



**Minutes**

**NAACCR Board of Director's Meeting**

Wednesday, March 20, 2019

2:00 PM – 4:00 PM Eastern

**Roll Call**

**Nan**

NAACCR Board Present: Antoinette Stroup, Maria Schymura, Angela Meisner, Isaac Hands, Deirdre Rogers, Wendy Aldinger, Randi Rycroft, Lori Swain

NAACCR Board Members Excused: Kyle Zeigler

Ex-Officio Member: Betsy A. Kohler

Staff: Charlie Blackburn, Lori Havener

**Consent Agenda**

**All**

1. Minutes
2. Finances
  - Note: Finances includes summary of benefit increases for NAACCR staff
3. Executive Director's Report
4. Membership
  - Rebeca Rivera Individual Membership Application
  - Libby Ellis Individual Membership Application
5. Correspondence
  - SEERiously (Separate Attachment)
  - Cancer Registry Fact Sheet (Separate Attachment)
  - OVAC Lobby Day (Separate Attachment)

**Maria**

**THE MOTION TO APPROVE THE CONSENT AGENDA FOR MARCH 20, 2019, WAS PASSED.**

Maria asked that the Tactical Groups have their reports added to the agenda as well as the Geocoder. Charlie will look into the Geocoder and send out the report to the Board. Lori will ensure that the Tactical Group meetings will be added to the April agenda. In addition, Charlie will make sure that any agenda items added after the Friday deadline are sent via email with the document added to the email.

**Governance**

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

**Nan**

Nan asked for new items to be added to the agenda.

Betsy presented changes to the Board on adjustments to the agenda adding an update to the Strategic and Mid-Level Group activities.

**7. Program Updates**

- a. NPCR

**Deirdre**

A Town Hall was held recently. The CDC program review meeting will be April 24-25. The key sessions will be recorded and Skyped. The EC conference is May 19. CDC trainings will be held this coming May in

Denver. WebPlus updates will be sent out later this month. CRS and Prep Plus are to be delivered soon also. Grant applications and progress reports are being reviewed by most states.

b. SEER

Isaac / Angela / Kyle

In April NCI will host the PI meetings. The first year is ending funding is also ending in April.

c. Canada

Nan/Betsy

Betsy and Nan will be in Canada April 23-24<sup>th</sup> in Ottawa. They will provide updates at the next meeting. **BOARD ACTION:** Betsy and Nan will develop a presentation on updates for the Canada meeting.

#### **8. Bylaws / Parliamentary Update (Separate Attachment)**

Maria

The Bylaws Committee met on March 18, 2019. They are outlining changes to the Bylaws and impact on the organization. The major item to report is that the group prefers not to bring any changes to the membership in 2019 and recommends to bring all changes in 2020. The Board discussed these options and agreed with the committee that waiting would be better given the circumstances, timeline, and fact that we have IACR this year at the conference. The group will continue to work with the Parliamentarian on a monthly basis during the year to complete the suggestions early in the 2019 – 2020 year. These changes will be presented to the membership at the 2020 meeting. Maria will summarize some of the changes for next month's meeting and will have them ready for review.

#### **9. Steering Committee Updates / Process at Business Meeting**

Nan

In prior meetings the Board discussed ways that the Steering Committee Chairs can provide updates to the membership on their activities. Verbal and written methods are currently thought to be the best way to accomplish this. Nan has sent Lori Havener reports that she has developed. A brief verbal report is also thought to be important also but not too long. The Board will implement these reports in general sessions in 2020 as per Deirdre's suggestion at the February meeting. For 2019, this will happen during the NAACCR Business Meeting though. Nan said to forward information to the steering committee chairs. This will primarily be handled by Lori Havener.

#### **10. Percy and Muir Awards Verbal Status Update**

Nan

Suggestions have been provided for the Muir and Percy Awards. The Board discussed the process and candidates at the February BOD meeting. Nan will provide Monica Thornton at the NAACCR office the text for the awards. **BOARD ACTION:** Randi will work with Monica to complete the text for the awards.

