

NAACCR Annual Business Meeting Minutes

Vancouver, British Columbia

June 12, 2019

1. **Call to Order, President's Welcome, and Report** **Antoinette Stroup**

President Antoinette Stroup welcomed everyone and called the meeting to order. No new business was added to the agenda. An electronic voting system was utilized. A quorum was tallied and verified.

2. **Approval of Minutes From 2018 Meeting** **Antoinette Stroup**

No comments or corrections were given for the 2018 meeting minutes. A motion was made to approve the minutes as written. The motion was seconded. No oppositions were voiced and the motion was approved.

ACTION: The 2018 Business Meeting Minutes were approved as written.

3. **Election Results and Destruction of Ballots** **Kyle Ziegler/Jetty Alverson**

Jetty announced the results of the 2019 membership voting for officers: Lorraine Shack from Alberta, Kevin Ward from Atlanta SEER Registry, Isaac Hands from Kentucky were elected to member-at-large positions, Maria Schymura from New York reelected as Treasure, Randi Rycroft from Idaho as President Elect and will take over the President role after the 2019 Conference. The committee thanks all of the candidates that were nominated this year and for their registries participation. Jetty also thanked the nominating committee members, April Austin, Stephanie Hill, Sarah Nash, Kyle Siegler and the NAACCR staff Charlie Blackburn and Betsy Kohler.

ACTION: The election ballots were destroyed.

4. **Highlights and Accomplishments/Strategic Management Plan and Update**

a. **Executive Director Highlights and Accomplishments** **Betsy Kohler**

- NAACCR is a very healthy organization and its investment portfolio has made increases this year.
- NAACCR competed for and won a subcontract award with the National Association for Chronic Disease Directors for a project we are doing in junction with NPCR. This has been a successful and exciting project being worked on over the last year.
- The Bylaws are in the process of being updated.
- NAACCR was awarded a "low risk" audit designee.
- The Virtual Pooled Registry has had many developments. Betsy thanked Castine Clerkin and others for their hard work on this project.
- Work continues on developing the Caribbean hub with the Caribbean Health Agency.
- The following NAACCR members are network representatives for IACR: Betsy Kohler, Donna Turner and Chuck Wiggins.
- Successfully managed all our contracts and grants.
- Upgraded our abstracts and submissions process for the Annual Meeting.
- Betsy thanked the NAACCR staff, IACR staff and Venue West for all the work on the Annual Conference this year.

- b. Strategic Management Plan Update** **Antoinette Stroup**
 The current 5-year plan expires in 2021. Randi Rycroft and Antoinette will be making revisions over the next 2 years. The NAACCR Committee Guidelines are also being updated. The board is working on providing information via the NAACCR Narrative on its activities. The board is also working to provide more staff at NAACCR to support all the ongoing projects.
- c. Steering Committee Written Reports & Brief Verbal** **Chairs**
 Updates were given on:
- Professional Development Committee – Melanie Williams
 - Standardization & Registry Development Committee – Lori Koch/Winny Roshala
 - Communications Committee – Mignon Dryden
 - Research & Data Use Steering Committee – Hannah Weir
 - Strategic Alliances Steering Committee – Antoinette Stroup
- d. Recognition of NAACCR Steering Committee Chairs & Liaisons** **Antoinette Stroup**
 Recognition was given to the following: Melanie Williams, Mignon Dryden, Hannah Weir, Frances Ross, Lori Koch, Winny Roshala, and Chuck Wiggins.
- 5. Update on 2020 Proposed Bylaws Changes** **Antoinette Stroup**
 Antoinette referred to the packet materials distributed to the membership. Maria Schymura is stepping down from this committee and Wendy Aldinger will become the new chair. Maria encouraged any bylaw revisions or suggestions should be sent to Wendy.
- 6. Treasurer’s Report – Financial Oversight, Operations, Audit, Financials Status** **Antoinette Stroup**
 Maria Schymura, Treasurer, directed attendees to view the financial information in the packet provided. Maria praised Charlie Blackburn and Adele Hileman for their consummate professionalism and detailed record keeping. The fiscal 2018 year was successfully audited and details are included in the packet. NAACCR’s total liabilities and net assets are approximately 2 million dollars. The biggest source of revenue is grants and contracts. The biggest source of expenses is providing services under the various contracts and cooperative agreements. Maria presented slides on information provided in the packet.
- Support of All Kinds** **Antoinette Stroup**
 Nan referred the members to page 51 which describes support of all kinds.
- 7. Nominations for 2020 Nominating Committee** **Antoinette Stroup**
- a. Nominating Committee Formation 2019-2020** **Antoinette Stroup**
 A chair and at least two others are needed. The following individuals were nominated and accepted: Jetty Alverson, Sara Nash and Chandrika Rao.
- b. ACTION: Appoint Nominating Committee Chair** **Antoinette Stroup**
 Nan appointed Chandrika Rao as the chair and she agreed to serve in this role.
- 8. Adjournment** **Antoinette Stroup**
 The meeting adjourned.