribal Membership – Update**

Chuck

Chuck was responsible for contacting members of the Southern Plains Tribal Registry on their membership inquiry. At prior meetings, the Board discussed their membership application and wanted to have Chuck check on their structure, organization, and reason for applying for NAACCR membership. The Board discussed possibilities for their membership that may not include Full Membership. Members went over the various membership categories in extreme detail to determine the best course of action. After much conversation, a motion was voiced to approve the Southern Plains Tribal application as a Sustaining Member Non-Profit at a rate of \$500 a year. The motion was seconded.

**THE MOTION TO APPROVE THE SOUTHERN PLAINS TRIBAL MEMBERSHIP AS A SUSTIANING MEMBER NON-PROFIT IN THE AMOUNT OF \$500 ANNUALLY WAS PASSED.**

**9. Program Updates**

a. Canada

Heather

The Canadian call for data will begin soon (January 2018) for 2016 cases. The deadline will be May or June 2018. Their process is a little different because Canada does not offer an EDITS package. Statistics Canada performs the clean up so the process is a little longer. They are working toward their May Annual General Meeting. The dates of that meeting are May 8-9, 2018.

b. NPCR

Chris

On December 18<sup>th</sup>, registries were notified that the Annual Performance Report guidance was uploaded to GrantSolutions. This will serve as the continuing application due February 21, 2018. The program directors meeting will not be held in the fiscal year 2018 which will help the budget a little. Evaluation Plans are due January 31, 2018. News outlets have reported that policy analysts at CDC were told of a list of 7 banned words at a meeting Thursday with senior CDC officials who oversee the budget. Maria said a letter was sent to her state commissioner from the CDC Director. This letter states that this mandate does not require the omission of these words if they are scientific importance. Maria will share the letter to the Board.

c. SEER

Chuck / Nan

Carol Kosary is retiring at the end of December. There is no word yet on the NCI funding proposals submitted in July. Chuck is hearing that the decision on awards will happen closer to January. The contract period ends on April 18<sup>th</sup>. This will be a very quick turn round. A major contracts officer, Marla Jacobsen, was reassigned also. Lori Swain was at a talk with Dr. Sharpless last week. Lori said that his response regarding cancer data was interesting because he did not speak directly to the benefit of cancer data from central cancer registries.

**10. ACSO Leadership Program**

Betsy / Nan

Betsy and Nan attended an ACSO meeting and uncovered a unique way of engaging membership and solving issues. Their organization will recruit certain members to work together on a focused problem that has been identified by the membership or leadership of the organization. They are then charged with working together to solve the specific problem or create a new process. Sometimes they will provide a small gift of small monetary value for the participating members. The Board was interested in this program and would like to investigate this more. It was determined that we will revisit this idea later in 2018 or at the Board/Chair in-person meeting.

**WOW Initiatives**

**11. Virtual Pooled Registry**

Betsy

a. Camp Lejeune RFP

Betsy and staff have been working closely with a Prime Contractor Applicant, Battelle, to apply for a Camp Lejeune RFP. This project was discussed in detail at prior Board meetings. The application was due on December 12, 2017. It was successfully received by CDC according to Battelle. The award will be announced after the first of the year and begin in February 2018. Betsy will keep the Board posted on the status as information becomes available.

**12. International Cancer Registries**

Betsy

No new updates at this time.

### **13. Registry of the Future**

Nan

Nan is proceeding with the one-on-one meetings and summarizing the findings from each meeting. She hopes that this will be reported by the March in-person meeting.

## **Strategic Alliances**

### **14. Steering Committee Update**

Betsy / Chuck

No immediate report is required.

### **15. National Lung Cancer Round Table**

Betsy

This item was discussed at the November 2017 meeting. NAACCR has been asked to be a part of this group. It would require membership as well as participation at certain meetings. This will be discussed in 2018 to see if it is a feasible step for NAACCR.

### **16. Status of Membership Dues**

Charlie

- a. SMO Dues
- b. All Other Dues

Charlie provided the most current report on membership dues for June 2017 – May 2018. There are only a few remaining individuals who are not current with dues. There are two registries that have not paid but the office has been in contact with their representatives and payment is being processed at their respective states. There are two Sponsoring Member Organizations that the Board will need to approach on an organizational level to see if they will continue membership.

## **Communications**

### **17. Steering Committee Update**

Lori / Frank

The Communications Steering Committee is accepting articles for the Winter Narrative through early January 2018. The committee is seeking a co-chair in the absence of Robin Malicki's departure. Additionally, the committee is reviewing the NAACCR Communications Plan. Social media activities continue as needed. Finally, the committee is assisting with marketing and a name for the Hack-a-Thon in June.

