



October 18, 2023
2:00 PM – 4:00 PM Eastern
Board Meeting
Minutes

Roll Call

Roll and Welcome

Wendy

Wendy welcomed everyone to the meeting and called the roll.

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

Ex-Officio Member: Betsy Kohler

Staff: Karen Knight, Stephanie Hill, Charlie Blackburn

Guest: Ann Marie Hill

Governance

1. ED Transition

Wendy / Sarah

- Appointment of Transition Team Chair
- Review of Next Steps
- NAACCR Executive Succession Policy
- NAACCR's Executive Director Backup Plan
- Discussion of Transition Concepts

Sarah

Wendy and Sarah updated the Board on the transition activities over the last month. Sarah is the Transition Team Chair. In particular Sarah provided most of the details on the Transition Group's activities. Lori K., Lori S., and Sarah are the current members of the group. If others are interested, they should let Sarah or Wendy know. She would like the Board to review the documents added to the agenda today. Their first meeting will be November 2, 2023. Sarah also commented on the next steps and concepts the Board needs to consider moving forward. As an example, they seek to have the job description finalized in January with the recruitment process starting immediately after. March is an initial goal of interviews and conversations with prospective candidates. NAACCR will engage the services of Trish Silber to assist the organization in this process. Trish has worked with the Association in the past and has a good understanding of NAACCR and our strategic partners. Wendy asked for a motion to approve the documentation as the plan moving forward.

The motion to approve the Executive Succession Policy was passed.

2. SMP Work Group Update

Winny / Lori K.

Goals and Objectives

- SRD
- SPA
- RDU
- PDSC

Winnie and Lori Koch discussed the updated goals and objectives by Steering Committees. This work is being done as a result of NAACCR's SMP process that is occurring through June of 2024. They requested that Chairs update their goals and objectives but keeping in mind the work in the strategic report. Winnie complemented the committees on their work, positioning their objectives, and integration. A summary document was presented to the Board with an explanation for each SC group. Lori Koch said that the "ask" of the Board is to receive input and questions that can be brought back to the committees. If any gaps are identified, they especially want to hear about those. She asked for comments by the next Board meeting in November.

Lori asked how staff might be included on information / communication and how it touches work and process within the plans. Winnie said that this will be addressed moving forward. Monique asked if there is a way that differences may be identified between the current plan and future plans. Comments can be emailed to Karen Knight.

3. Communications

Wendy

Wendy mentioned that the NAACCR Office continues to work with GLC on the updated Narrative, workflows, and next steps for Association. Charlie will be sending along a detailed memo by the end of the week.

4. Call for Abstracts

Karen

This was a newly added item. Karen mentioned that the office is working with Venue West on the call for abstracts for the 2024 conference. They are going to change the schedule slightly for the deadline. Karen asked for input on topic areas that will be included in the announcement. Other topics can be included, and they are not exclusive to what is being listed in the announcement. Kevin complimented the group on the current list and has no additional items to add. Lihua asked if NAACCR 101 workshop would be added. Stephanie said the staff spoke about that this morning. They seek to have a little more conversation with the Program Committee in coming weeks to finalize that idea. One idea was to devote one track in concurrent sessions to this "101" topic. Monique wondered where we may be able to include presentations on creative partnerships, advocacy (pursuing legislative influence), and cancer registry advocacy. Betsy reminded the Board that all suggestions are good, but we need to be careful not to add too many items for fear that they will not be read.

The motion to approve the revised call for abstract topics for the 2024 annual conference was passed.

Steering Committee Reports

Standardization and Registry Development

5. Steering Committee Update

Lori / Joshua

See item #6 below. V 24 edits were released. Joshua said that they are working through concepts and issues with the clearinghouse. The group is considering using a different name for their talks other than coffee talks. This would be a different brand, look, and feel. Lori added more details on the work plans and future activities has also been a major focus.

6. Minimum Dataset TF Report / Report of Inter-state Case Ownership

Lori / Joshua

- Minimum Dataset Task Force Report
- ISCO TF Recommendations Report

On the last S&RD SC meeting the attached two documents, Minimum Data Set TF Report and Report of the Interstate Case Ownership TF, were reviewed by the SC. Since the Minimum Data Set TF report is part of the new strategic initiatives the SC is requesting guidance from the NAACCR Board on next steps. The ISCO TF recommendations will require resources, so the SC is again requesting Board input. This is initially being presented to the Board in October so that they have time before the November meeting to discuss options.

We will assign primary and secondary reviewers. All Board members are encouraged to review the documents, but they will not be discussed and reviewed until the November meeting. They are looking for a summary and next step from the reviewers. Wendy asked who would volunteer for these reviews.

