



NAACCR Business Meeting Agenda

Friday, June 18, 2021

11:30 AM – 12:30 PM Eastern

Location: ZOOM

[Business Meeting Home Page](#)

1. Open Meeting and Welcome Randi Rycroft
 - a. Call to Order
 - b. Call for New Business from the Membership
 - c. Appointments
 - i. 2021 Business Meeting Minutes Approval Committee – Updated by President

2. Minutes from 2020 Meeting Randi Rycroft
 - a. Approved - Item Approved Prior to Meeting

3. Election Results and Destruction of Ballots Randi Rycroft
 - a. Approved - Item Approved Prior to Meeting

4. Confirmation of Nominating Committee Randi Rycroft
 - a. Members elected during vote. See attached report.

5. Announcement of Certification Results Randi Rycroft

6. Strategic Management Plan Update Angela Meisner / Sarah Nash
Randi Rycroft / Winny Roshala
 - a. Strategic Management Plan Process
 - b. Strategic Management Plan 2021 – 2024

7. Highlights and Accomplishments Betsy Kohler
 - a. NAACCR Accomplishments

8. Recognition of NAACCR Steering Committee Chairs and Liaisons Randi Rycroft

9. Treasurer’s Report Randi Rycroft
Financial Oversight, Operations, Audit, Financials Status submitted by Maria Schymura, Treasurer

10. Support of All Kinds by Sponsoring Member Organizations Randi Rycroft

11. Adjournment Randi Rycroft

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**NAACCR Annual Business Meeting Minutes
Wednesday, June 24, 2020**

2:00 PM Eastern

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

Randi Rycroft

Randi called the meeting to order. She welcomed all voting delegates and other interested parties.

A special thanks to the Parliamentarian, Allison Wallis, JD, for her expert guidance in these proceedings. Most reports have been submitted in writing and members will not hear verbal reports.

- a. **Announcement of Quorum** There is a minimum quorum needed of 33 and 60 voting delegates were present.
- b. **Credentials Report** There were no questions. The credential report was adopted as given.
- c. **Adoption of Meeting Rules** Meeting rules were presented. There were no questions or any request to have the rules read aloud. The meeting rules were adopted.
- d. **Adoption of Agenda** The agenda was presented and there were no changes requested. The agenda was adopted, subject to changes by the President.
- e. **President's Appointments**
 - i. **Time Keepers**
Monica Thornton and Tyler Scott
 - ii. **2020 Minutes Approval Committee**
Angela Meisner, David O'Brien, and Lori Swain
 - iii. **Presiding Parliamentarian**
Allison Wallis, JD

2. Approval of Minutes from 2019 Meeting

Randi Rycroft

[Draft minutes were presented and available on the website.](#)

- a. **VOTE: Approval of 2019 Minutes**

ACTION: The 2019 NAACCR Business Meeting Minutes were approved as written.

3. 2020 – 2021 Nominating Committee

Randi Rycroft

- a. **VOTE: Election of 2020 – 2021 Nominating Committee**

The following were nominated and accepted: April Austin, Deb Hurley and Kim Vriends

ACTION: April Austin, Deb Hurley, and Kim Vriends were accepted into the nominating committee.

ACTION: Randi appointed April Austin as chair of the Nominating Committee and she agreed to serve in this role.

4. Board of Election Results and Destruction of Ballots

Randi Rycroft

2020 Election Report submitted by Chair, Chandrika Rao – Written Report

Randi congratulated all newly elected board members who will assume office at the conclusion of this meeting.

She looks forward to serving with them in the coming year and thanked the nominating committee for

presenting us with an exceptional slate of candidates.

Results: President Elect – Winny Roshala; Representative-at-Large - Monique Hernandez, Mary Jane King, Angela Meisner; Sponsoring Member Organizations Representative – Lori Swain

a. **VOTE: Destruction of 2020 Ballots**

The election ballots were destroyed.

ACTION: The election ballots were destroyed.

5. **Treasurer’s Report – Written Report**

Maria Schymura

There were no questions regarding the audit and financials status.

6. **2020 Proposed Bylaws Revision**

Wendy Aldinger

The organization’s bylaws are meant to formalize how decisions can be made and how business is conducted. Bylaws may broad in nature and then can be further explained and supplemented by standing rules which function under the umbrella of the bylaws. The President called on the Bylaws Committee Chair to report. Wendy Aldinger presented the procedure for considering revisions.

a. **VOTE: Proposed Bylaws Revision**

ACTION: Article I. Scope and Purpose was provisionally adopted by 59 votes.

ACTION: Article II. Membership was provisionally adopted by 55 votes.

ACTION: Article III. Officers was provisionally adopted by 58 votes.

ACTION: Article IV. Meetings of the Membership was provisionally adopted by 58 votes.

ACTION: Article V. Board of Directors was provisionally adopted by 59 votes.

ACTION: Article VI. Committees was provisionally adopted by 57 votes.

ACTION: Article VII. NAACCR Staff was provisionally adopted by 57 votes.

ACTION: Article VIII. Executive Office was provisionally adopted by 60 votes.

ACTION: Article IX. Financial Administration was provisionally adopted by 56 votes.

ACTION: Article X. Parliamentary Authority was provisionally adopted by 57 votes.

ACTION: Article XI. Amendment to the Bylaws was provisionally adopted by 57 votes.

ACTION: Article XII. Dissolution of the Association was provisionally adopted by 58 votes.

ACTION: By direction of the bylaws committee, Wendy moved to adopt the bylaw revision with proviso. Entire Bylaws revisions were adopted by 56 votes.

ACTION: On behalf of the bylaws committee, Wendy moved that the bylaws committee be authorized to correct article and section designations, punctuation, grammar, and cross-references and to make such other technical and conforming changes as may be necessary. There were no objections, the motion was adopted and the Bylaws Committee is authorized to make such corrections.

7. **Highlights and Accomplishments/Strategic Management Plan (SMP) and Update**

a. **NAACCR Highlights and Accomplishments – Written Report**

Randi Rycroft

Randi encouraged the membership to read the Highlights and Accomplishments written report in the meeting packet. The accomplishments of this organization over the past year are impressive and membership should be very proud of what NAACCR has accomplished.

b. **Strategic Management Plan Update**

Nan Stroup

We are in our final year of our 5-year SMP and are beginning the process of renewal. This provides a blueprint for the future direction for the organization for the next five years and defines the work to be done to ensure that our cancer surveillance systems continue to evolve to meet the needs of the cancer community. An SMP survey will be released to the membership on June 25th and available until July 16th.

c. Awards and Recognition

Randi Rycroft

i. NAACCR Outgoing Board Members

Antoinette Stroup, PhD – Past-President
Wendy Aldinger, RHIA, CTR – Representative-At-Large
Kyle Ziegler, BS, CTR – Representative-At-Large

ii. Current Steering Committee Chairs

Strategic Alliances – Antoinette Stroup (Chair) & Randi Rycroft (Vice-Chair)
Standardization and Registry Development – Lori Koch & Winny Roshala (Co-Chairs)
Research and Data Use – Susan Gershman, Ph.D. & Sarah Nash (Co-Chairs)
Communications – Melanie Williams
Professional Development – Mignon Dryden & Stephanie Hill (Co-Chairs)
Nominating – Chandrika Rao
Institutional Review Board – Elizabeth Ward (Chair) & Scarlett Gomez (Vice Chair)
Scientific Editorial Board – Myles Cockburn

Current NAACCR Liaisons

American Joint Committee on Cancer– Frances Ross
Commission on Cancer – Colleen Sherman
Comprehensive Cancer Control National Partners – Betsy Kohler, Randi Rycroft
International Cancer Control Partnership – Betsy Kohler
Joint Public Health Informatics Task Force – Brent J. Mumphrey, David Stinchcomb
One Voice Against Cancer – Betsy Kohler, Randi Rycroft, Antoinette Stroup
Pathology Electronic Reporting Task Force – Mignon Dryden, Jim Hofferkamp, Betsy Kohler

iii. NAACCR Member Awards Program

Congratulations to the following members:
Merit (100 points) – Fran Maguire, Sarah Nash & Angela Meisner
Leadership (300 points) – Baozhen Qiao, Ph.D. & Jennifer Ruhl, MSHCA, RHIT, CCS, CTR

iv. Calum S. Muir Award Winner

Betsy Kohler presented this award to Charles Wiggins. Chuck thanked NAACCR and expressed his appreciation for being recognized by peers/friends and cannot imagine a greater honor.

d. Steering Committee Reports – Written Report Only

Chairs

8. Support of All Kinds – Written Report Only

Randi Rycroft

9. Call for New Business

Randi Rycroft

No new business

10. Final Comments, Announcements, and Adjournment

Randi Rycroft

- a. Betsy announced the award winners of the Connie Percy award are Annelie Landgren and Martha Linet for their help and dedication with improving the Virtual Pooled Registry.
- b. Randi thanked all for attending and their active participation in the 2020 NAACCR Business Meeting.

Special thanks to:

- Bylaws Chair, Wendy Aldinger for guiding us through our voluminous bylaws changes;
 - NAACCR Board for their time and effort in providing guidance to the organization;
 - NAACCR Executive Director for her outstanding leadership;
 - NAACCR staff for the work they put in to making this meeting run so smoothly;
- c. Charlie Blackburn announced that the Call For Data submission awards will be mailed out either next week or early the following week.

The meeting adjourned at approximately 3:42 PM Eastern.

2021 NAACCR Board of Directors Election Results

April Austin, Chair, NAACCR Nominating Committee

The NAACCR Nominating Committee is charged with encouraging volunteers to consider serving on the NAACCR board, as well as accepting eligible nominations for Board elections. For the 2021, there are four key leadership roles being filled: Treasurer and three (3) openings for Representatives-at-Large. And, as outlined in the newly amended bylaws, this year's general election included the selection of three (3) people for the 2021-2022 Nominating Committee.

The Nominating Committee is pleased to announce the newly elected candidates. The Committee would also like to thank Charlie Blackburn and Tyler Scott from the NAACCR office for their assistance.

Elected Candidates:

Treasurer:

Kevin Ward, PhD
Director of the Georgia Center for Cancer Statistics
Georgia Cancer Registry

Representatives-at-Large:

Wendy Aldinger, RHIA, CTR
Registry Manager
Pennsylvania Cancer Registry

Sarah Nash, PhD, MPH, CPH
Co-Investigator at the State Health Registry of Iowa
Assistant Professor, University of Iowa

Lorraine Shack, PhD
Director, Cancer Surveillance & Reporting
Alberta Health Services 2021-2022

2021 NAACCR Nominating Committee Election Results

The following individuals were elected to the 2021-2022 NAACCR Nominating Committee and have already been validated.

