**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, July 27, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Lihua Liu (Board Liaison), Deirdre Rogers, Connie Boone, Monique Hernandez, Mignon Dryden, Carrie Bateman, Jim Hofferkamp, Alicia Smith
   1. **Approve minutes from the last meeting**
   2. **Meeting ground rules reminder:**
      1. Tell us your name and registry before each comment.
      2. Silence equals agreement
2. **R&R Workgroup Update**

Keri shared the group is working with Tyler to get the new Retention Tool Kit posted to the NAACCR website. She believes everything should be posted within a month. Andrea asked Angela how the posting of these documents could be advertised. Angela suggested a NAACCR Talk and Keri will bring the idea back to the group.

1. **New activities / Discussions** 
   1. **Upkeep TF Updates Connie/Angela**
      1. **Next steps, new task force initiative**

The task force has worked very hard and a long time to revise the Cancer Registrar Training Guide. Several present thanked the taskforce for all their efforts on the manual. It was suggested a NAACCR talk be given on the manual regarding the purpose and intention of the manual. Connie had a few questions for this group.

* Version number
* Publication Date
* Creation of a taskforce yearly to keep up on the document
* Formatting of the Resources List
  1. **Updates from the NAACCR Conference in New Orleans Monique/Deirdre**

Monique shared the conference was very well attended with 358 attendees and for 80 of those it was their first NAACCR Conference. The panel discussions, breakouts, and scientific presentations were very successful and informative. There was also a Birds of a Feather Succession Planning and a number of social events. The Mentorship Breakfast was well attended with 30-40 people. Andrea and Monique gave a brief overview of the various programs, many signed up with the QR code card provided and suggested several topics for future talks. We are still in need of mentors, even though a few current mentors have agreed to take more than one mentee. A question on the intake form will be added regarding the ability to take more than one mentee. Andrea suggested a one-page idea sheet to help guide mentors in what to do. Deirdre shared how the NAACCR Introduction went, but so far it has not resulted in filling out the MAP form. She reminded the group connections were made and there are other ways they may become involved even though they did not fill out a form. Deirdre suggested mentors promote participation in NAACCR activities. Carrie suggested the committee do a project assessment on what were successes and processes that need improvement (measurable vs. non measurable impacts). It was suggested doing this at the end of the year but also among the small groups during the year. Next year’s annual conference will be in Boise, Idaho.

* 1. **Board Strategic Initiatives Preview Andrea/Carrie**

Andrea gave an overview of the final Strategic Priorities and Initiatives from the NAACCR Board. Ann Marie and Wendy Aldinger will be at the next meeting to go over this more in depth. Lihua commended PDSC for its forward thinking and shared how impressed she is with the level of initiatives and activities. Highlight of Areas Professional Development is tasked with:

* Informatics, Artificial Intelligence and Cloud Technology
* Support Training Activities
* Volunteer Recruitment and Retention
* Expanding Training for NAACCR Members

**Actions**

* Monique will add the one-page guide to the Mentorship meeting agenda.
* All download and review the NAACCR Board Strategic Priorities and Initiatives before the next meeting.
* Connie will discuss with the Upkeep Task Force a date for a webinar to present the new manual.
* Angela M. will provide details at the next meeting regarding the next Upkeep Task Force topic be the Survey Course.