#### **11. AJCC Meeting Update**

Betsy

Betsy was not able to attend the meeting due to an injury. She wanted to introduce key members of each organization (AJCC, ACoS, CoC, NAACCR {Cancer Control Programs of ACoS}) so that the organizations could re-connect. Connie Bura and Heidi are working together on the side of the College to bridge the connection between our organizations. Betsy was able to sit in on the Executive Sessions via teleconference though. They spent a lot of time on the YC Codes that AJCC would like hospitals to collect. The cancer programs of ACoS are keen to start this process soon. Betsy is a little less enthusiastic for a variety of reasons. In addition, Lori Swain met with AJCC yesterday, Connie Bura and other representatives yesterday. Much of the meeting was spent talking about updates for both organizations. In particular, there was discussion about starting up the NCCCS Group again. Betsy and Lori are interested in reinventing this group or a version of this group. There were some ideas on how to successfully resurrect this group or a version of it moving forward but nothing was finalized. Betsy and Lori Swain will work with together off line and report back to the Board as information becomes available. Lori and Betsy also provided the group on what the purpose and charge of the NCCCS in the past. In summary, Lori said that it was a place where cancer surveillance organizations

could meet with standard setters and decision makers in one room to vet ideas and big picture ideas. The last version of this group met in St. Louis in 2016 but not since. The Board is supportive of moving forward with this group.

## **12. Call for Volunteers**

**Nan**

Nan called for dialogue on volunteers for various topics and activities. After discussion, the Board decided on volunteers listed above for their respective activities.

- **Primary Reviewer Standards Vol. V (was Frank, Angela is secondary)**  
Lori Havener said that she is hopeful it will be completed soon but not 100% sure as to when. She will report back to the Board next month.  
  
Wendy Aldinger volunteered to be the Primary Reviewer for this document.
- **Professional Development SC Liaison (was Randi, with Deirdre)**  
Randi will stay in this role until June.
- **SMP Workgroup (Nan, Randi, Lori Havener, Betsy, +1 junior)**  
Angela volunteered for this group.

## **13. Board/Chair Orientation, President-Elect Orientation, Committee Manual Updates**

**Nan**

Nan is working with a group to provide additional information and benefit to the Board orientation. In addition, there is a concept to orientate Chairs and the President-Elect. Nan is convening a group that will meet on March 27 to begin this process. Charlie and Betsy will proceed with the Board Orientation as scheduled in May. If there are pieces of improvement that Charlie can add to the Board Orientation, then he will do this prior to the meeting.

In addition, Nan, Betsy, and Lori Havener are working at updating the Committee Manual. More information will be provided on this as information becomes available.

## **Research and Data Use**

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

**Maria / Angela**

Hannah is stepping down as the Chair at the end of May. The group is working hard on the charter. They are following up on the prevalence presentation provided by Chris.

### **15. Certification**

**Maria**

The proposed certification with survival did not align with other metrics for survival data. The question is how does the acknowledgement happen? There are currently fitness-for-use standards for identifying which registries can be included in Volume IV. As an aside, if we do produce a 5th volume on prevalence estimates, the same registries would be included in volume IV and V. Therefore the recognition could be for fitness-for-use for both survival and prevalence. Ideas centered around verbal recognition to certificates to data simply being in the Volume as enough. Certification results are currently posted on the web site and it was suggested that survival would also be posted. One idea is to go "broad" instead of "high" when it comes to certification. Nan asked Maria and Angela if the acknowledgement of registries needed to go before the committee? The group felt that this would be ultimately a Board decision. It could be "certified," "platinum for survival," or others. No immediate decision was made in regard to this piece as of yet. Implementation has not yet been determined but possibly in conjunction with Volume IV. Randi suggested a verbal at the Annual Meeting done together rather than separate. The main decision point is if this is done this year or next (2020).

**BOARD ACTION:** Maria will ask Chris Johnson how many registries may receive this designation and report back to the Board.

**MOTION APPROVAL: THE MOTION TO APPROVE THE SURVIVAL CERTIFICATION WAS PASSED.**

### **Standardization and Registry Development**

#### **16. Steering Committee Update**

**Isaac / Wendy**

Today is the last day to complete the 2018 Readiness Survey. There have been very good responses so far. 32 responses so far. Additional discussion centered around dialogue with CDC on the impact of the readiness. Isaac mentioned the STEVE data sharing initiative and that an acknowledgement box needed checked in filings. The ask is if NAACCR could help share the message that this detail needed to be done in the data sharing agreement. There was nothing immediately resolved during the call but Isaac wanted to at least mention it. Wendy added that there may be some formalization by the S&RD to ask the Board for help.

**BOARD ACTION:** Lori will bring this up with the Interstate Data Exchange Guidelines group to check off STEVE. Randi will contact someone at NAPSIS and bring it back to the Board.

### **Professional Development**

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

**Deirdre / Randi**

A meeting was held on February 28. The Survey Course was discussed but there is an issue that the modules that are in existence where they need to be updated. The charter is also a point of struggle for the group. Best practices are being developed. Stephanie Hill is working on the member awards and major updates for this year. Nan said that it is evident that other committees are having trouble with team charters so they will add this to the Board / Chair meeting next month.