Joshua, Monique Interstate Data exchange
Bozena, Kevin Minimum Dataset

Kevin read the minimum dataset document already and commented that it includes what was initially conceived. It will need identifiers for sure, but the document is well written. The real next step is how the implementation plan will work. What is missing is the basis of diagnosis and the importance of that confirms what is missing.

Stephanie made positive comments on a couple of tables within the Minimum Dataset Task Force Report. Winny also commented that this was presented to the HLSG earlier and that brought up other questions on keeping it “minimal.”

Professional Development

7. Steering Committee Update

Lihua / Monique

Their work has been focused on their goals and objectives. The Mentorship WG has been matching. More mentors are still needed. Some directors will speak to what it is like to be in a leadership role. Bozena said she was talking to her mentee about the need for a roundtable discussion to review tips, tricks, and other best practices. Monique will move this concept forward.

Strategic Planning and Alliances

8. Steering Committee Update

Wendy / Winny

SPA has been working on the goals and objectives. Also, they are working on getting a ranking of valuable member benefits. Their group was initially asked to detail these benefits. It has expanded to sending a survey where respondents ranked benefits. This is still in progress and information will be made available by the next BOD meeting.

Research and Data Use

9. Steering Committee Update

Sarah / Bozena

RDU did not meet last month but the Data Security and Confidentiality Committee is working on the data release document. They have put quite a bit of work into this. They hope to receive final feedback over the next few weeks and plan to give it to the Board for review soon.

Program Updates

10. Program Updates

- Canada

Joshua

Since they meet every 2 months there is nothing more to report until November.

- NCRA

Lori S.

Senate Bill 1994 is in progress. Last month it was reported that the bill may become an amendment. One member cited they wanted the amendment so now it will have to be looked at independently. She does not know which senator brought this forward, but they may know more after a meeting tomorrow. NCRA also learned about Inspirata and the impact on hospital registries at SEER states to understand their challenges that will come up as a result of the contract with Inspirata. She has reached out to SEER Registry Directors to please share any information that is relevant to hospitals when available. They will try to share information via their Facebook page when it becomes available. The CTR renaming will occur on the ODS January 1. They are updating areas on their web site and will also have a toolkit available for reference and questions.

- NPCR

Monique / Wendy

Call for Data processing has started. NPCR released their new 2.5 exchange for V24. Success stories are due at the end of this month.

- SEER

Kevin / Lihua

Kevin said that there was a very nice 50th celebration at the beginning of the month. SEER did a nice job with the meeting and celebration. NCI SEER submission is due the end of the month. Lihua added that the SEER registries for those that have e-path supported with Inspirata are impacted by the loss of the contract. SEER was not able to come to an agreement with the company so there is a transition for registries at the moment. She said that in LA Country 40 facilities are impacted but they are doing their best to work with Inspirata directly.

Other

11. Inspirata Update

Betsy

Betsy and the Board discussed the impact of NCI's decision not to renew a contract with Inspirata.

12. Brief Verbal Meeting Reminders

Charlie

- March Board / Chair Meeting Brief Update and Timeline
- October 30th Audit Presentation

The NAACCR Office is waiting on a contract for the March Board / Chair meeting. It will be located in Santa Barbara at the Hilton Santa Barbara. The dates are March 11-14, 2024. More information will be made available once the contract is signed. Charlie hopes to have this in hand by the end of this week or early next.

He also reminded everyone that the audit will be presented on October 30th. A meeting invitation was previously sent.

13. Update on Call for Nominations

Charlie

Charlie said that the Nominating Committee is hard at work to identify highly qualified candidates for the 2024 election. We have three At-Large positions and one President-Elect position open. He said that the committee would like to hear ideas of possible candidates. The announcement will go out in early November and the nomination period is currently scheduled to close on December 8th.

Consent Agenda

- 14. Minutes
 - a. September 20, 2023 Draft Minutes
- 15. Correspondence and Updates
 - None
- 16. Membership Application
 - None
- 17. Board Timeline
 - Board Timeline
- 18. Geocoder Monthly Report
 - Geocoder Report
- 19. Executive Director’s Report
 - Report
- 20. Financial
 - Current Financials

The motion to approve the consent agenda for October 18, 2023 was passed.

21. Adjournment and Next Meeting

All

The meeting adjourned at 3:50 PM Eastern. The next ZOOM meeting is scheduled for November 29, 2023 which is new date from the regular cycle. Additionally, the Audit will be presented on October 30, 2023.

Board Standing Reminders and Information

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
Review the Interstate and Minimum Dataset documents for the November BOD meeting.	Joshua, Monique Interstate Bozena, Kevin Minimum Dataset	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.	F&P Subcommittee	In progress.

Kevin seconded the concept of identifying users of the system for support. This topic will be added to the action list of the Board.		
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Schedule of Board Meetings July 2023 – June 2024

3rd Wednesday of each month. 2:00 PM – 4:00 PM Eastern

- 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
- 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