April Austin, Chair, NAACCR Nominating Committee

April Austin, MS (Chair)

Research Scientist

New York State Cancer Registry

Deborah Hurley, PhD, MSPH

Director

South Carolina Central Cancer Registry

Kim Vriends, BHA, CHIM

Manager

Prince Edward Island Cancer Registry

Certification:

Certification Results for December 2020 Submission, Diagnosis Year 2018



2020 NAACCR Certified Registries for Diagnosis Year 2018

Based on December 2020 Submission

Gold		Silver	
US Registries	Canadian Registries	US Registries	Canadian Registries
Alabama	Alberta		Prince Edward Island
Alaska	British Columbia		
Arizona	Manitoba		
Arkansas	New Brunswick		
California	Newfoundland and Labrador		
-- Greater Bay	Northwest Territories		
--Greater California	Nunavut		
--Los Angeles	Ontario		
Colorado	Saskatchewan		
Connecticut			
Delaware			
Florida			
Georgia			
Hawaii			
Idaho			
Illinois			
Iowa			
Kansas			
Kentucky			
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New Hampshire			
New Jersey			
New Mexico			
New York			
North Carolina			
North Dakota			
Ohio			
Oklahoma			
Oregon			
Pennsylvania			
Puerto Rico			
Rhode Island			
South Carolina			
South Dakota			
Tennessee			
Texas			
Utah			
Vermont			
Virginia			
Washington			
--Seattle			
West Virginia			
Wisconsin			
Wyoming			

Survival / Prevalence:

Fitness for Use for Survival/Prevalence for December 2020 Submission, Diagnosis Years 2008-2017



Registries Recognized as Fit for Use for Survival & Prevalence	
2021 Recognition for 2011-2017 Data	
Based on December 2020 Submission	
US Registries	Canadian Registries
Alabama	Alberta
Alaska	British Columbia
Arizona	Manitoba
Arkansas	New Brunswick
California	Newfoundland and Labrador
<i>Greater California</i>	Ontario
<i>Greater Bay</i>	Prince Edward Island
<i>Los Angeles</i>	Saskatchewan
Colorado	
Connecticut	
Delaware	
Florida	
Georgia	
Hawaii	
Idaho	
Illinois	
Iowa	
Kansas	
Kentucky	
Louisiana	
Maine	
Maryland	
<i>Detroit</i>	
Minnesota	
Mississippi	
Missouri	
Montana	
Nebraska	
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	
North Dakota	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	
Utah	
Vermont	
Washington	
<i>Seattle</i>	
West Virginia	
Wisconsin	
Wyoming	

ITEM #6 Strategic Management Plan

The NAACCR Strategic Management Plan may be accessed by the link below.

[Click Here to View the NAACCR Strategic Management Plan](#)

ITEM #7 Highlights and Accomplishments

NAACCR highlights and accomplishments may be accessed by the link below.

[Click Here to View the NAACCR Highlights and Accomplishments](#)

Strategic Management Plan 2016-2021
Communications
Steering Committee Report



Report Date: June 8, 2021

Chair/Co-Chairs: Antoinette (Nan) Stroup and Lynn Giljahn

Reporting Period: Start Date 02/01/2021 End Date 06/01/2021

Were there any significant changes to the Steering Committee or the goals and objectives of this Priority Area since your last report?
 No Yes

If yes, please describe: New Co-Chair (Lynn Giljahn)

What were some of the most salient accomplishments during this reporting period? (Limit to 1-3 highlights)?

1. Assisted with communication plan for the NAACCR Strategic Management Plan (SMP) renewal process, including member survey, website updates, and social media announcements for comment period and SMP Town Hall via Zoom.
2. Continued to develop new goals and objectives for NAACCR's SMP 2021-2024, incorporating recommendations from member survey, SMP Workgroup, and Board of Directors.

Please provide an update for each of the objectives below, including progress to date and relevant work groups and task forces, where appropriate. For more information about the 2016-2021 SMP, go to <https://www.naacccr.org/strategic-management-plan>.

Goal 1: Serve as the voice for NAACCR members on key issues involving central cancer registries.

Objective 1: Use modern methods such as internet-based technologies to capture and share member views, opinions, and perspectives on important registry issues.

Update: Continue to utilize the most effective communication streams to NAACCR members including the website, the NAACCR Listserv, and the NAACCR Narrative Newsletter with supplemental announcements via social media.

Objective 2: Release position papers and policy statements, as appropriate, that support registries, cancer surveillance, and the NAACCR mission as required by the Board, NAACCR membership, or steering committees.

Update: No position papers or statements were requested of the committee for promotion during this period.

Objective 3: Serve as a united voice for policy issues and position statements that promote NAACCR's mission or benefit central cancer registries.

Update: No requests for policy issues and statements were requested of the committee for promotion during this period.

Goal 2: Promote the sharing of expertise, knowledge, procedures, and best practices among NAACCR members to ensure efficiency and reduce redundancy of effort.

Objective 1: Promote the Causeway Workspace Collaboration resource on the NAACCR website where members may post informational items that may be of value to other NAACCR members.

Update: No additional work has occurred in this area. The Causeway space has been decommissioned. Committees currently use NAACCR Share.

Objective 2: Develop an area on the NAACCR website where members may ask other members for guidance with particular issues or suggest a problem for collaborative solution efforts.

Update: The NAACCR Forums continue to be an option for members to easily ask other members for guidance, as well as collaborate directly with one another. The Steering Committee submitted goals and objectives to address the low utilization of forums and the proposed workplan for next year will include an assessment of current tools and consideration of alternatives to enhance online discussions that are timely and relevant to the most pressing informational needs of the NAACCR membership and its partners.

Objective 3: Enhance NAACCR's use of web-based and technology-driven communication systems to improve information sharing and promote adoption of best practices and develop a more global distribution list for outward communication.

Update: The Steering Committee worked with the NAACCR office to schedule social media announcements and reminders of the SMP using Buffer and targeting email to members-only utilizing Constant Contact.

Objective 4: Provide a venue and act as a clearinghouse for sharing software products, SAS or other programs, algorithms, tools, and/or templates to make them more widely available and minimize duplication of effort.

Update: The NAACCR ListServ, through NAACCR's Community Connect system, continues as an effective means for information dissemination about these tools. The NAACCR web site also serves as an important method for sharing software, analytic utility programs, algorithms, tools, and templates critical to the cancer registry/ surveillance community for activities.

Strategic Management Plan 2016-2021
Professional Development (PD)
Steering Committee Report



Report Date: 5/21/2021

Chair/Co-Chairs: Andrea Sipin-Baliwas / Carrie Bateman

Reporting Period: Start Date December 2020 End Date May 2021

Were there any significant changes to the Steering Committee or the goals and objectives of this Priority Area since your last report?
 No Yes

If yes, please describe:

What were some of the most salient accomplishments during this reporting period? (Limit to 1-3 highlights)?

1. Finalized 2021 – 2023 Strategic Management Plan (Continued development of the work plan).
2. Approved a draft of the new Ambassador Program website.
3. Held 11 NAACCR talks (listed under Goal 2 Objective 1 below).

Please provide an update for each of the objectives below, including progress to date and relevant work groups and task forces, where appropriate. For more information about the 2016-2021 SMP, go to <https://www.naacr.org/strategic-management-plan>.

Goal 1: Develop and implement strategies to recruit and retain personnel in central cancer registries by enhancing career opportunities for individuals with diverse skill sets.

Objective 1: Partner with other professional organizations (e.g., AHIMA, NCRA, APHA) to address recruitment and retention issues.

Update: Transitioning chair of the Workgroup – Keri Miller from Alaska Native Tumor Registry will take over for Carrie Bateman.

Objective 2: Establish collaborative approaches to make career opportunities more attractive to individuals with skill sets and expertise to build and implement the cancer registry of the future.

Update: Reviewing the training plan in the Recruitment Toolkit to determine any updates necessary.

Objective 3: In collaboration with other steering committees such as Standards and Registry Development and Research and Data Use bring top central registry staff together to brainstorm best practices for leadership, management, registry operations, epidemiology/statistics, IT, research support and data security.

No updates.

Objective 4: Collaborate with NCRA and other groups to address data quality from non-cancer registry/non-US outsourcing firms.

No updates.

Objective 5: Engage new members through the Member Ambassador Program to encourage involvement in NAACCR activities.

Update: The NAACCR Member Ambassador Program (MAP) was officially launched on May 27, 2021 with the primary goal of assisting NAACCR members who want to get involved but don't know where to start. A MAP page has been added to the NAACCR website including a form to initiate the process.

Goal 2: Develop a comprehensive multidisciplinary training program to ensure that NAACCR members possess the requisite skill sets to excel in the rapidly changing cancer surveillance environment.

Objective 1: Produce a training program that includes core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT, research support and data security to prepare members for management positions and to provide for a talented and reliable supply of future NAACCR leaders.

Update: We had a total of 754 attendees with these NAACCR Talks.

3/23/2021	Town Hall: NAACCR Strategic Management Plan 2021-2024
3/24/2021	Sassafras! Reading and Writing NAACCR V21 CML Files using SAS
4/21/2021	A Condensed Training for the Rate Stabilizing Tool Session 1
4/28/2021	A Condensed Training for the Rate Stabilizing Tool Session 2
5/5/2021	Refresh Your Knowledge: Requesting and Using NDI Linkages
5/26/2021	Secondary Release of Cancer Registry Data

Objective 2: Coordinate an inter-registry mentorship program with opportunities for registry staff to observe operations and best practices of highly successful registries.

Update: Collaborating with the NAACCR Board to revamp mentorship program and establish a budget for resources needed.

Objective 3: Support and guide University level curriculum for central cancer registries with other interested organizations.

Update: Ann Marie Hill and Stephanie Hill presented updates to the committee regarding the Undergraduate Certificate in Cancer Surveillance program under the Edward J. Bloustein School of Planning and Public Policy. Ann Marie believes the Committee can assist with helping to engage students in the Cancer Surveillance community and provide recommendations for program instructors.

Strategic Management Plan 2016-2021
Research & Data Use (RDU)
Steering Committee Report



Report Date: June 1, 2021

Chair/Co-Chairs: Sarah Nash and Jeff Dowden

Reporting Period: Start Date 6/1/2020 End Date 5/31/2021

Were there any significant changes to the Steering Committee or the goals and objectives of this Priority Area since your last report? No Yes

Jeff Dowden replaced Susan Gershman as RDU co-Chair. Susan remains on the Steering Committee. Heather Zimmerman will replace Sarah Nash as RDU co-chair at the conclusion of the annual meeting. Sarah has accepted a position on the NAACCR Board but hopes to remain on the steering committee as Board Liaison.

What were some of the most salient accomplishments during this reporting period? (Limit to 1-3 highlights)?

3. There were 47 requests to access the CiNA public use dataset.
4. The CiNA DaRT system for data requests was completed and should be live within the next month. Release has been delayed by technical issues related to the change in SEER access. This will greatly increase the efficiency of the CiNA data application process.
5. There were 16 NAACCR Talks on RDU topics.

Please provide an update for each of the objectives below, including progress to date and relevant work groups and task forces, where appropriate. For more information about the 2016-2021 SMP, go to <https://www.naacccr.org/strategic-management-plan>.

Goal 1: Develop efficient, centralized processes to improve access to North American population-based cancer registry data for linkages, research, surveillance, and other applications.

Objective 1: Promote the use of high-quality and timely registry data by enhancing the annual Call for Data and the various NAACCR CiNA data products.