#### **18. Annual Conference Update**

**Betsy / Charlie**

Work on the 2019 Annual Conference is picking up since the last Board meeting. Abstracts are being evaluated and plenary speakers are being confirmed. All speakers have accepted as of this meeting. More plenary speakers will be added via the abstracts. This is expected to be completed by the end of the month. There will be approximately 150 posters and over 140 oral abstracts. Special logistical requirements have been planned. Betsy continues to work with IACR on their needs. Charlie mentioned that some nights are being sold out but we are adding rooms. Betsy is working on plenary sessions and finalizing the program. The fellowship program is in place and applications will be accepted until April 5. Isaac asked if there will be a grouped XML breakout. He will send Betsy the names of submitted XML presentations and she will research it.

#### **19. Anglesio Prize Update**

**Betsy**

Betsy reminded the Board that the Anglesio Prize will be awarded at the NAACCR conference or a version of the award. Betsy and Lori Swain are having talks about having some involvement in the future of this prize. This carries a prize of \$550 EU and if it is published then more money is involved. Abstract submitters indicated their availability when they submitted their study.

### **Communications**

#### **20. Steering Committee Update**

**Lori / Kyle**

Kyle said that the committee met on the 13<sup>th</sup>. Most of the conversation centered around the survey. This will now be bumped to March 25<sup>th</sup> and will close on April 5<sup>th</sup>. The *Narrative* schedule is being refined and the editorial committee will be refreshed. Lori said that the area of struggle is getting Steering Committee information out to the membership but getting the SC groups to write articles. Nan asked if there was any additional discussion on making the *Narrative* more “real time” rather than relying on quarterly submissions.

Lori and Kyle said that this was not a main discussion at this time since they are trying to keep it timely at this moment.

### **Strategic Alliances**

#### **21. OVAC Update**

**Nan**

An activity called Lobby Day is coming up. Neither Betsy nor Nan will be able to attend this meeting. Nan asked if there was someone on the Board to take their place. She understands that some registries restrict this type of participation. However, she asked if members of the Board could attend in their place. Lori added that there are other educational initiatives for officials. They are scheduling another initiative in June but Lori is trying to get it moved off of that time because of the NAACCR meeting. However, it does not appear that they will concede or agree with the suggestion.

### **Other**

#### **22. NACDD / Battelle Project Update**

**Betsy**

Betsy has continued to proceed with filling spots for consultants in the NACDD work. The work is starting to pick up a little now. Invoices are starting to flow monthly to NACDD as well as reports and progress. Battelle continues to move at a slower pace. NAACCR is waiting for cues from Battelle on when work can pick up. Once permissions and authorizations are complete for all those on the project then work will pick up more. Betsy will continue to update the Board monthly as information becomes available. Betsy spoke about the surveys that will be associated with the NACDD work.

#### **23. Adjournment and Next Meeting**

**All**

- Reminder that next month is combined Board/Chair meeting

The Board meeting adjourned at 4:00 PM Eastern. The next teleconference of the Board will be April 17, 2019, with this meeting being the first hour with the Board / Chairs and the second hour with the Board only.

Board Chair Topics: Team Charters, To Do List, List of Priorities and Reports, Reporting at Annual Conference, Deadline for Reports to Annual Conference

*Scheduled Board Meetings 2018 – 2019*

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

*April 17 (Board/Chair), May 15*



**NAACCR Board Action Items**

Item	Responsible BOD Member / Person	Status
<b>March 2019</b>		
Betsy and Nan will develop a presentation on updates for the Canada meeting.	Betsy / Nan	
Maria will ask Chris Johnson how many registries may receive this designation and report back to the Board.	Maria	
Randi will work with Monica to complete the text for the awards.	Randi / Monica	Completed
<p>Lori will bring this up with the Interstate Data Exchange Guidelines group to check off "STEVE".</p> <p>Randi will contact someone at NAPSIS and bring it back to the Board.</p>	<p>Lori Havener</p> <p>Randi</p>	
Isaac and Randi to go back to S&RD to reconvene this group for creation and charge the group to be more proactive in direction and guidance to the Board. The Board would like to know if this is a feasible plan or not.	Isaac / Randi	
Lori Havener to develop action item list from the Board Chair meeting.	Lori Havener	In Progress
Board Liaisons to plan with Chairs how to summarize their accomplishment (possibly 1 or 2 max) for presentation at the 2019 NAACCR Annual Business Meeting.	Board Liaisons	In Progress
<b>February 2019 Completed</b>		
Charlie will add language from our attorney in agreements that required disclosure of a conflict of interest.	Charlie	Completed
Nan will reach out to the winning candidates to confirm their acceptance before sending an announcement to the membership.	Nan	Completed
It was concluded to table the development of a video at this time.	Nan	Completed
Appoint a reviewer for Standards Volume V.	Nan	Completed
<b>January 2019 Completed</b>		
Draft Board Resolution for Maureen McIntyre.	Betsy	Completed
Issue call for nominations for Percy / Muir Awards.	Betsy	Completed
Finalize Congressional welcome letter.	Lori S.	Completed
Contact Connie Bura for ACoS membership application (combine CoC, AJCC, NCDB).	Charlie Blackburn	Completed