## **Professional Development**

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

Deirdre

They are discussing the Hack-a-Thon efforts. A policies and procedures document was completed for the student awards program. Deirdre complimented Maria on a great job leading that group.

## **Research and Data Use**

### **19. Steering Committee Update**

Chris / Isaac

The last call was December 11<sup>th</sup>. The cancer control indicators task force wants to add 2014 data, CI rank-confidence intervals and maps for the 2018 annual conference. There is a data visualization component that will be a project IMS will work on. Paul Lambert has agreed to allow a survival tool located on his web site to be accessible to U.S. registries for NAACCR survival data. However, the developer does not have time to make the update. This will be a good Hack-a-Thon project that will probably be implemented. Isaac has made contact with Paul to work on the interpret tool but has not heard back yet. Chris will try to make contact with Paul to move the idea along.

### **20. Synthetic Dataset Update**

Chris

At this time Chris does not have a major update. He will be working with David Stinchcomb on this project more closely after the first of the year. The dataset is planned to be used for a topic in the NAACCR Hack-a-Thon in Pittsburgh. There are various approvals and DUAs that need to be finalized before the dataset is operational though. More information will be made available later in 2018.

## **Standardization and Registry Development**

### **21. Steering Committee Update**

Heather / Randi

The main topic of discussion has been around the concurrent abstract coding process. Canada does not have this process yet and there will be an updated Canadian statement in the documents sent soon. The group wants to know if the Board would like to see workgroup, task force, and other small committees of the steering committee work plans. Nan said that it would be managed by the steering committee and the Board does not necessarily need to manage the smaller work plans.

### **22. 2018 Update**

Nan / Betsy

No new update at this time.

### **23. Volume II Process Proposal**

Nan / Betsy

There is a proposal from S&RD to require standard setters to field test data prior to adoption. There would be a piece of the record layout to do this testing until they are feasible. No EDITS would be done until they are confirmed. This idea has been considered for some time. Nan asked how this may fit in with XML transition. Isaac said this would fit into the transition just fine. He does need to know what the term, field test, means how will the sampling work for the 6-month trial period. Randi said that it will help with the specifics of description of items like eye color as an example. Isaac also said that there would need to be input from vendors and adoption on their end. Randi clarified that this would still be required but would not be in Volume II until it was tested and verified. Randi will take this back to the group and gain some better definition of what a field test means.

### **24. XML Implementation**

Isaac

XML implementation is progressing as planned. Isaac said that the Communications Steering Committee is assisting in the promotion of this transition. Outside of those activities, there is not a lot of other progress to mention.

### **25. S&RD Proposal**

Heather / Randi

Discussed in item #23 above.

### **26. Survivorship White Paper**

Randi

This will be discussed at the January meeting in more detail.

## **Other**

### **27. Puerto Rico Assistance Update**

Nan

Nan and Betsy have been in close communication with representatives from Puerto Rico. After detailed discussions, it appears as though a major way NAACCR can assist the registry is with training. Since the hurricane, some staff have left for the U.S. Others have left as a result of natural attrition. Diego (Puerto Rico representative) was very appreciative of any potential assistance. Nan and Betsy have exchanged some detailed plans with Puerto Rico on a training concept and webinars. These are still preliminary. However, the Board will be updated just as soon as information becomes available.

### **28. Board Self-Assessment**

All

The Board had previously held off performing a self-assessment because the previous system seemed outdated. Prior conversations centered around updating the assessment, shortening the questions, shortening the length of the survey, and ensuring that the information received from the Board was meaningful. The Board would like to finalize a new assessment. Charlie said that this was on the agenda because the Board has postponed the assessment for the last few years and was asked to bring this up in December 2017. Prior conversations centered around setting up a small subcommittee of the Board to develop the assessment. This will be discussed in detail at a later Board meeting.

**29. Adjournment and Next Meeting**

The meeting adjourned at 4:18 PM Eastern. The next teleconference call of the Board will take place on Wednesday, January 17, 2018 at 2:00 PM Eastern.

January 17

February 21

March 6-7 In-Person Meeting, Hyatt Regency, Princeton, NJ

April 18 (Board/Chair)

May 16

## **Reviewers for Documents**

2018 Implementation Guidelines review February 2018 – Randi Rycroft, Heather Stuart-Panko

Layout: Isaac Hands, Lori Havener (Staff)

Standards Volume I review January 2018

Standards Volume II review January 2018 – Chris Johnson, Frank Boscoe

Standards Vol V review April 2018