



NAACCR Board Meeting Minutes
 Monday, June 19, 2023
 8:30 AM – 2:00 PM
 Conti Room Mezzanine Level
 Roosevelt Hotel, New Orleans

Roll Call

Present: Winny Roshala, Randi Rycroft, Kevin Ward, Lihua Liu, Lori Koch, Lori Swain, Lorraine Shack, Sarah Nash, Monique Hernandez

Ex-Officio Member: Betsy Kohler

Board Member Excused: Wendy Aldinger

Incoming Elected Board: Joshua Mazuryk (remote), Bozena Morawski

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

Consultant: Ann Marie Hill

Roll Call and Welcome 8:30 AM

1. Roll Call

Winny

Winny thanked all in attendance. She welcomed Joshua who was attending remotely. She introduced everyone individually and briefly explained their roles to the Board.

2. Thanks, and Appreciation of Outgoing Board Members

Winny

- Randi Rycroft
- Lorraine Shack

Winny thanked Randi and Lorraine for their dedication to the Board and their service. They will be missed.

3. Welcome to New and Re-elected Board Members

Winny / Wendy

- Joshua Mazuryk At-Large – New (Remote Attendee)
- Bozena Morawski At-Large – New
- Sarah Nash At-Large – 2nd Term
- Kevin Ward Treasurer – 2nd Term

Winny congratulated Joshua and Bozena for their election to the Board. Additionally, Sarah and Kevin were re-elected for another term.

4. Call for New Agenda Items

Winny

Winny called for new items to be added to the agenda. Betsy would like to talk about NAACCR Awards.

5. Final Annual Conference Updates

Charlie / Betsy

- Board Conference Summary Schedule

Betsy noted that the Board has a summary schedule of interesting events they are encouraged to attend.

Governance 8:50 AM**Fiduciary Issues****6. Fund 10 and 15 2022 - 2023 Budget Recommendation****Kevin / Charlie**

- Fund 10 and 15 2023 – 2024 Budgets
Salary budgeting and succession planning incentives.
- 10 and 15 Budget Highlights Summary

Charlie provided an overview of the proposed budgets. He noted that the Finance and Personnel Subcommittee has previously reviewed the budgets and approved them for recommendation to the Board. He thanked Kevin, Betsy, and the Finance and Personnel Subcommittee for their time and leadership.

The motion to approve the Fund 10 and Fund 15 2023-2024 budgets was passed.

7. Financials Review**Charlie**

Review of current financials.

- Regular Monthly Financial Reports
- Legal Filings

Anne Marie noted that there may be opportunities for funding global activities. Foundations and other institutions may be interested in funding the activities that we have as a base.

8. Going Concerns Vote of Confidence (Action)**Charlie**

Charlie explained that the Board annually does a vote of confidence that the Board has a high degree of confidence that the Association will be in existence for the next 12 months.

The motion to approve the vote of confidence and have no going concerns for the next 12 months was passed.

9. Board Liaison Assignments and Appointments**Wendy**

- List of All Appointments (made prior)

Winnie reviewed the appointments previously appointed by Wendy. She thanked all involved.

Governance**10. Brenda Edwards Resolution****Betsy**

- Resolution

Brenda Edwards recently announced her retirement from the NCI. She will be recognized at a Plenary tomorrow and will be presented with the Board approved resolution. There were two corrections notes. Charlie will have staff make the adjustments.

The motion to approve the resolution for Brenda Edwards was passed.

11. View 2022 – 2023 Accomplishments**Betsy**

- Accomplishments Document

Betsy presented the 2022-2023 accomplishments which were previously presented to the Board. She thanked all Board members, chairs, volunteers, members, and staff for their contributions. Lori Koch suggested to do an

annual report. This was well received by the Board and Betsy will make accommodations to start this process. There was a little discussion on who would contribute and how the process would work.

12. Registry Certification Report

Betsy

- [View 2023 Certification / Prevalence Maps and List](#)
- Historical Certification Excel
- CiNA Research Registries Excel

Betsy provided an overview of the 2023 certification. The Board discussed the nuances of certification and congratulated all registries that received certification.

13. Changes in NAACCR Obligations to CDC Co OP

Stephanie

Karen and Stephanie updated the Board on strategic shifts from the current CDC Cooperative Agreement and the upcoming Co Op that we just applied for. She provided a High Level Strategic Group update first. They are working on high-level scoring activities related to interoperability standards. They meet on Wednesday to narrow down activities later. A report to membership will be made on Thursday at the Plenary. Stephanie outlined what is new and different about the cooperative agreement. There are still three components. NAACCR's portion is Component 1: Cancer Data Standards Integration. The other two are AJCC and CAP. The current co-op has a focus on education and standards. The current co-op that NAACCR applied for has a slightly different focus. It increases collaboration among NPCR registries and CDC. It focuses on improving the change management process. It also has a focus on informatics and modernization and interoperability. There are specific strategies included which are: 1. Quality and efficiency of data collection. 2. Collaboration. 3 Education. 4. Alignment of NAACCR-NPCR data items to current, new, and emerging national data standards.