Update:

- *Call for Data*
 - *Updated NAACCR*Prep and completed December 2020 CFD*
 - *Certification complete and 65 registries were awarded gold certification*
- *CiNA products*
 - *CiNA Monographs released in May*
 - *Replaced Fast*Stats with improved data visualization tool CiNA*Explorer, to be released in June*
 - *47 requests for access to the CiNA public use dataset (not including NAACCR committees)*
 - *9 applications for access to CiNA Deluxe (not including NAACCR committee)*
 - *5 manuscripts reviewed by NAACCR SEB & NAACCR IRB*
 - *Participated in 2020 Annual Report to the Nation—special focus Economic Burden of Cancer; 2 papers—standard analysis pending publication and special section still undergoing agency review*
- *Certification*
 - *Continued evaluation of additional metrics for assessing case ascertainment/completeness*
 - *Released Recognition: Fit for Use for Survival & Prevalence analysis*

- 58 Registries achieved this designation for 2008-2017 diagnosis years, based on December 2020 submission
- Working with Data Assessment Workgroup to evaluate other designations

Objective 2: Develop a voluntary process to combine limited data from multiple registries to facilitate record linkage research.

Update:

- Six new registries have joined the VPR, bringing the total number of participating registries up to 43 (representing 86.6% of the U.S. population plus Puerto Rico).
- Of the 43 participating registries, 31 are using the Templated IRB/Registry Application in lieu of their registry and/or IRB state-specific applications.
- The NAACCR Templated DUA Task Force finalized the Templated Data Use Agreement which has been incorporated into the VPR process and has been approved for use in place of state specific agreements in 21 of the VPR registries.
- The VPR Phase I pilot testing (linkage and match count release) has been successfully completed with all 5 original pilot test studies. A new study, the NIH-AARP Diet and Health Study, was recently approved for Phase I linkage and is currently being linked at participating VPR registries.
- The Phase II pilot testing (request for individual-level data on Phase I matches) with the Childhood Cancer Survivor Study (CCSS) and the Transplant Cancer Match (TCM) Study has been approved by 26 of the 30 selected registries. These researchers have provided significant feedback on key areas for system enhancements.
- System enhancements have been made and are now being tested by the three remaining Phase II pilot test studies: The Cohort Cancer Registry Follow-up Study (CCRF), the Sister Study (SS), and the Women's Health Initiative.

Objective 3: Maintain and enhance tools to inform researchers about state- and province-specific research experience, interests, and processes to initiate research.

Update:

- Established CiNA Research Network that is a core group that will help facilitate collaborative papers using CiNA as well as review data research protocols.
 - 3 initial projects: a description of CiNA, Incidence of rare cancers, and ABSM analysis
 - CiNA Research Network will work with Professional Development and MAP to support collaboration and/or mentorship among researchers wishing to use CiNA data but unfamiliar with cancer surveillance data.
- Synthetic Dataset Task Force has expanded the synthetic dataset and it can be used for software development and testing or teaching. Next step is to promote the synthetic dataset so that the larger community is aware of it.

Objective 4: Increase accessibility to NAACCR's CiNA products by periodically evaluating data access policies and processes.

Update:

- *Data Security & Confidentiality Workgroup prepared file report of survey and developed a list of priority projects based on the survey results. Survey report and priority list will be presented to NAACCR Board in June 2021.*
- *CiNA DaRT automated system for data access and request is ready for release and should be live in June—delay due to technical issues related to change in SEER access.*

Objective 5: Increase the value and relevance of central cancer registries to the cancer control community, clinicians, researchers, and the public.

Update:

- *Updated on-line query system with additional data visualization (CiNA*Explorer) to be released June 2021.*
- *Geocoder Workgroup continues to evaluate and improve geocoder functionality and output. New version released in July 2020 and additional updated released in February and May 2021. Updates incorporates the hierarchical approach in the standard vs advanced match, increased efficiency, corrects a mismatch between Census Tract Certainty and Match Status, updated reference files, and the 2020 Census Boundaries.*
- *2020 Census & Denominator Workgroup has established and approved methodology for tract-level estimates. Estimates are incorporated into SEER*Stat and will be released as requested. This Workgroup also established and approved methodology for estimating Congressional Districts based on census-tract as well as NCI/NAACCR Cancer Reporting Zones and the CDC EPHT Sub-County Areas. Will incorporate these additional ABSM assignments in December 2021 Call for Data. This Workgroup continues to assess and address issues around Census differential privacy and procedures, as well as changes in availability of race/ethnicity population categories.*

Goal 2: Improve the research capacity of NAACCR Member Registries, and enhance data use capabilities.

Objective 1: Strengthen NAACCR Member Registry capacity in research and data use.

Update: Data Analyst Handbook Workgroup formed and established content area.

RDU NAACCR Talks:

<i>Date</i>	<i>Topic</i>	<i>#Attended</i>
<i>7/8/2020</i>	<i>NAACCR 2020 Virtual Student Oral Presentations</i>	<i>47</i>
<i>7/22/2020</i>	<i>Informatics Tools and Processes for the XML Data Exchange Standard</i>	<i>283</i>
<i>8/14/2020</i>	<i>Revised Common Rule</i>	<i>78</i>
<i>8/28/2020</i>	<i>Revised Common Rule</i>	<i>104</i>
<i>9/2/2020</i>	<i>The Virtual Pooled Registry...and Beyond!</i>	<i>243</i>
<i>9/9/2020</i>	<i>Utility Strengths and Limitations of Cancer Registry Data for Firefighter Cancer Research</i>	<i>67</i>
<i>9/30/2020</i>	<i>Operations to Enhance Data Use and Research</i>	<i>191</i>
<i>10/7/2020</i>	<i>Focus on Survival</i>	<i>140</i>
<i>10/21/2020</i>	<i>Social Determinants of Health Part 1</i>	<i>157</i>

10/28/2020	<i>Social Determinants of Health Part 2</i>	117
11/4/2020	<i>Focus on Brain Tumors</i>	283
12/2/2020	<i>Advanced Data Collection</i>	212
3/24/2021	<i>Sassafras! Reading and writing NAACCR V21 CML files using SAS</i>	206
4/21/2021	<i>A Condensed Training for the Rate Stabilizing Tool Session 1</i>	111
4/28/2021	<i>A Condensed Training for the Rate Stabilizing Tool Session 2</i>	80
5/5/2021	<i>Refresh Your Knowledge: Requesting and Using NDI Linkages</i>	123
5/26/2021	<i>Secondary Release of Cancer Registry Data</i>	193

Objective 2: Strengthen NAACCR's internal capacity to support research activities.

Update: CiNA Research Network is coordinating with MAP to maintain current list of NAACCR mentors to work with new or outside researchers interested in cancer surveillance research. See responses in Goal 1, Objective 3.

Strategic Management Plan 2016-2021
Standardization & Registry Development (S&RD)
Steering Committee Report



Report Date: June 1, 2021
Chair/Co-Chairs: Lori Koch, CTR and Wendy Aldinger, CTR
Reporting Period: Start Date June 2020 End Date May 2021

Were there any significant changes to the Steering Committee or the goals and objectives of this Priority Area since your last report?
 No Yes

If yes, please describe:

What were some of the most salient accomplishments during this reporting period? (Limit to 1-3 highlights)?

6. Readiness surveys were conducted in May 2020 and May 2021.
7. 2021 Implementation Guidelines were released in 10/2020.
8. Interstate Case Ownership Taskforce was established and began meeting 6/2020.

Please provide an update for each of the objectives below, including progress to date and relevant work groups and task forces, where appropriate. For more information about the 2016-2021 SMP, go to <https://www.naacr.org/strategic-management-plan>.

Goal 1: Prepare for the cancer surveillance system of the future – a system that is more timely, responsive, and adaptable to change.

Objective 1: Analyze how cancer surveillance systems will interface with electronic health data and continue to assess semantic interoperability issues.

Update: Cancer Data Standards Registry and Repository (caDSR) provided a demonstration to Cancer Informatics Advisory Group (CIAG). CDC also provided a presentation to CIAG on the Data Modernization Project.

CIAG CaDSR Recommendation:

1. Review existing NAACCR v16 for retirement vs workflow promotion.
2. Recommend identifying “Minimal Set” v18 and v21 for caDSR curation. Identify a group that wants to utilize NAACCR to help focus the minimum set.
3. Next Generation caDSR launches in summer 2021 and will have Spreadsheet Loading capability.
4. Target Fall 2021 for work to start on NAACCR v18 and v21 minimum set.

Objective 2: Engage and remain current with national/international efforts regarding informatics initiatives, electronic health records and other IT technologies.

Update: Cancer Informatics Advisory Group (CIAG) has been formed and is now led by co-chairs Eric Durbin and Gary Levin. The group continues to meet. They are discussing COVID 19 Data Collection and have reviewed other national efforts to collect as well as best approaches to incorporate in the central registry.

Objective 3: Provide the documentation, tools, and training that enables the NAACCR community to transition from the fixed-width data exchange standard to the NAACCR XML data exchange standard.

Update: Updated the XML Standards document and provided a webinar on July 22, 2020. The XML Data Exchange Workgroup reviewed the State-Specific Data Dictionary and provided feedback.

Objective 4: Conduct quarterly follow-up 2018 Readiness Surveys to determine how central registries are progressing in their ability to accept and process 2018 cases.

Update: The results of the 3rd Survey were released in January 2021. The 4th Survey was released in May 2021.

Objective 5: Identify emerging cancer surveillance data sources to assist registries with strategic planning for ensuing infrastructure and operational needs.

Update: CIAG discussed the COVID 19 Data Collection and have reviewed other national efforts to collect as well as best approaches to incorporate in the central registry. CIAG recommendations were submitted to S&RD on 9/15/2020.

Goal 2: Provide consensus standards and best practices for the collection and processing cancer and patient information.

Objective 1: Maintain consensus-based standards volumes and implementation guidelines.

Updates: The Data Exchange Standard, XML Specification for Cancer Registry Records now replaces Standards Volume I.

NAACCR Volume II v21 was released in August 2020, followed by several updates.

NAAACCR Volume V was updated and was released in May 2020 and was revised in July. Summary of changes from version 4.0 to 5.0 was posted in December.

Uniform Data Standards Work Group continues to review and approve new data items as requested. Review has begun on proposed 2022 data changes.

Schedule was developed to ensure all standard documents are reviewed/updated at a minimum every 5 years.

The Data Standards and Data Dictionary Restructure TF team charter was reviewed by CIAG. Two members from CIAG agreed to participate in this task force representing the CIAG, Moffitt Cancer Center and Emory University.

Objective 2: Develop methods to simplify the death clearance process to improve efficiency and reduce cost.

Update: The Death Clearance Manual Task Force is currently reviewing the entire manual.

Objective 3: Facilitate automation of record consolidation by developing general principles and consolidation guidelines.

Update: A request was presented to the MLTG to oversee auto-consolidation activities being done by the standard setters to ensure consistency. NPCR and SEER presented current activities to S&RD. They will provide routine updates.

Objective 4: Provide guidelines to central registries that will improve the timeliness of cancer reporting.

Update: No update at this time. This objective is currently on hold until NAACCR completes its registry assessment and timeliness project for NACDD and NPCR.

