



July 19, 2023
2:00 PM – 4:00 PM Board Meeting
Minutes

Roll Call

Present: Wendy Aldinger, Winny Roshala, Kevin Ward, Lihua Liu, Lori Koch, Lori Swain, Sarah Nash, Monique Hernandez, Bozena Morawski, Joshua Mazuryk

Ex-Officio Member: Betsy Kohler

Staff: Karen Knight, Charlie Blackburn

Governance

1. Appointment of Lori Swain Board Advisory Member

Wendy

Wendy has recommended the appointment of Lori Swain, from NCRA, to act as the NAACCR Advisory Board Member. This position is detailed in the NAACCR Bylaws and is allowable under the appointment by the President. She added that the Board is much stronger with Lori as a Board member who has served for several years in this capacity and served as a Sponsoring Member Organization Representative when this position was on the Board. The Board discussed this recommendation and strongly supported Lori's appointment as the ABM for 2023-2024.

The motion to approve Lori Swain as the 2023-2024 Advisory Board Member was passed.

2. Post-Annual Conference Update

Charlie / Betsy

Charlie and Betsy said that evaluations were positive from the conference. Staff are almost finished with all post-conference activities. Charlie noted that a final report will be provided to the Board later in the summer once all bills have been received. He hopes to have all bills received by the second week of August.

3. 2023 Conference Debrief

All

Wendy asked Board members for input regarding the conference. Some of the highlights of the discussion are outlined below.

Observations

- Liked social time.
- Scientific content was appropriate.
- Nice balance between science and social activities.
- Panel Discussion: Liked format but content was somewhat repetitive
- CTR videos were effective and innovative.

Improvements

- There were additional elements of social time and that is something to do again (e.g. additional happy hour).
- The schedule was a bit lighter and that was appreciated.
- Add pre-conference workshops or add within the conference.

- On Wednesday, the last meeting 4-5 PM it was hard to handle due to burn-out. Spread committee meetings over the week.

Boise

Betsy said that it will be different since the conference area will be separated from the convention center. There will be two hotels. We are considering hospitality areas for attendees to make it a little more convenient.

Bozena said that it will be hot in June. She wanted input on starting days later 11AM and end at 6PM or 7PM. The Board discussed this idea. Possibly have Wednesday morning open rather than PM open. General discussion was supportive of the consideration of this idea. As long as they day did not end more than 2 hours later than normal.

4. Boise Reminders / Suggestions from Board

Charlie / Betsy

Betsy and Charlie provided some reminders to the Board regarding the 2024 Annual Conference in Boise. The Idaho Cancer Registry will host the 2024 conference. Randi Rycroft and her staff have already started planning. Charlie had a call with them last week. Betsy asked Board members to consider ideas for plenary topics to be forwarded to her or Randi as soon as possible.

5. Virtual Options (FORUM and other options)

All

FORUM and virtual options were discussed. In the past, NAACCR has conducted a fully remote FORUM in lieu of the annual conference during the pandemic. The conference has never been a hybrid and there are potential risks to that concept. Betsy said that if we have two offerings then she prefers to have interaction that creates a high degree of value to attend in person. Yet, still offer enough scientific content for a remote connection. Lori Koch said that she can't send many staff to an in-person meeting and remote offerings are much appreciated. Remote sessions allow for greater exposure and education. Sarah is cautious about offering a remote session because of someone not being able to attend if a remote session is held. Having a separate session at a different time of year would be her suggestion and possibly having that be an operations-centric FORUM. Josh suggested having sessions recorded and then selling as a package after the conference. Betsy's initial concept was to have a FORUM in a different month. After discussion, this topic did not have a firm action item. Due to time constraints, efforts to revisit this topic will be made at a later date.

6. NAACCR Office Staffing Overview

Betsy

Betsy reviewed the current NAACCR Executive Office Organizational Chart for the entire Board. She highlighted what each staff member's responsibilities are and who to contact if someone has a question. Kevin suggested adding org chart to the web site. Charlie will take care of that.

7. CiNA Publication vs Online Tools

Betsy

Betsy provided some background on the CiNA initiatives. We have produced our flagship CiNA product, the CiNA Monographs, for thirty years with the first publication covering incidence for diagnosis years 1996-2000. Since that first publication in 2003, the Monographs have expanded to cover mortality, survival, and prevalence statistics, and we are currently developing a population attributable risk volume. More recently, we have been presenting CiNA statistics in interactive, quarriable systems. Five years ago, we made a significant investment in our current system, CiNA*Explorer. Most of the statistics are already duplicated between the two CiNA Products (the Monographs and Explorer).

The effort to produce a static pdf is more extensive than the on-line systems—requiring manual production, editing and review. Additionally, in recent years and particularly last year, we have had to duplicate production efforts in some areas due to late breaking updates/error corrections from a handful of registries.

Most agencies and state registries have moved away from producing pdf volumes towards interactive systems, like CiNA*Explorer, which can be produced more nimbly and updated mid-cycle if needed. Currently, we have more web traffic to CiNA*Explorer than the CiNA Monographs. Betsy asked for input from the Board on this work and wanted to know if focusing efforts on the interactive elements rather than the PDF version. Bozena would like to see more publicity around these statistics when they are released. She would like the concept of a press release or communications initiatives be reinstated. After discussion, the Board is supportive of an online only version of CiNA.

The motion to switch to an online only version was approved.

8. Finance and Personnel Committee Updates

Kevin

- Update on Audit Report and Mid-Year Financials
- Update on Data Dictionary Revenue

Kevin said that the Finance and Personnel Subcommittee met last week to plan their 2023-2024 activities for the year. They voted to conduct the audit review on October 30th and the mid-year financials review on January 31st. Although these will be presented at the Finance and Personnel Subcommittee meetings, the entire Board is invited to attend but not required to. The full audit report will still be sent to the Board in October. Additionally, the full financials will be sent to the Board in January. All Board members are encouraged to attend these meetings if they can. Charlie will send the invitations to the Board after this meeting.

The Board also discussed the Data Dictionary and ideas to capture the investment already made and / or request support for ongoing improvements and maintenance. One of the items they decided needed some clarification on was the features, benefits, and advantages of the system. Having a more intimate knowledge of the inner workings of the system will help them decide what the “ask” is to potential supporters. Don Green from IMS will be invited to attend a future Board meeting to discuss these aspects of the system. On a separate note, Betsy will ask staff to coordinate a webinar on the Data Dictionary.

Steering Committee Reports

Standardization and Registry Development

9. Steering Committee Update

Lori / Joshua

Josh said the e-path work group is looking to release a publication in a few weeks. They meet next week and a more detailed report will be available in August.

Professional Development

10. Steering Committee Update

Lihua / Monique

The committee met at the NAACCR conference and reviewed the Mentor Program. People have signed up already. The Matching Committee has met and assigned mentor/mentees. Ann Marie will attend a future meeting to help with some integration.

Research and Data Use

11. Steering Committee Update

Sarah / Bozena

The group has not met since the Annual Conference. A report will be available at the August meeting.

Strategic Planning and Alliances

12. Steering Committee Update

Wendy / Winny

SPA met at the Annual Conference to discuss the value of NAACCR membership. The next meeting is scheduled for August 2nd.

Program Updates

13. Program Updates

- Canada

Joshua

The Canadian Cancer Society released a new strategy to enhance the collection of data to better impact policies moving forward. They have three priorities. 1. Improved efficiency and process. 2. Better links between older and new data. 3. Capture social determinates and better patient experience.

- NCRA

Lori S.

August 28th is the date of the credential name change. They have been focused on the cancer act supporting VA reporting. Lori has been working with Betsy and CDC on language to explain the bill to the cancer surveillance community. They are recruiting members to be on calls with the Senate VA Affairs Committee in September. In 10 days they will reach out to Betsy for discussion and next steps. Vermont and states with Senators on the VA Committees are areas where they really need help and involvement. A letter writing campaign will be launched next month. NCRA has a call with the American Cancer Society to discuss initiatives moving forward. They have also engaged the College of Surgeons. Topics such as data quality were discussed. ACoS has VA data but they are not allowed to share the data or inter-mingle it. They are not content with this requirement. Their challenge is, adjusting the stipulations in the agreement. They seek to adjust language in the bill to specifically outline the College being able to use these data. Lori suggested directing conversations with the staff for use adjustments. She believes that the bill will actually benefit the College ultimately allowing them to use the data with fewer restrictions.

- NPCR

Monique / Wendy

Town Hall Meeting (Performance Measure) was held on releasing the quality metrics that the program requires. Also, guidelines and how individual registries can utilize the system to generate certain metrics.

- SEER

Kevin / Lihua

Currently there is a Task Order RFP from SEER for building infrastructure with 1 FTE to support linkage using the virtual pooled registry and the virtual tissue repository. Proposals are due next week. Lihua outlined the requirements of the RFP. They also recently had two meetings with registries in June. 1. Implementing Toronto Staging. They encouraged SEER registries to collect in 2024. 2. The Program Managers Meeting. They provided statistics generated out of SEER DMS on a variety of metrics from the SEER program. Kevin outlined the meetings' initiatives and overall discussion at a high level. There was a managers meeting where statistics were reported. These are largely statistics from SEER DMS. They focus on pathology. It was interesting to see the growing coverage of pathology reach. Over 70% and some 90%. All registries have been linked

with Optum. This linkage is about to initiate again. Winny said the SEER workshop is scheduled during the first week of December.

Other

14. UICC Fellowship Request

Betsy

- Request Submitted

Betsy thought the request was interesting but will reply back we do not have such a fellowship program in existence.

15. Spring Board / Chair Meeting

Wendy

Charlie and the office will secure a location and date in March 2024. NAACCR will pay for the expenses for this meeting and more information will come.

16. NAACCR In-Person Staff Meeting

Betsy

Betsy said that they are scheduling an in-person staff meeting in September. An update on the location and date will be given to the Board as it becomes available.

17. Executive Director Review

Wendy

Wendy went over the evaluation and recommendation for Betsy's annual review. This was a closed session to staff and new BOD members as they were excused.

Consent Agenda

13. Minutes

- a. June 19, 2023 Draft Minutes

14. Correspondence and Updates (None)

15. Membership Application (None)

16. Board Timeline

- [View Board Timeline](#)

17. Geocoder Monthly Report

- Geocoder Report

18. Executive Director's Report

- ED Report

19. Financial

- Current Financials

The motion to approve the consent agenda for July 19, 2023 was passed.

20. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next ZOOM meeting of the Board will take place on August 16, 2023.

Board Standing Reminders and Information

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
Wendy will look to see if Bylaws indicate rules for electronic vote.	Wendy Aldinger	Complete.
Betsy and Charlie will schedule Don from IMS to go over the DD in September.	Betsy / Charlie	In progress.
Add Office Org Chart to web site.	Charlie	Complete.
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.	F&P Subcommittee	In progress.
Investigate possible "audit bonus".	Charlie	In progress.
Investigate options for a NAACCR Annual Report and inclusion of the accomplishments.	Office	In progress.

Schedule of Board Meetings July 2023 – June 2024

3rd Wednesday of each month. 3:00 PM – 5:00 PM Eastern

August 16

September 20

October 18

October 30 4:00 PM – 5:00 PM Audit Presentation by Auditor to Finance and Personnel Subcommittee

Presentation will be made to F&P Subcommittee but all Board members are invited as optional attendees. Written report and presentation slides will be sent to Board for review and questions.

November 15 (will need to change IACR & US Thanksgiving)

December 20

January 17

January 31 4:00 PM – 5:00 PM Mid-Year Financials Presentation by Charlie to Finance and Personnel Subcommittee

Presentation will be made to F&P Subcommittee but all Board members are invited as optional attendees. Written report and presentation slides will be sent to Board for review and questions.

February 21

March 20

April 17

May 15

June Boise, ID TBD

2023 – 2024 Liaisons**Committee/Priority Area**

Standardization & Registry Development
Research & Data Use
Professional Development
Strategic Planning and Alliances
Mid-Level Tactical Group
High Level Strategic Group

Liaison(s)

Lori Koch and Joshua Mazuryk
Sarah Nash and Bozena Morawski
Lihua Liu and Monique Hernandez
Wendy Aldinger and Winny Roshala
Kevin Ward, Jenna Deniaud and Heather Stabinsky
Wendy Aldinger and Winny Roshala

2023 – 2024 Steering Committee Chairs**Committee**

Standardization and Registry Development
Research and Data Use
Professional Development
Strategic Planning and Alliances

Chair(s)

Heather Stabinsky and Jenna Deniaud
Jeff Dowden and Angela Meisner
Andrea Sipin-Baliwas and Carrie Bateman
Randi Rycroft