Board members asked clarifying questions on the nuances such as the interaction of education and the new activities. They also acknowledged the shift from operational support for NAACCR to very specific activities such as interoperability and standards.

14. High Level and Mid-Level Group Updates

Karen / Stephanie

Karen reviewed the new responsibilities for Mid-Level and High-Level groups. She outlined how to separate the work and which committees would be charged for what. Workgroup support activities such as standards and HL7 work. This will help address what is in the standards work of the co-op. She discussed how each group will contribute to the work, what members will be represented in the groups, and how NAACCR staff will support it. The Cancer Informatics Advisory Group will be adjusted slightly. Karen noted the high level of participation and expertise that the members give. Some questions to ask are which is the role, should we convert task force to focus on genomics, and how do we invite members. She said that after the meeting this week, they will report back at the July meeting, clarify workgroups, and discuss next steps. Board members asked a few clarifying questions. The conversation then shifted to general observations of the shift. Stephanie thinks that this shift is a good thing because it will force us to take notice and make the shift as an organization and individual members. Kevin said that we need not lose sight of the registrar and the manual curation of the data. Don't lose sight of the registrar and their work. Efforts need to be made to cost control. Especially on the hospital level. Randi said that we need to pay attention to haves and have nots. Pay attention to how this translates to the disparity of the registry support and resources. Karen noted that the points that are being brought up are the exact reasons why we need to be at the table in these activities.

Stephanie outlined the Mid-Level Tactical Group and activities. She reviewed the completed process improvement and key elements within the work. Current planned process improvement elements are defining categories, web-based changes, coordination with Path Chart, review panel, mapping interdependencies, ICD-O-4 implementation plan, and alignment with national data standards. She identified the change control process and walked the Board through the areas of correction and how the change control process will be aided with the new system. Finally, she noted that the chairs would like to eye up an exit strategy moving forward but no immediate action is needed. She is trying to find efficiencies and support mechanisms to help them in the meantime.

15. Reporting Structure of Informatics Group

Karen

Discussed above.

16. Strategic Initiative Report and Implementation

Winnie / Wendy / Ann Marie

➤ Final Report Sent Prior

Ann Marie thanked everyone for their support and work on the report. Some items will be discussed at the Board / Chair meeting. Itemized issues for discussion are certification Board level task force, partial records, informatics, communications, recruitment, policy (will be a slow launch), DEI (will be a slow launch). Regarding the certification activities; Betsy provided background on the history of certification. One of the key success factors was buy in by the registries. If this activity proceeds, Ann Marie recommended that strong leadership be implemented to proceed with the initiative. This group would be a task force lead by a member or members out of the Board. Wendy will be developing this moving forward. Informatics, was the next topic and it will be critical to assess capacity of the NAACCR registries. Lori Koch reminded everyone that the document completed by the consultant will have the data on those types of questions. Informatics, will have to move at a faster pace. Recruitment efforts have launched already. There are already 18 mentees signed up and they seek mentors. They hope to begin matching by next month. An event is planned for the conference. A roundtable series is taking shape and will be conducted in coming months. They will also be a part of the Getting to Know NAACCR session. Policy and DEI are also included but will have a slow launch. Lori Swain provided some background on the history of VA reporting and NCRA's efforts. A few years ago NCRA and NAACCR reached out to members of Congress and Senator Kelly took interest. As things progressed, they kept pursuing the issue and Kelly did not stop the efforts. Through efforts over time, utilizing the right connections, and help, they are breaking through. She does not know how long it will take to begin after approval.

Steering Committee Reports

Will also be provided at the Board / Chair Meeting.

➤ Committee Reports for Board / Chair Meeting.

Lunch Break 11:30 AM – 12:30 PM

Program Updates 12:30 PM**17. Program Updates**

- Canada

Lorraine

They had their council meeting in May. It was well attended. IT was a two day meeting. Priorities include training and education, data assessments, looking at process mapping and registry operations. Betsy added that we have been discussing pediatric cancer initiatives with Stats Canada. She believes that this will take more shape in the coming weeks.

- NCRA

Lori S.

The VA items were already discussed. The CTR name change will happen in August. Their officers have changed over as of June 1. Andrea Sipin-Baliwas is their NAACCR Liaison. The 2024 conference will be in Indianapolis. The Indy conference will be a hybrid. Beyond 2024 they will explore more options. Their SMP process begins soon also.

- NPCR

Monique / Wendy

They are focusing on updates to the grants that the states have to make.

- SEER

Kevin / Lihua

October 4th is the official date of the SEER 50th anniversary. THE GACA pilot will be progressing over the coming months. No additional information is available at this time.

Other 1:00 PM**18. NAACCR Awards (New Item)**

Betsy thinks that many of our members don't know who Calum Muir and Constance Percy are. She is just throwing out the idea since so much of the field has changed over time. Does re-naming the award make sense for the next generation. Sarah asked if we should consider educating members more on those individuals and their mark on the field. Lorraine suggested consideration of naming an award in more of a vague way. Lori believes that you can only honor foundational contributors one time. Kevin thought that we could do a poster to aid in the education. Other ideas were to increase web presence and also develop more interviews and video recordings. Lori Swain wondered if Brenda Edwards might consider helping us out with a record of past contributors. The Board asked Betsy if she could add a list of past award winners and the criteria for each award at the ceremony this year. Betsy will have staff take care of this prior to Thursday.

19. VA Legislation (New Item)

Lori S.

Addressed earlier in the year.

20. SPA High Quality Registry Concept

Randi

Randi went over concepts that SPA is considering for high quality registries. She outlined several elements of the criteria presented. Randi will present this again at the Board / Chair Meeting later in the day.

21. Board Year 2023 - 2024

Winny

- [View 2023 – 2024 Board Timeline](#)

Board members are asked to review the schedule.

The Board reviewed the current year timeline and will forward any updates to Charlie after the meeting.

22. 2023-2024 Board and Board / Chair Meetings

Winnie

- Confirm Third Wednesday of the Month 2:00 PM – 4:00 PM Eastern.

Board: 7/19, 8/16, 9/20, 10/18, 10/30 (1hr. Audit), 11/29 (off cycle date), 12/20, 1/17, 1/31 (1 hr. Financials), 2/21, 3/20, 4/17, 5/15, June @ Boise

Board / Chair: 9/20, 12/20, 3/20, June @ Boise Discuss schedule, frequency, and timing.

The Board reviewed dates in advance for potential conflicts. Dates were discussed and adjusted. Lori Swain provided a suggestion to have the Board deal with this in a Finance and Personnel Subcommittee. Charlie will connect with Wendy, Kevin, and Betsy to make a recommendation if we add meetings for the Audit and Financials, include in Board meetings as normal, or move those activities to a committee.

23. In-Person 2024 Meetings (Spring and June)

Betsy mentioned that we will look into the spring meeting 2024. More information will be made available in July or August.

24. General Meeting Adjournment and Next ZOOM Meeting

All

The meeting adjourned at approximately 2:00 Central. The Board went to break until the Board / Chairs meeting.

25. Executive Director's Evaluation Discussion (Closed Session at End)

Winnie

Current Board members only please. Incoming BOD members will excuse themselves with staff.

26. Resolution

All

After the board meeting, the NAACCR Board reviewed and approved a resolution for David O'Brien. This was delivered to David at the NAACCR conference.

The motion to accept the proposed resolution was delivered via email and unanimously approved.

Full Adjournment 2:00 PM

1 hour break until 3:00 PM Board / Chair Meeting

Consent Agenda

27. Minutes

- View May 17, 2023 Draft Minutes

28. Correspondence and Updates

29. Membership Application

30. Board Timeline

- [View Board 2023-2024 Timeline](#)

31. Geocoder Monthly Report

- Geocoder Report: Provided in July.

32. Executive Director's Report

- Executive Directors Report Verbal and [See Highlights and Accomplishments](#)

The motion to approve the consent agenda for June 19, 2023 was approved.

Board Standing Reminders and Information

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
Investigate possible “audit bonus”.	Charlie	In Progress.
Investigate options for a NAACCR Annual Report and inclusion of the accomplishments.	Office	In Progress.
Convene a group to detail the value of NAACCR membership benefits.	Board	SPA is working on this, but their recommendations should come to the Board.
Data Dictionary Funding: Randi said that she would like to investigate ideas to recoup costs through charges in some way in the future. Possible subscription or ask of sponsors for funding of this activity. Kevin seconded the concept of identifying users of the system for support. This topic will be added to the action list of the Board.	Board-Not Determined	Deferred to the Finance and Personnel Subcommittee

Schedule of Board Meetings July 2023 – June 2024

TBD

2022 – 2023 Steering Committee Chairs**Committee**

Communications

Professional Development

Research and Data Use

Standardization and Registry Development

Strategic Planning and Alliances

Chair(s)

Nan Stroup

Andrea Sipin and Carrie Bateman

Jeff Dowden and Angela Meisner

Colleen Sherman and Heather Stabinsky

Randi Rycroft

2022 – 2023 Liaisons (2023-2024 mentioned at June meeting.)**Committee/Priority Area**

Standardization & Registry Development

Communications

Research & Data Use

Professional Development

Strategic Planning and Alliances

Mid-Level Tactical Group

High Level Strategic Group

Liaison(s)

Wendy Aldinger and Lori Koch

Lori Swain and Lihua Liu

Sarah Nash and Lorraine Shack

Kevin Ward and Monique Hernandez

Winnie Roshala, Wendy Aldinger and Randi Rycroft

Kevin Ward, Colleen Sherman, and Heather Stabinsky

Wendy Aldinger and Winnie Roshala