CIAG Update: CIAG considered that there has been much work on how to operationalize timeliness improvements and concluded that electronic pathology reporting offers the greatest potential to improve registry timeliness. The group determined to further explore the utility of Natural Language Processing (NLP), particularly in the context of electronic pathology reporting as a fresh approach to this topic.

CIAG plans to draft a paper with a focus on what registries can do moving forward on a national level using NLP tools. Different approaches to the paper have been discussed. The paper will likely evaluate the current advances in NLP research, such as work emerging from the Department of Energy (DOE) and NCI collaboration. Topics such as uncertainty quantification and registry workflows will be considered. Goal will be to suggest a national strategy to move these developments forward to benefit all registries.

Objective 5: Collaborate with the Research and Data Use Steering Committee to develop best practices for inter-state de-duplication.

Update: The S&RD co-chairs formed the Interstate Case Ownership Task Force in collaboration with the RDU SC to develop rules for determining ownership of duplicate cases. The group began meeting in June 2020.

Objective 6: Develop best practices regarding NDI linkage for use by all states.

Update: No update at this time. This objective is currently on hold.

Objective 7: Participate on the Mid-Level Tactical Group (MLTG) calls.

Update: The S&RD co-chairs attended monthly MLTG calls, provided input from a central registry perspective. Approved data item changes as requested.

Goal 3: Explore innovative uses of cancer registries by identifying emerging initiatives and new roles that bring value-added benefits to cancer surveillance, research and cancer control.

Objective 1: Identify new strategies to assess and monitor cancer survivorship.

Update: No update at this time.

Objective 2: Monitor advances in cancer surveillance, control and research to identify potential roles for cancer registries.

Update: The CIAG is exploring and assessing. CIAG has solicited and viewed presentations on:

- 1. CDC Data Modernization project*
- 2. CaDSR*
- 3. CIAG attended the ONC presentation on Information Blocking. The presentation had to do with patients able to get their data. It did not address public health reporting or anything along those lines. They are entering the enforcement phase of this.*

Objective 3: Identify new strategies to assess cancer surveillance for pediatric cancer.

Update: No update at this time, although this is something the MLTG wants to discuss and explore further.

Strategic Management Plan 2016-2021
Strategic Alliances Steering Committee Report



Report Date: 01/28/2020

Chair/Co-Chairs: Randi Rycroft

Reporting Period: Start Date 06/01/2020 End Date 05/31/2021

Were there any significant changes to the Steering Committee or the goals and objectives of this Priority Area since your last report?
 No Yes

If yes, please describe: As a result of the Strategic Management Plan renewal, and NAACCR's leadership interest in an elevated focus on strategy, the Strategic Alliances Steering Committee will become the Strategic Planning and Alliances Steering Committee. In addition to working on developing and maintaining partnerships, the Steering Committee will develop strategy for Board consideration. The Chair has drafted a revised team charter.

What were some of the most salient accomplishments during this reporting period? (Limit to 1-3 highlights)?

1. Developed new goals and objectives for the SMP with the new Committee focus in mind. The new year will involve recruiting strategic thinkers to the Committee, finalizing the team charter and workplan, and holding our first strategic development session.
2. NAACCR leadership had an initial call with representatives from the American College of Radiologists (ACR). Their initial interest is in shepherding a proposed new data item for population level collection, but they also expressed interest in a longer term relationship between our two organizations.
3. Continued our relationship with national organizations:
 - a. One Voice Against Cancer (OVAC) --NAACCR provided input to OVAC for their appropriations ask to increase funding for cancer registries and participated in a Hill Briefing on "Cancer Research: Challenges, Progress and the Role of Cancer Registries." OVAC hosted a speaker panel to educate policy makers on the importance of cancer registries in cancer research and cancer control efforts.
 - b. Comprehensive Cancer Control National Partnership—NAACCR attends monthly calls and in-person meetings twice a year (which were held virtually this past year).
 - c. College of American Pathologists – CAP now has representatives on both the MLTG and HLSG.

Please provide an update for each of the objectives below, including progress to date and relevant work groups and task forces, where appropriate. For more information about the 2016-2021 SMP, go to <https://www.naacccr.org/strategic-management-plan>.

Major Goal: Strengthen relationships with SMOs and existing partners, while establishing new alliances with key organizations to promote the NAACCR mission.

Objective 1: Cultivate productive working relationships with standard setters by facilitating open communications and purposeful actions.

Update: NAACCR members actively participate in both the Mid-Level Tactical Group and the High-Level Strategic Group which are charged with coordinating changes in surveillance practice and standards. All standard setters participate in these groups.

Through multiple projects, NAACCR maintains strong relationships with NCI SEER and CDC NPCR. NAACCR's relationship with our Canadian colleagues involves attending the annual Canadian Cancer

Council meeting and, currently, having two Canadian representatives on the NAACCR Board. The in-person annual Canadian Cancer Council was cancelled and they held a virtual meeting in October 2020 and again in May 2021.

Objective 2: Enhance existing relationships and build new strategic alliances that benefit cancer registries and support the NAACCR mission.

Update: We continue our relationships with OVAC, CCCNP, NACDD, Ci4CC, our surveillance partners. We will continue to build the relationship with CAP and look forward to building a new relationship with ACR.

The following individuals have served in the role of a Steering Committee Chair / Co-Chair or Liaison over the last two years.

Thank you for your leadership!

Steering Committee Chairs

Mignon Dryden	Professional Development Steering Committee
Andrea Sipin-Baliwas	Professional Development Steering Committee
Carrie Bateman	Professional Development Steering Committee
Antoinette M. Stroup	Communications Steering Committee
Sarah Nash	Research and Data Use Steering Committee
Jeff Dowden	Research and Data Use Steering Committee
Antoinette M. Stroup	Strategic Alliances Steering Committee
Randi K. Rycroft	Strategic Alliances Steering Committee
Lori Koch	Standardization and Registry Development Steering Committee
Wendy Aldinger	Standardization and Registry Development Steering Committee

Liaisons

Mignon Dryden	Liaison
Antoinette M. Stroup	Liaison
Colleen G. Sherman	Liaison
Randi K. Rycroft	Liaison

NORTH AMERICAN ASSOCIATION OF CENTRAL CANCER REGISTRIES, INC.

STATEMENTS OF FINANCIAL POSITION

As of May 31,

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and cash equivalents	\$ 460,450	\$ 259,052
Accounts receivable	43,274	1,169
Grants and contracts receivable	365,597	406,083
Prepaid expenses	58,708	88,093
Certificates of deposit	233,010	233,010
Investments	1,165,129	1,064,084
Total current assets	<u>2,326,168</u>	<u>2,051,491</u>
Furniture and equipment, net	44,638	65,382
TOTAL ASSETS	<u>\$ 2,370,806</u>	<u>\$ 2,116,873</u>
 LIABILITIES AND NET ASSETS		
Accounts payable	\$ 107,967	\$ 115,156
Accrued liabilities	108,423	79,822
Deferred revenue	73,150	294,293
Unearned grant advance	60,400	-
Total current liabilities	<u>349,940</u>	<u>489,271</u>
 NET ASSETS		
Without donor restriction	<u>2,020,866</u>	<u>1,627,602</u>
Total net assets	<u>2,020,866</u>	<u>1,627,602</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,370,806</u>	<u>\$ 2,116,873</u>

See accompanying notes to financial statements.

NORTH AMERICAN ASSOCIATION OF CENTRAL CANCER REGISTRIES, INC.

STATEMENT OF ACTIVITIES

For the Year Ended May 31, 2020

	Without Donor Restriction	With Donor Restriction	Total
REVENUES AND OTHER SUPPORT			
Grant and contract revenue	\$ 2,606,376	\$ -	\$ 2,606,376
Conference registration	231,350	-	231,350
Course registration	24,085	-	24,085
Webinars	253,697	-	253,697
Membership dues	85,450	-	85,450
Exhibitor income	7,060	-	7,060
Consulting fee revenue	35,434	-	35,434
Investment income, net	45,579	-	45,579
Sponsorship	17,000	-	17,000
Miscellaneous income	30,270	-	30,270
Net realized and unrealized gain on investments	35,574	-	35,574
Total revenues and other support	3,371,875	-	3,371,875
EXPENSES			
Program services:			
Cancer registration and data statistics	2,000,358	-	2,000,358
Conference and webinars	449,269	-	449,269
Total program services	2,449,627	-	2,449,627
Supporting services:			
Management and general	528,984	-	528,984
Total supporting services	528,984	-	528,984
Total expenses	2,978,611	-	2,978,611
CHANGE IN NET ASSETS	\$ 393,264	\$ -	\$ 393,264
Net assets, beginning of year	1,627,602	-	1,627,602
NET ASSETS, END OF YEAR	\$ 2,020,866	\$ -	\$ 2,020,866

See accompanying notes to financial statements.

NORTH AMERICAN ASSOCIATION OF CENTRAL CANCER REGISTRIES, INC.

STATEMENT OF ACTIVITIES

For the Year Ended May 31, 2019

	Without Donor Restriction	With Donor Restriction	Total
REVENUES AND OTHER SUPPORT			
Grant and contract revenue	\$ 1,957,088	\$ -	\$ 1,957,088
Conference registration	183,450	-	183,450
Course registration	16,290	-	16,290
Webinars	244,170	-	244,170
Membership dues	87,050	-	87,050
Exhibitor income	7,060	-	7,060
Consulting fee revenue	48,185	-	48,185
Investment income, net	43,326	-	43,326
Sponsorship	17,000	-	17,000
Miscellaneous income	21,508	-	21,508
Loss on sale of fixed assets	(251)	-	(251)
Net realized and unrealized loss on investments	(14,927)	-	(14,927)
Total revenues and other support	2,609,949	-	2,609,949
EXPENSES			
Program services:			
Cancer registration and data statistics	1,575,036	-	1,575,036
Conference and webinars	486,701	-	486,701
Total program services	2,061,737	-	2,061,737
Supporting services:			
Management and general	520,059	-	520,059
Total supporting services	520,059	-	520,059
Total expenses	2,581,796	-	2,581,796
CHANGE IN NET ASSETS			
Net assets, beginning of year	1,599,449	-	1,599,449
NET ASSETS, END OF YEAR	\$ 1,627,602	\$ -	\$ 1,627,602

See accompanying notes to financial statements.

NAACCR, Inc.

