December 20, 2023
3:00 PM – 4:00 PM Eastern
Board Meeting
Minutes
Board and Chairs Meet 2:00 PM – 3:00 PM; Separate Agenda Same ZOOM Link

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, Monique Hernandez, Bozena Morawski, Kevin Ward, Joshua Mazuryk

Members Excused: Lihua Liu, Sarah Nash

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

Governance

1. **SMP Work Group Feedback**   **Winny / Lori / Karen**

The SMP group is meeting tomorrow and remaining updates were given at the Board / Chair meeting. More updates will be given in January 2024.

2. **2024 / 2025 Conference Bookings**   **Charlie / Anne (Venue West)**
   ➢ Initial (non-negotiated) Property Spec Sheets 2025/2026

Charlie and Anne updated the Board on property sourcing for the 2025 and 2026 Annual Conference. The projected location for 2025 is Hartford, CT and 2026 is Philadelphia, PA. They provided an overview of the facilities, preliminary contract offerings, and location.

Monique asked to remember a breakfast area for an event if we can. Betsy said that although Anne mentioned our requirements, these types of requests will always be factored and usually available. Lori asked if we would have a rental fee. Anne said that rebates are included in the room pick up and will be applied to the overall rental costs of the convention center space. Anne said that Hartford is a union facility and the balance between fees and using our own vendor like AV will need to be considered. