



**August 16, 2023**  
**2:00 PM – 4:00 PM Eastern**  
**Minutes**

**Roll Call**

Wendy

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

Excused: Kevin Ward, Lihua Liu

Ex-Officio Member: Betsy Kohler

Staff: Karen Knight, Charlie Blackburn

Guest: Don Green, IMS

**Governance**

**1. Data Dictionary Overview**

**Don Green (IMS) / Stephanie**

Don Green from IMS attended the Board to go over more specific uses and application of the Data Dictionary system. The Board wanted to learn a little more about the system so they could identify areas of “ask” for possible funding moving forward. The specifics of the presentation were retained in the meeting recording and not detailed in the minutes.

Don referenced the Board to the tutorial video for the initial introduction. He went over the project goals, features, benefits, and advantages. Additional security and technical background was also provided. There were numerous upgrades also detailed. He briefly overviewed the back-end updates as well as front end updates for users. Don also discussed feedback from users and how to obtain user suggestions and feedback. He took some notes and will discuss other ideas from the Board.

The Board thanked Don and his team for the work. He will forward the Power Point to the Board after the meeting.

**2. Virtual Options (FORUM and other options)**

**All**

The Board continued discussion from last month on concepts and ideas for next year (2024). Wendy wanted verification from the Board on what they want to do in regard to this type of initiative. There are various elements that need to be considered like resources, timing, interest, and attendance. As well as other areas such as content, state budgets, and how an activity like this will fit in strategic priorities. Betsy asked for verification as to what the reasons are for hosting a virtual forum. Lori K. said that she can only send 1-2 people to NAACCR. However, they want to send more staff. She sees it as an expansion of exposure to the rest of her staff to attend a NAACCR meeting. She would like to see highlights and topics of importance made available later in a post-conference setting. Sarah agreed with Lori’s observations. She pointed out that much of the content from NAACCR Talks come from the Board. Joshua discussed looking into recording presentations after the fact. There may be some challenges with production, but Charlie said it is doable. Sarah wondered if we

could build out topics from the in-person conference then fold more into NAACCR Talks or produce them more specifically. Monique agreed with Lori K. on having staff in-person conference content delivered remotely and recorded after the conference. Lori S. agreed that there is a lot of value to the in-person conference and the trick will be to evaluate content that can be repurposed and delivered the right way. The Board decided to ask staff to provide an inventory of what education options are already available. The Board will then decide if there should be an expansion of offerings like a FORUM or if content should be repurposed / packaged in a different offering. Lori suggested having a committee do this work and then provide recommendations to the Board. Wendy will work with the SC Chairs on obtaining this information. The Board also clarified that a hybrid is not on the table for 2024.

### 3. Letter from Auditor on Risk Assessment Included in Audit

Charlie

This is the second year of a new administrative requirement of the audit that needs to be communicated to the Board. Charlie provided background on the notice of *potential / possible risk of misstatements* and what they mean. This is for informational purposes only and no action will be needed.

- Audit Risk Assessment Letter from Sikich LLP

Charlie updated the Board on the attached letter from the Audit Firm of Sikich, LLP. He said that the letter is an administrative requirement that must be sent to the Board. It is not a letter of findings or fault. It is a letter that outlines possible ways of misstatement that could be identified in the audit which will be completed in August 2023. The possible areas of misstatement are listed as a result of the audit firm's pre-audit brainstorming session prior to the audit to look for possible misstatements. He again informed the Board that this is not a letter of findings but merely an administrative letter saying that they are highlighting possible areas to look for. Additionally, the audit is nearly completed, and initial conversations point toward a clean audit with no findings.

### 4. Upcoming Strategic Plan and SMP WG Update

Winnie / Lori

Winnie and Lori have been leading the initial efforts for the updated SMP which will begin in the summer of 2024. The SMP Workgroup met a month ago and meet again this week. The SMP will cover the next three years. They plan on providing an update to the Board at the October Board meeting. They asked the Board what else is needed at that October meeting. There are no other milestones listed in the Board Timeline.

## Steering Committee Reports

### Standardization and Registry Development

#### 5. Steering Committee Update

Lori / Joshua

Various work group task updates were provided. The SMP provided an overview of the process. They also received updates on crosswalks. The committee will be focusing on the work plan and objectives moving forward.

### Professional Development

#### 6. Steering Committee Update

Lihua / Monique

The committee met on July 27<sup>th</sup>. They are doing a lot of updates to the retention and recruitment efforts. There is an updated retention tool. It is now available on the web site. They also worked to define updated schedules to the documents. The strategic initiatives and integration of informatics is also something that they seek to implement moving forward. The Mentor Work Group still meets regularly and there is a smaller matching task force. They are asking mentors to take on more than one group. They are specifically seeking

director and manager mentors. Winny asked if Monique had a number of mentee applications we have had. Monique said that as of 7/19/23 the Mentorship Numbers: Total of 46 participants; 33 mentees; 13 mentors.

## Research and Data Use

### 7. Steering Committee Update

Sarah / Bozena

They met on the 25<sup>th</sup> of July. They discussed an update to how they will do the CiNA products. The Board voted on the restructuring last month. Some reorganization of duties and created a new work group to focus on CiNA research. Bozena said there is a new member to the work group. Some changes to RAPP Work Group and leadership was decided.

## Strategic Planning and Alliances

### 8. Steering Committee Update

Wendy / Winny

Ann Marie and Wendy presented the strategic priorities with the group. It appears SPA fits into almost every area. Additionally, the group talked about member benefits and how to potentially recommend to the Board some benefits that could be member only or fee-based for non-members. Advocacy efforts also need to be improved and they plan to address this moving forward.

## Program Updates

### 9. Program Updates CB get from recording for most.

- Canada

Joshua

CPAC has agreed to give dollars to registries that make improvements based on the Canadian Cancer Society requirements. There is not a lot of money but a worthy activity nonetheless. Joshua is getting access to Stats Can now so hopefully he can report more on that in the future.

- NCRA

Lori S.

NCRA has their CTR renaming announcement on August 28th. Watch parties are being scheduled. The VA Bill has been a key activity. There are 62 volunteers for meetings at 16 Senate offices. They are scheduled in September. An intern will be there on the 28<sup>th</sup> of August (Wilson) and will be there through December. They are still trying to on-board activities with ACS and see if they can benefit. Their SMP process is starting planning in December 2024. 2024 will be their 50<sup>th</sup> Anniversary and planning continues for that but is in early stages.

- NPCR

Monique / Wendy

Monique said the performance measure reports are due from registries to NPCR. From her experience, NPCR has been reaching out to registries to pilot the MedMorph Interoperability Objectives. They also want to pilot batch mode processing from Lexus Nexis Lexis and NLP piloting.

- SEER

Kevin / Lihua

Kevin and Lihua were not in attendance. Winny said the 50<sup>th</sup> Anniversary activities are still planned. A virtual PM PI meeting is also being planned but not finalized. NCCR and Toronto Staging are two other major initiatives but were not specifically detailed at this meeting.

**Other****10. Reschedule of November 15, 2023, BOD Meeting****Wendy**

Due to multiple conflicts, the Board needs to reschedule the November 15, 2023, meeting. After discussion, it was determined that the new meeting date and time is November 29, 2023, at the same time.

**11. Finalization of Board / Chair Meetings 2023-2024****Wendy**

- 9/20, 12/20, 3/20 (In-Person TBD), June Boise, ID

Wendy updated the Board that the Board / Chair Meetings will take place on September 20<sup>th</sup>, December 20<sup>th</sup>, and March 20<sup>th</sup>. The June meeting will be determined and be held at the Annual Conference in Boise, ID.

**12. Monique Update**

Monique has accepted a new position as Director of Operations. Gary will still have his role but she will fill more of the operations and management activities. This will not impact her Board role. The Board congratulated her on the promotion.

**Consent Agenda****13. Minutes**

- a. July 19, 2023, Draft Minutes

**14. Correspondence and Updates (None)****15. Membership Application**

- Allen Shih Individual Membership Application

**16. Board Timeline**

- [View Board Timeline](#)

**17. Geocoder Monthly Report**

- Geocoder Report

**18. Executive Director's Report**

- Report

**19. Financial**

- Current Financials

Note for Item # 15 – Membership: The Membership application was moved to the September meeting. Charlie will update the Board Timeline since it was not pointing to the correct document. This will be updated in the August minutes as well as the September Board Agenda.

**The motion to approve the consent agenda for August 16, 2023 was passed.**

**20. Adjournment and Next Meeting****All**

The meeting adjourned at 3:52 PM Eastern. The next ZOOM meeting of the Board and Chairs will take place on September 20, 2023.

## Board Standing Reminders and Information

## NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
Decide if there should be an expansion of offerings like a FORUM or if content should be repurposed / packaged in a different offering. Lori suggested having a committee do this work and then provide recommendations to the Board. Wendy will work with the SC Chairs on obtaining this information.	Wendy	In progress.
Convene a group to detail the value of NAACCR membership benefits.	Board	Ongoing as of August.
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. Presentation was given to BOD in August 2023. Discussions continue.
Investigate options for a NAACCR Annual Report and inclusion of the accomplishments.	NAACCR Office	Ongoing.

## Schedule of Board Meetings July 2023 – June 2024

3<sup>rd</sup> Wednesday of each month. 2:00 PM – 4:00 PM Eastern

- September 20 Board / Chair Meeting 2:00 PM – 3:00 PM; Board Only 3:00 PM – 4:00 PM
- 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 29 New Date / Same time 2:00 PM – 4:00 PM Eastern
- December 20 Board / Chair Meeting 2:00 PM – 3:00 PM; Board Only 3:00 PM – 4:00 PM
- 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 – Possible In-Person TBD - Board / Chair Meeting 2:00 PM – 3:00 PM; Board Only 3:00 PM – 4:00 PM
- April 17
- May 15
- June Boise, ID TBD Board / Chair Meeting and Board Only

**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