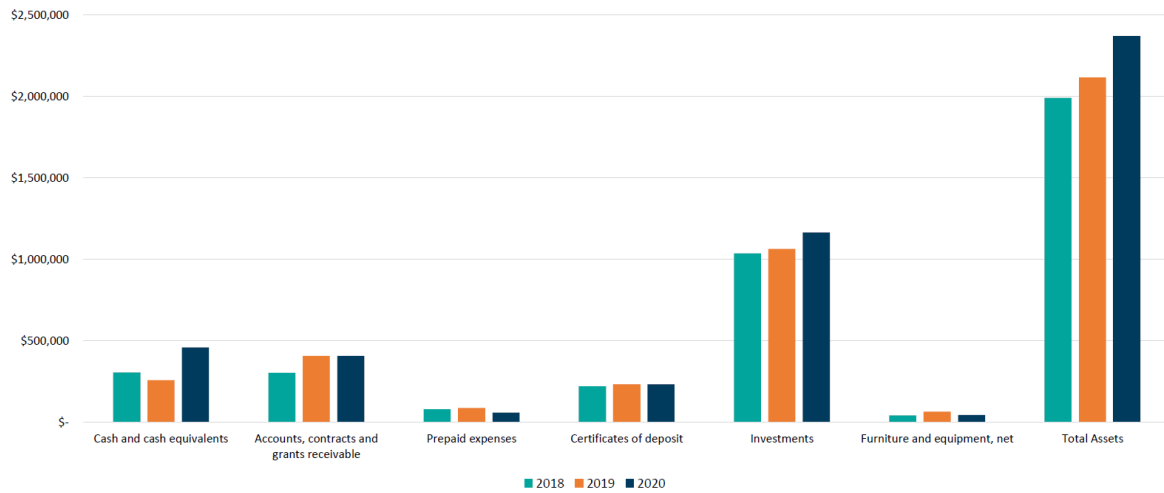
Balance Sheet

All Funds

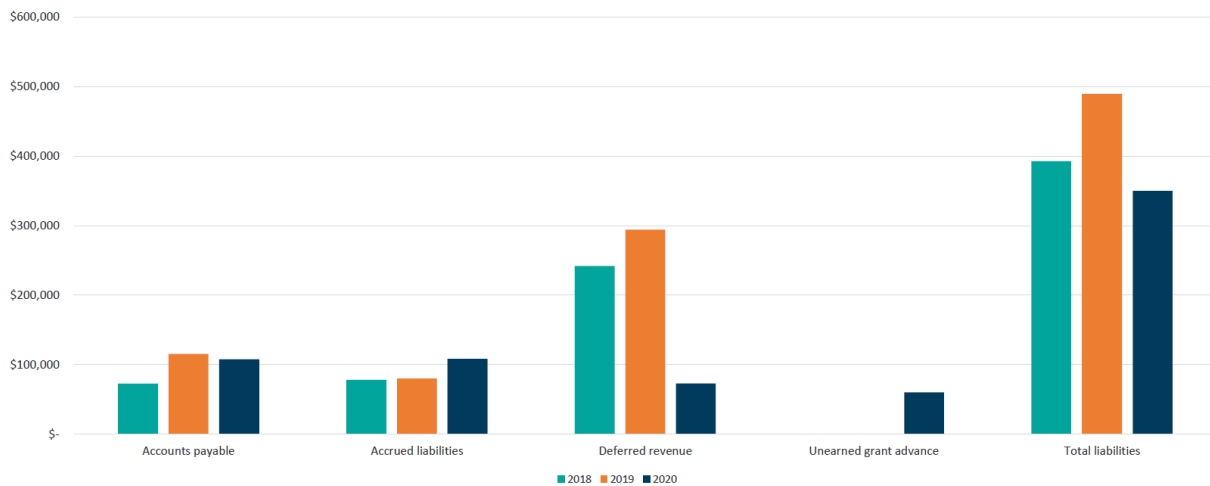
As of March 31, 2021

	Previous Month	Current Month
Assets		
<i>Cash</i>		
BOS Checking/Savings Account	543,707.25	266,052.39
Flex Spending Account	5,431.73	4,129.23
<i>Investments</i>		
BOS/LPL Portfolio	246,673.39	446,846.74
Merrill Lynch Portfolio	<u>1,439,743.08</u>	<u>1,472,684.70</u>
<i>Subtotal Cash & Investments</i>	<u>2,235,555.45</u>	<u>2,189,713.06</u>
<i>Receivables</i>		
Accounts Receivable	5,080.00	2,545.00
Indirect Funds Receivable	95,088.49	115,176.51
Grants Receivable	<u>349,729.36</u>	<u>441,261.37</u>
<i>Subtotal Receivables</i>	<u>449,897.85</u>	<u>558,982.88</u>
<i>Prepays</i>		
Prepaid Insurance	9,129.30	762.22
Other Prepays	31,807.61	32,004.67
<i>Other</i>		
Total Equipment	143,117.68	145,288.93
Accumulated Depreciation	<u>(117,260.52)</u>	<u>(118,980.43)</u>
Total Assets	<u>2,752,247.37</u>	<u>2,807,771.33</u>
Liabilities		
<i>Current</i>		
Accounts Payable	90,848.92	78,377.24
Accrued Liabilities	161,210.36	125,567.33
Deferred Revenue	<u>104,204.97</u>	<u>96,065.97</u>
Total Liabilities	<u>356,264.25</u>	<u>300,010.54</u>
Net Assets		
Unrestricted Net Assets	2,008,801.50	2,008,801.50
Change in Net Assets	<u>387,181.62</u>	<u>498,959.29</u>
Total Net Assets	<u>2,395,983.12</u>	<u>2,507,760.79</u>
Total Liabilities and Net Assets	<u>2,752,247.37</u>	<u>2,807,771.33</u>