Assign committee manual for revision to Lori Havener.	Betsy	Completed
Research status of IT Advisory Group.	Isaac Hands & Randi Rycroft	
Ask Monica to do a report on registries that are not active in NAACCR committees.	Charlie Blackburn	Completed
Review list of active NAACCR members and reach out to registries, utilize membership coordinator.	BOD Who will call registries?	Tabled until coordinator is hired.
Discuss development of videos on registries that are not active in NAACCR.	Jim Hofferkamp	Completed
Update format of Board meeting minutes to add action items and update structure of Board agenda.	Charlie, Betsy, Nan	Completed
Add Strategic & Mid-Level Tactical groups to agenda and upload meeting minutes to BOD workspace as part of consent agenda.	Charlie, Betsy, Nan Strategic & Tactical Group liaisons	Completed
Schedule reminders to Board Liaisons to upload SC minutes and bring agenda items to Nan, Betsy, and/or Charlie.	Charlie, Betsy, Nan All BOD Liaisons	Ongoing
Board liaisons to remind SC to add standing agenda items to things to refer to BOD.	All BOD Liaisons	Ongoing
Add BOD to SC workspace groups.	Charlie	As Requested
Establish group to develop Board / Chair training (orientation) and SC Chair orientation.	Nan (lead) Reps-at-Large: Kyle, Deirdre, Angela, President-Elect: Frank, Randi	Complete
Write language about President-Elect special election.	Nan	Completed
Schedule discussion for Board Self-Assessment items: (a) #14, #15, #16 (April?) (b) #2, #18, #19, #20, #21 (May?)	Nan	May meeting
Bylaws updates proposed for this FY2019.	Maria	In Progress
Add Wendy Aldinger to Bylaws Committee.	Charlie	Completed
Schedule Board / Chair meeting at Annual Conference.	Charlie Blackburn	Completed

**Board Members, Committee Memberships, and Document Review Assignments:**

Board Member	Committees	Document Review
Betsy Kohler, Executive Director, Ex-Officio	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, OVAC	
Nan Stroup, President	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, OVAC, Orientation/Onboarding TF	Standards Volume I (primary)
Randi Rycroft, President-Elect	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, Orientation/Onboarding TF	Implementation Guidelines Review (primary)
Maria Schymura, Treasurer	Finance & Personnel Subcommittee (Chair), Bylaws Committee (Chair), Research & Data Use SC	Standards Volume II (secondary)
Lori Swain, SMO Representative	Strategic Alliances, Finance & Personnel Subcommittee, Bylaws Committee, Communications SC, OVAC (NCRA),	
Angela Meisner, Representative-at-Large	Research & Data Use SC, Orientation/Onboarding TF	Standards Volume V (secondary)
Deirdre Rogers, Representative-at-Large	Professional Development SC, Orientation/Onboarding TF	Standards Volume II (primary)
Isaac Hands, Representative-at-Large	Standardization & Registry Development SC, XML Implementation	
Kyle Ziegler, Representative-at-Large	Communications SC, Nominations Committee, Orientation/Onboarding TF	Implementation Guidelines Review (secondary) Standards Volume I (secondary)
Wendy Aldinger, Representative-at-Large	Standardization & Registry Development SC, Bylaws Committee	
Representative-at-Large (was Randi)	Professional Development SC	

**2018-2019 Document Review List**

Implementation Guidelines Review: PR-Randi Rycroft SEC-Kyle Ziegler

Style Layout: TBD

Standards Volume I: PR-Nan Stroup SEC-Kyle Ziegler

Standards Volume II: PR-Deirdre Rogers SEC-Maria Schymura

Standards Vol V: PR-Frank Boscoe SEC-Angela Meisner