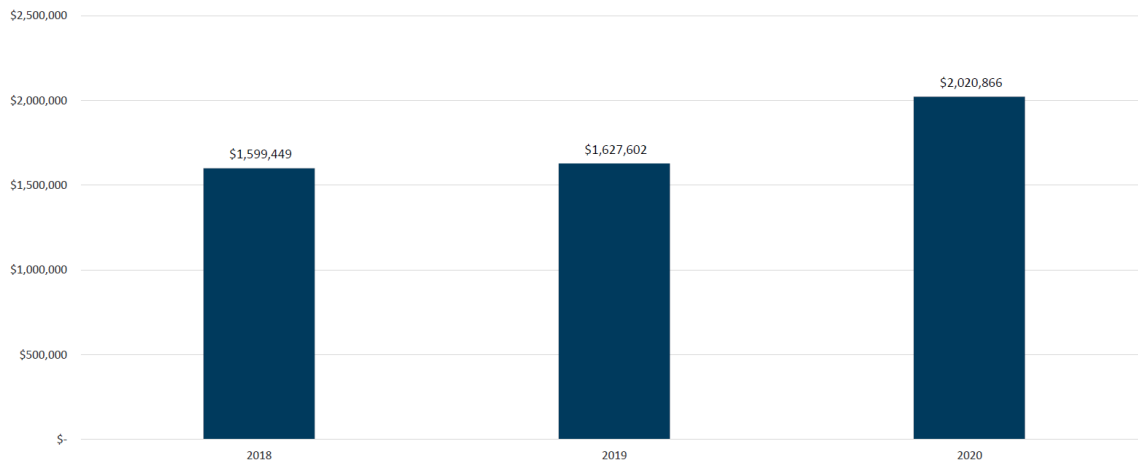
ASSETS



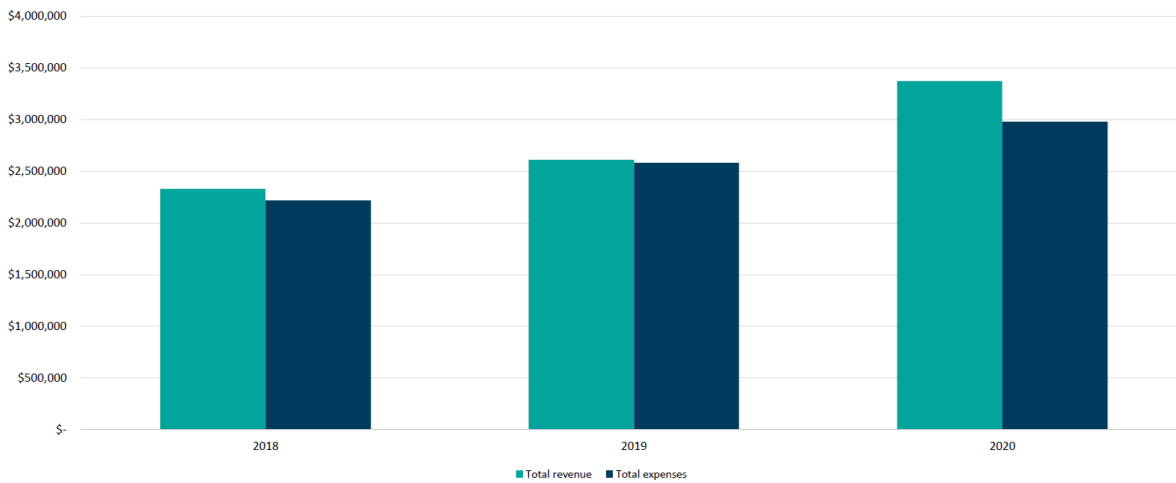
LIABILITIES



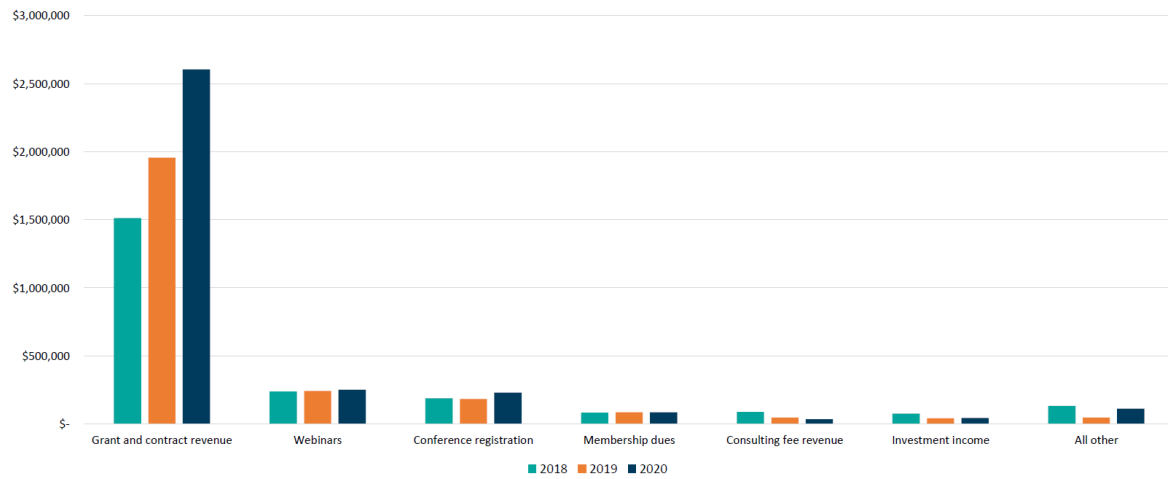
NET ASSETS



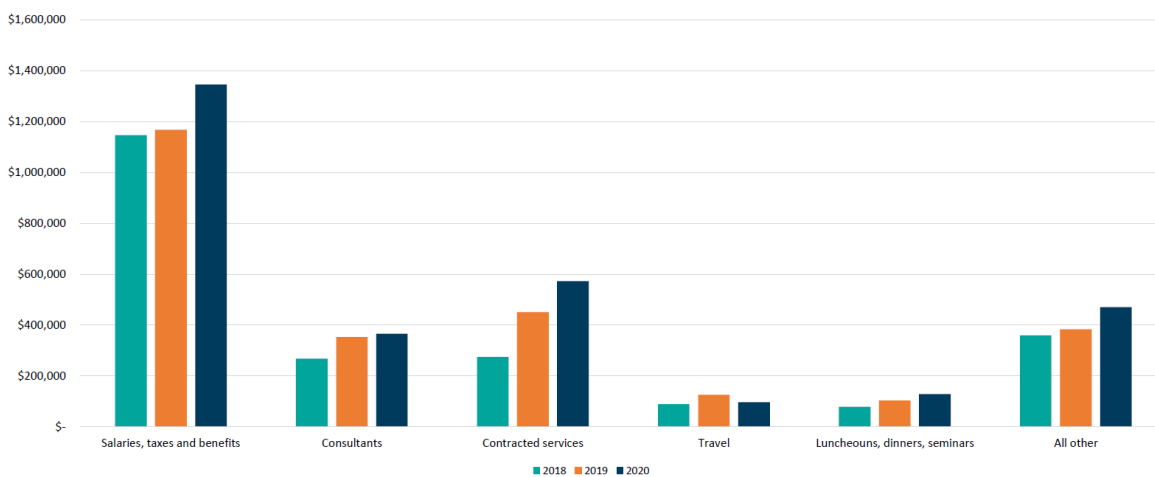
CHANGE IN NET ASSETS



REVENUE



EXPENSES



NAACCR Support of All Kinds from Member Organizations 2020-2021

American Cancer Society

- Sponsor with Distinction (\$10,000) with dues
- Support to NAACCR Committees

American College of Surgeons

- Dues
- Support to NAACCR Committees

Canadian Cancer Registry – Statistics Canada

- Dues
- Support to NAACCR Committees

Canadian Partnership Against Cancer

- Dues
- Support to NAACCR Committees

Centers for Disease Control & Prevention

- Cooperative agreement to support NAACCR infrastructure (\$495,000 in 2020-2021)
- Dues
- Support to NAACCR Committees

National Cancer Institute

- Contract for Technical Assistance for Cancer Surveillance (7-year up to \$7.7 million currently in year 7), currently supporting three task orders: Virtual Pooled Registry, Global CR-CS, and National Childhood Cancer Registry, NCCR
- Dues
- Annual Conference Support (\$25,000)
- Support to NAACCR Committees

National Cancer Registrars Association

- Liaison support to several NAACCR committees
- Dues
- Support to NAACCR Committees

Public Health Agency of Canada

- Dues
- Support to NAACCR Committees



BYLAWS

NORTH AMERICAN ASSOCIATION OF CENTRAL CANCER REGISTRIES, INC. (NAACCR)

ARTICLE I. Scope and Purpose

The North American Association of Central Cancer Registries, Inc. (NAACCR), the “Association”, is a professional organization that develops and promotes uniform data standards for cancer registration; provides education and training; certifies population-based registries; aggregates and publishes data from central cancer registries; and promotes the use of cancer surveillance data and systems for cancer control and epidemiologic research, public health programs, and patient care to reduce the burden of cancer in North America.

ARTICLE II. Membership

Section 1. Classification of Membership

The five classes of membership shall be:

Full: Full member organizations are central registries in the United States (Territories) or Canada (Territories), which are, or have the potential to become, population-based registries.

Individual: Individual members are those persons who are not currently working in a member organization who have demonstrated career and professional commitments and interests that are consistent with or complementary to those of NAACCR. Candidates for Individual Membership must be able to demonstrate involvement or activity in one or more of the following areas: cancer surveillance or registration, cancer epidemiology, patient care, cancer control, professional education, research, and biostatistics. Each candidate must make a commitment to support NAACCR through active participation in the activities of the Association. Individual members shall be entitled to participate and vote as a member of committees. Individual members may chair subcommittees. Individual members may not chair a committee, vote on matters brought before the Membership at the Annual Meeting, nor vote for or hold an elected position in the Association.

Sponsoring: Sponsoring member organizations are national professional or national governmental organizations primarily involved in any of the following areas: cancer surveillance or registration, cancer epidemiology, patient care, cancer control, professional education, research, or biostatistics. Each sponsoring member organization shall be entitled to one vote on each matter submitted to membership vote. No action taken by the Association shall be construed as committing any sponsoring member organization to a prescribed course of action. Each sponsoring member organization may designate one or more representatives from such organization to participate in the Association’s affairs on behalf of such organization. Representatives of sponsoring member organizations may be a member of and chair a committee. Only one representative of a sponsoring member organization shall be entitled to cast that organization’s vote.

Sustaining: Sustaining member organizations are organizations interested in promoting the purposes of the Association. No action taken by the Association shall be construed as committing any sustaining member organization to a prescribed course of action. Each sustaining member organization may designate one or more representatives from such organization to participate in the Association's affairs on behalf of such organization. Sustaining member organizations shall not be entitled to vote, and their representatives shall not be entitled to hold office. Representatives from sustaining member organizations may be a member of and chair a committee.

International Membership: This membership is available to individuals or organizations from countries other than the United States (Territories) and Canada. Candidates for International Membership must be able to demonstrate involvement or activity in one or more of the following areas: cancer surveillance or registration, cancer epidemiology, patient care, cancer control, professional education, research, and biostatistics. Each candidate must make a commitment to support NAACCR through active participation in the activities of the Association. International members shall be entitled to participate and vote as a member of committees. International members may chair subcommittees. International members may not chair a committee, vote on matters brought before the Membership at the Annual Meeting, nor vote for or hold an elected position in the Association.

Section 2. Application for Membership

Application for membership shall be submitted in a manner prescribed by the Board of Directors.

Section 3. Resignation

Any member may resign by submitting a resignation in writing to the Executive Director. If an effective date is not indicated in the letter, the resignation is effective on the date received.

Section 4. Continuing Membership

Each member shall continue their membership by paying their annual dues within the timeframe specified in these bylaws. All members wishing to change their membership category must complete a new membership application and submit it for review and approval before reclassification.

ARTICLE III. Officers

Section 1. Officers

The Board of Directors is composed of the Officers of the Association. The Officers shall be:

President

President-Elect or Immediate Past-President

Six Representatives-at-Large

Up to two Advisory Board Members

Treasurer

Section 2. Eligibility

An individual who is a representative in the Association of a full member organization for one year prior to election shall be eligible to hold the following offices: President, President-Elect, Representative-at-Large, and Treasurer. To be eligible for the office of President-Elect, a representative must, prior to the election, have served for one year as a

member of the Board of Directors or as a chair/co-chair of a NAACCR Committee that provides oversight for one of the priority areas in the Strategic Management Plan. To be eligible for Representative-at-Large or Treasurer, an individual must, prior to the election, have served as a member of a NAACCR committee. Eligibility of the Advisory Board Member(s) will be determined by the Board of Directors based on the needs of the Association.

Section 3. Term of Office

President: The term of office for President shall be two years.

President-Elect and Immediate Past-President: The term of office for President-Elect and Immediate Past-President shall be one year.

Representative-at-Large and Treasurer: The term of office for Representatives-at-large and Treasurer shall be two years. Individuals in these positions may serve a second consecutive two-year term, if re-elected, not to exceed a total of four consecutive years in the same position. The limit of four consecutive years may be exceeded when consecutive terms are served in different board positions. The Representatives-at-Large shall be elected on a rotating basis.

Advisory Board Member: The term of Advisory Board Member(s) shall coincide with the President's term.

Officers shall assume office at the conclusion of the Annual Meeting of the members at which they are installed. Officers must continue to be representatives of full member organizations for their term of office. A change of membership status would constitute a vacancy.

Section 4. Vacancies

All vacancies, except the office of the President, shall be filled for the unexpired term by appointment by the President with the approval of the Board of Directors. A vacancy occurring within sixty days prior to end of term may or may not be filled as determined by the Board.

A vacancy in the office of President shall be filled for the remainder of the term of office by vote of the Board of Directors.

A vacancy in the office of President-Elect shall be filled by a special election of the voting members. A vacancy occurring within sixty days prior to assuming the Presidency shall be filled by a vote of the voting members at the next Annual Business Meeting.

Section 5. Nominations and Election

The Nominating Committee is elected annually during the general election. Elections shall be by ballot. The top three vote recipients will be elected as the Nominating Committee. A Chair for the Nominating Committee shall be elected by the incoming Nominating Committee by the end of the month elected. If all three positions on the Nominating Committee are not filled at the ballot election the remaining position(s) will be elected at the Annual Business Meeting. Following procedures set forth in these bylaws, the standing rules, and policies of the board, the Nominating Committee shall: receive all nominations for office and Nominating Committee members, due no later than ten days prior to the election; in consultation with NAACCR staff, confirm eligibility of those nominated; place the name of all eligible candidates on the ballot; and, not accept nominations after the ballot is finalized.

NAACCR staff shall distribute the ballot to all voting members, with full instructions and shall serve as the tellers' committee after ballots have been returned.

Elections shall be by electronic ballot, with all ballots to be confidential.

Write-in votes shall not be permitted except in the case of a special election.

Elections shall be decided by plurality vote. In case of a tie vote, a runoff election will be held. In the event of a tie vote after a runoff election, the election will be determined by a majority vote of the Board of Directors.
For all NAACCR elections, each voting delegate cannot cast more than one vote for any candidate on the ballot. Members of the Nominating Committee cannot run for office while serving as a member of the committee.
Advisory Board Member(s) are elected by a vote of the Board of Directors.

Section 6. Duties of Officers

President: The President shall function as the Chief Elected Officer of the Association. When requested by the Executive Director, the President shall represent NAACCR, or appoint a representative, for all inter- and intra-organization committees, meetings, etc. where NAACCR participation is necessary. The President or his/her designee may be a member, ex-officio, of each committee except the Nominating Committee. The President's ex-officio status is without vote. The President oversees the management of the business of the Board of Directors. The President presides over the NAACCR Annual Business Meeting; in the President's absence the President-Elect or Past-President presides. The President presides over all Board of Directors meetings; in the President's absence the President-Elect or Past-President presides over the meetings. The President shall appoint all chairpersons of committees that provide oversight of the priority areas in the Strategic Management Plan.

President-Elect: The President-Elect shall prepare for his/her term of office by assisting the President. He/she will represent the President and NAACCR at the President's or Executive Director's request. The President-Elect shall succeed to the office of President at the conclusion of his/her term. The President-Elect assists in the management of and participate in the business of the Board of Directors including advising the President and Board as needed. The President-Elect shall appoint the chairpersons of committees that provide oversight of the priority areas in the Strategic Management Plan for his/her term of office prior to assuming the Office of President. The President-Elect attends all NAACCR Board meetings and Annual Business meetings.

Representatives-at-Large: The Representatives-at-Large shall serve as primary liaison officers with cancer registries and facilitate the exchange of information and the organization of projects. They will serve as Board Liaisons on committees as assigned by the President and participate in Board Governance activities and Board subcommittees as needed. The Representatives-at-Large attend all NAACCR Board meetings and Annual Business meetings.

Treasurer: The Treasurer shall provide fiscal oversight by reviewing monthly financial status reports that itemize receipts and disbursements for each NAACCR fund. The Treasurer will be provided with any financial supporting documentation and/or clarification as deemed necessary. The Treasurer shall provide a summary financial status report at the Annual Business Meeting. The Treasurer attends all NAACCR Board meetings and Annual Business meetings.

Immediate Past President: The Immediate Past President shall assist in the management of and participate in the business of the Board of Directors including advising the President and Board as needed. The Immediate Past President attends all NAACCR Board meetings and Annual Business meetings.

Advisory Board Member: Advisory Board Member(s) shall provide in-kind expertise, as needed to effectively implement the Strategic Management Plan or other priorities of the Association. Advisory Board Members do not vote and have no automatic right to attend Executive session.

Other duties of the officers shall be defined in the Standing Rules and may be determined by action of the Board of Directors.

ARTICLE IV. Meetings of the Membership

Section 1. Meetings

The Annual Business Meeting of the members of the Association shall be held in conjunction with the Annual Conference. The time and place of the meeting shall be determined by the Board of Directors.

Special meetings may be called by the Board of Directors.

Section 2. Notification

The official call and notice of any meeting shall be sent at least thirty days prior to the scheduled meeting, and shall include the agenda and a description of each matter requiring special consideration or action.

Section 3. Quorum

A quorum for any meeting of members shall be a majority of the members registered at the meeting.

Section 4. Action

Action by members requires a majority vote of the members present and voting at a meeting at which a quorum is established.

No action can be taken by the members at a special meeting except as to matters described in the notice of the special meeting or matters incidental to operation of the meeting.

When voting on general matters or as a member of a committee either as an NAACCR representative or a representative of another organization, members and NAACCR staff must recuse themselves as defined in the NAACCR conflict of interest policy.

If the voting delegate will not be able to attend the annual business meeting of NAACCR a proxy delegate can be designated to vote on behalf of the member organization. The proxy request must be submitted to the NAACCR Executive Office within the established deadline. The proxy delegate must:

be registered with the NAACCR office as a member of the NAACCR member organization; and,
be present at the NAACCR business meeting.

ARTICLE V. Board of Directors

Section 1. Composition

The Board of Directors shall be composed of the elected officers of the Association and the Executive Director.

Section 2. Duties

The Board of Directors shall:

Set the vision and policy for the Association. The Board acts for the Association between scheduled meetings of the membership, is responsible for the management of the business and professional affairs of the Association, and takes other actions as required to implement the stated purposes of the Association.

Periodically develop and approve a Strategic Management Plan for the Association.

Define the duties of the officers in a manner consistent with the Bylaws.

Create and dissolve committees.

Section 3. Meeting of the Board of Directors

The Board of Directors shall meet at such times as deemed advisable during the year on the call of the President or majority of the Board. Presence at a meeting may be in person or virtually, provided that each member present is able to hear all other members present.

A quorum shall be a majority of the members of the Board of Directors.

Action by the Board of Directors shall be adopted by a majority vote of those present and voting at a meeting at which a quorum is present.

Section 4. Minutes and Notification of Action Taken

All action taken by the Board of Directors shall be recorded in the minutes of the Board.

Minutes of the Board of Directors shall be available to the membership of the Association upon request.

ARTICLE VI. Committees

Section 1. Committees

As deemed necessary, Committees may be created by the Board of Directors to carry on the affairs of the Association. The composition, size, and duties of the committees shall be set forth in the Standing Rules or as adopted by the Board of Directors.

Section 2. Eligibility

Any full, sponsoring, or sustaining member representative in good standing for one full year prior to appointment shall be eligible to be appointed as Chairperson of a Committee.

Section 3. Vacancies

Vacancies in committee chairs and presidential appointments shall be filled by appointment by the President. All other vacancies on a committee shall be filled by the Committee Chairperson.

ARTICLE VII. NAACCR Staff

Section 1. Executive Director

The Board may appoint an Executive Director who shall perform all duties as designated by the Board. The Executive Director shall serve on the Board of Directors as an ex officio member without vote. The Executive Director cannot hold office or chair a committee. The Executive Director may serve as a member of committees and may chair ad hoc committees and subcommittees. The Executive Director, or his/her designee, shall be responsible for the preparation of a record of all proceedings, and for the general correspondence of the Association.

Section 2. Staff

NAACCR staff cannot hold office or chair a committee. They may serve as a member of committees and may chair ad hoc committees and subcommittees.

The Staff will be responsible for the custody of the organizational records and of all proceedings of the Association.

ARTICLE VIII. Executive Office

Section 1. Organizational Records

The organizational records and proceedings of the Association are maintained by the Executive Office.

Section 2. Office Location

The Executive Office will be designated by the Board.

ARTICLE IX. Financial Administration

Section 1. Agents

The Board will designate the fiscal agent, registered agent and financial advisor.

Section 2. Fiscal Year

The fiscal year of the Association shall be determined and established by the Board of Directors.

Section 3. Annual Dues

Annual dues shall be paid in the amounts determined and established by the Board of Directors.

Dues shall be payable by December 31st.

Section 4. Audit

The financial records of the Association shall be audited each year in the manner determined and established by the Board of Directors per contract or legal requirement.

ARTICLE X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws, special rules of order, and any Standing Rules the Association may adopt.

ARTICLE XI. Amendment to the Bylaws

Section 1. Proposed Amendments

Amendments to these Bylaws may be proposed by a) the Board of Directors, b) any Committee, or c) any voting member provided such amendments are accompanied by written endorsement of at least five additional voting members.

Section 2. Amendment Submissions(s)

Proposed amendments to these Bylaws shall be submitted to the Board of Directors at least ninety days prior to the Annual Business Meeting. The proposed amendment must be submitted in writing and include article and section number, proposed language and rationale.

Section 3. Voting on Amendments

A two-thirds vote of the members present and voting at the Annual Business Meeting of the Membership at which a quorum has been established shall be required to adopt any amendment. Unless stated otherwise, the amendments shall become effective upon adoption.

Section 4. Notification of Amendments to the Membership

A copy of the proposed amendments shall be sent to the voting members at least thirty days prior to the Annual Business Meeting.

ARTICLE XII. Dissolution of the Association

Voluntary dissolution of the Association may be effective only by consent evidenced by written and signed ballots of three-fourths of all voting members. Notice of the intent to dissolve the Association must be mailed to each voting member at least four weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be enclosed with the notice of intent.

Amended by vote of membership, Annual Conference 06/24/2020



NAACCR STANDING RULES

I. Standing Rules

- A. The Board of Directors shall establish and amend the Standing Rules necessary to carry on the business of NAACCR.
- B. The Board of Directors shall notify the membership of any changes to the Standing Rules in the official NAACCR publication, the NAACCR Narrative following such changes. Standing Rules shall be published and made available to the membership online.
- C. Any Standing Rule adopted by the Board of Directors may be rescinded by a two-thirds vote of the voting membership at an Annual Business Meeting.
- D. All committee meetings of NAACCR held at the annual meeting are open for observation to all members of NAACCR unless held in executive session.

II. NAACCR Board Subcommittees

A. Board Bylaws Subcommittee

Constituted as needed, this subcommittee consists of at least three NAACCR members. The President appoints one of the members to act as the Chair. The President also appoints a Board of Directors liaison to the subcommittee. Each subcommittee representative is entitled to vote on subcommittee actions. Alternates are not allowed for the Bylaws subcommittee.

The subcommittee receives and reviews all proposed amendments to the Bylaws received at least ninety days prior to the Annual Business meeting. If the proposed amendment is not in conflict with the NAACCR governing documents, the subcommittee will cause distribution of the proposed amendment(s) to the membership at least thirty days prior to the Annual Business meeting. The subcommittee may make clerical or grammatical changes and may consolidate proposals. The subcommittee may choose to provide a recommendation for passage.

B. Board Finance and Personnel Subcommittee

This subcommittee consists of the President, President-Elect or Past President, Treasurer, Executive Director, Chief Operating Officer, and one other Board Member appointed by the President. The Treasurer will serve as the Chair of the

subcommittee. Each subcommittee representative is entitled to vote on subcommittee actions. Alternates are not allowed for Finance and Personnel subcommittee.

The subcommittee shall be responsible for monitoring the financial resources and risks of the organization and for recommending fiscal management policies. These may include: policies with respect to investments and uses of cash; strategies for maintaining the fiscal stability of the organization; and guidance to the NAACCR Board of Directors regarding any significant personnel issues related to the Executive Director including compensation. This subcommittee will also respond to any requests from the Executive Director to review personnel issues.

III. Steering Committees

NAACCR periodically undertakes a strategic management process to set priority areas and goals for the organization. Steering Committees lead each priority area to assure success in meeting the goals defined in the Strategic Management Plan. Steering Committees also determine what additional structures such as work groups and task forces are needed under each priority area to ensure work is carried out. A steering committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

A. Strategic Alliances Steering Committee

Purpose: Strengthen and expand relationships with key stakeholders.

This steering committee consists of the President as the Chair, the Executive Director, the Past-President or President-Elect, one Board Member, and any number of stakeholders as appointed by the President. Each steering committee representative is entitled to vote on steering committee actions.

B. Communications Steering Committee

Purpose: Develop and strengthen internal and external NAACCR communications and bring a greater awareness of NAACCR member interests to wider audiences.

This steering committee consists of a chair, at least three representatives from full member organizations, and one representative from each relevant sponsoring organization, each sponsoring organization appoints its representative. The President appoints the Chair and Board of Directors liaison(s) to the steering committee. Each steering committee representative is entitled to vote on steering committee actions.

C. Research and Data Use Steering Committee

Purpose: Facilitate the expansion of data use for research, cancer prevention and control, and clinical outcomes; and improve access to pooled data across states and provinces for research.

This steering committee consists of a chair, one representative from at least three full members, and one representative from each relevant sponsoring organization. Each sponsoring organization appoints its representative. The President

appoints the Chair and Board of Directors liaison(s) to the steering committee. Each steering committee representative is entitled to vote on steering committee actions.

D. Professional Development Steering Committee

Purpose: Address workforce issues for the surveillance community, skill development, and training needs of the NAACCR community.

This steering committee consists of a chair, one representative from at least three full members, and one representative from each relevant sponsoring organization. Each sponsoring organization appoints its representative. The President appoints the Chair and Board of Directors liaison(s) to the steering committee. Each steering committee representative is entitled to vote on steering committee actions.

E. Standardization and Registry Development Steering Committee

Purpose: Facilitate mission-critical role of NAACCR to prepare central registries to adapt rapidly and successfully to changing developments in cancer surveillance to assure the highest quality data for central registries while seeking innovative strategies to develop the cancer registry of the future.

This steering committee consists of a chair, one representative from at least three full members, and one representative from each relevant sponsoring organization. Each sponsoring organization appoints its representative. The President appoints the Chair and Board of Directors liaison(s) to the steering committee. Each steering committee representative is entitled to vote on steering committee actions.

IV. Program Committee

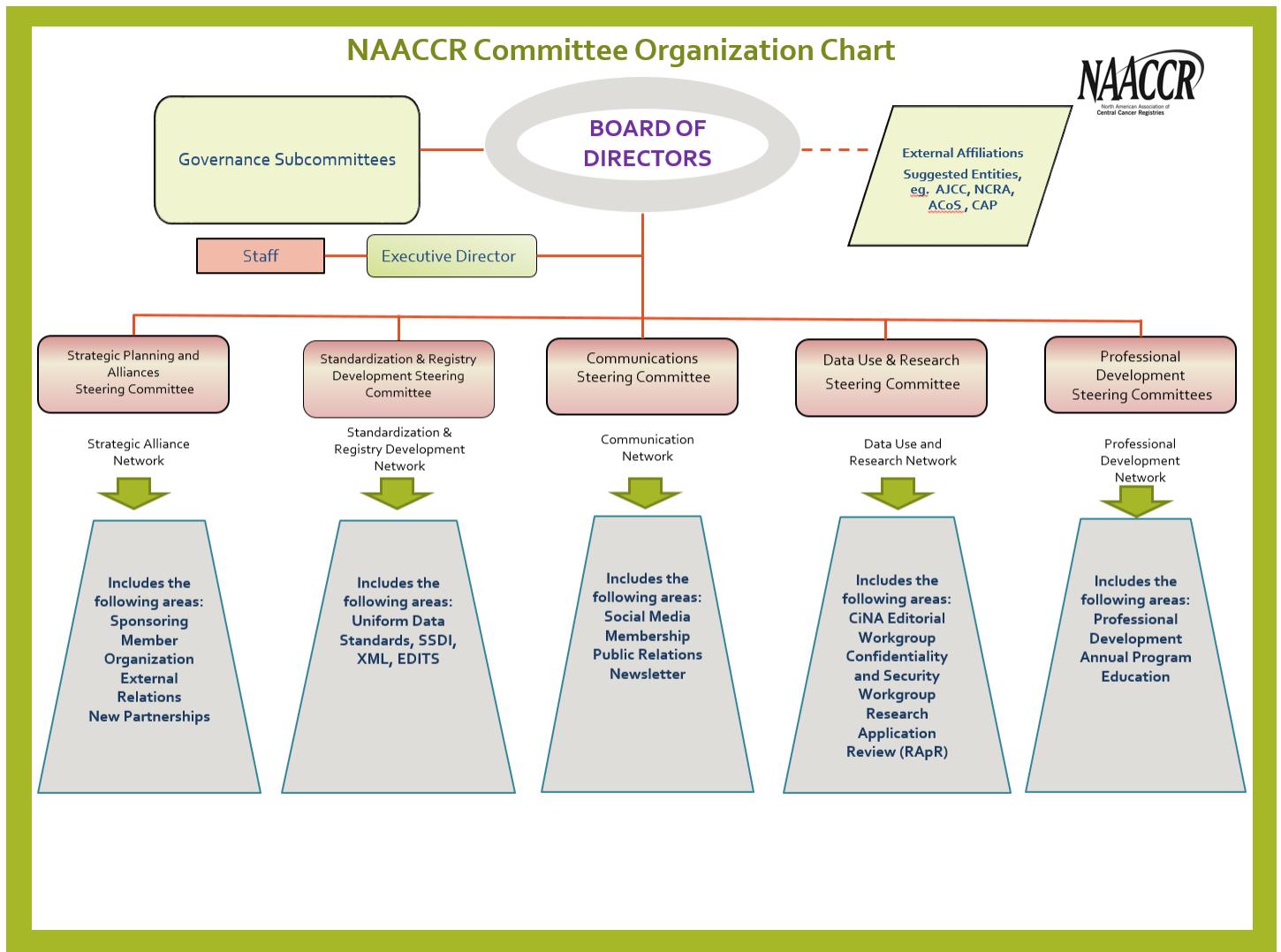
Purpose: The committee shall be responsible for the program for the Annual Conference and work with the conference planner to set guidelines for meeting logistics and locations.

This committee consists of a chair, one representative from at least three full members, one representative from each relevant sponsoring organization, a Board of Directors liaison, the previous year's committee chair, a representative of the host registry for the upcoming year, and a member from both the Professional Development and Communications Steering Committees. The President appoints the Chair, who should be a member of the host registry for the Annual Conference; each sponsoring organization appoints its representative; the President appoints the Board of Directors liaison to the committee. Each committee representative is entitled to vote on committee actions. A committee representative, when unavailable or absent for any reason, may designate an alternate to participate in a committee meeting. The alternate may vote on any business conducted during this meeting.

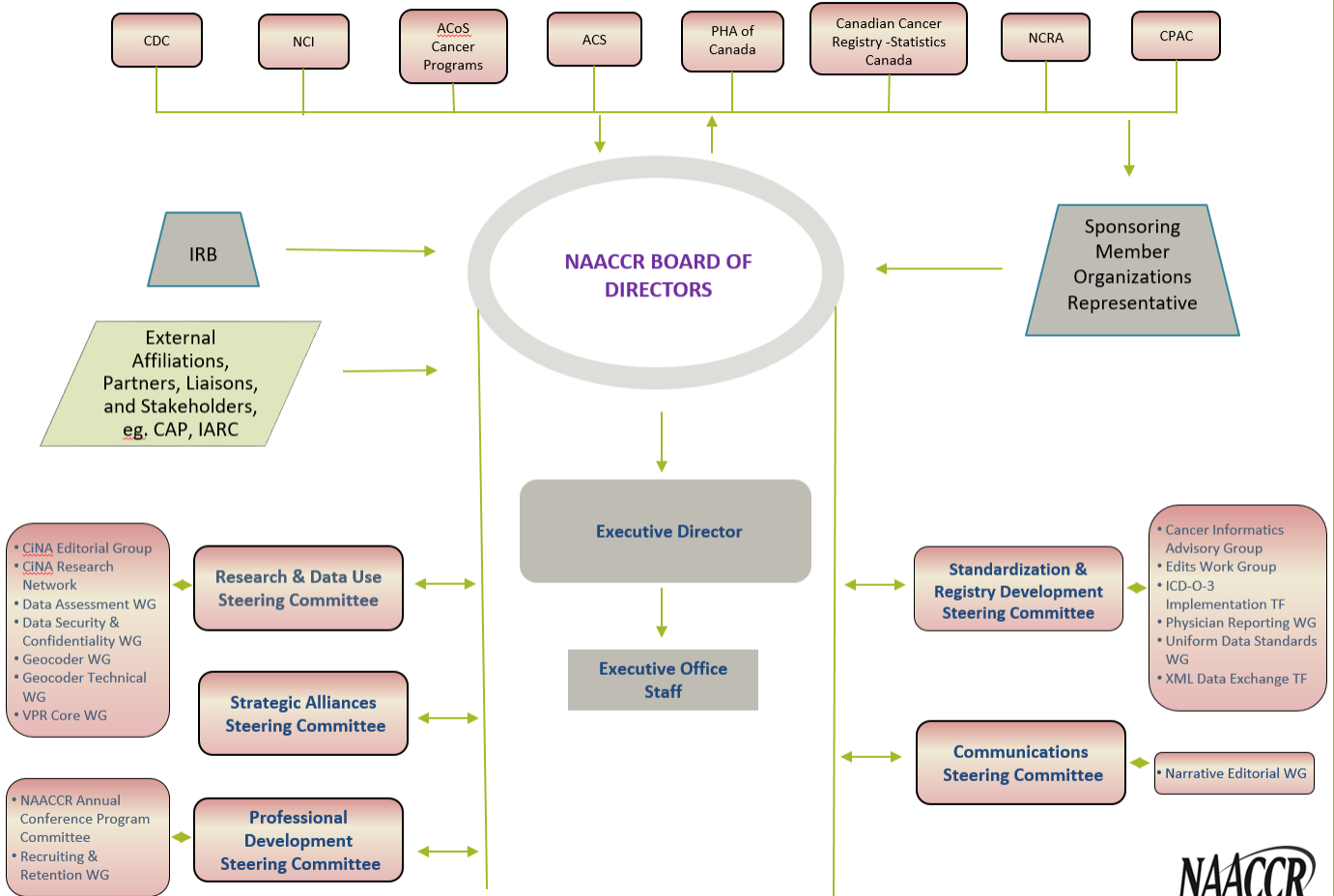
V. Fiscal Year

The fiscal year shall be from June 1 – May 31.

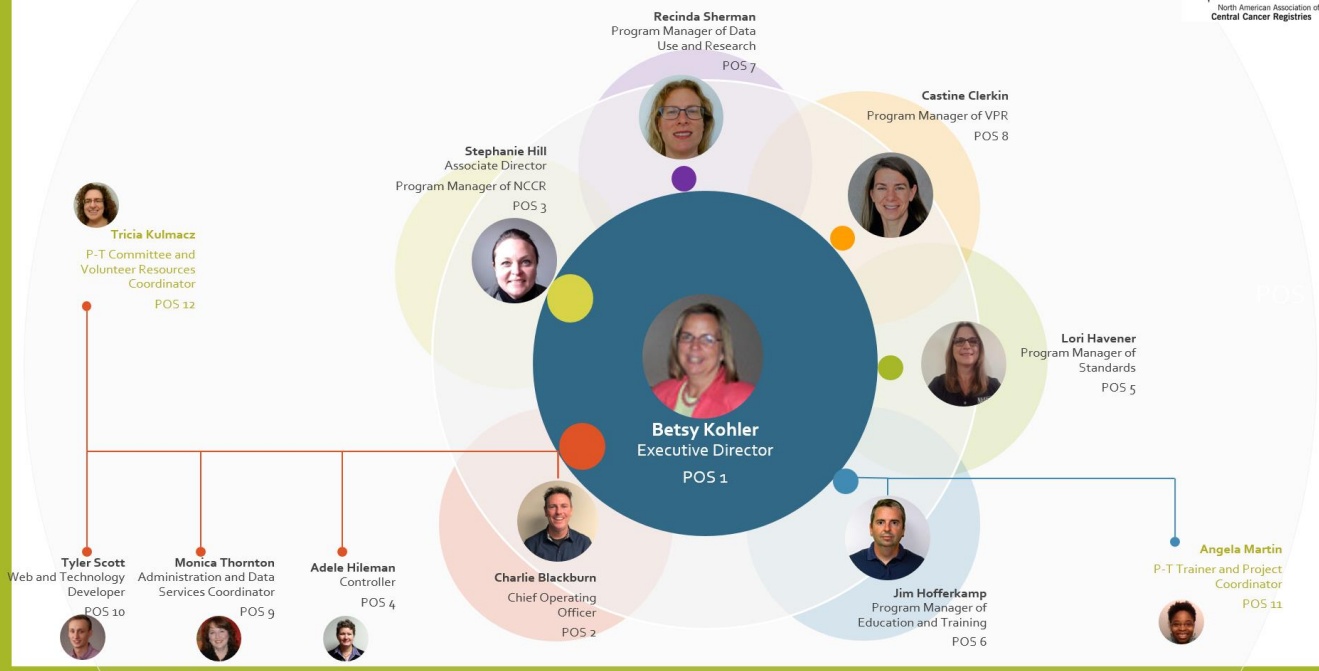
Revised and Approved by Board: 08/19/20



NAACCR Organizational Relationships



NAACCR Organization Chart



As of 12/31/2020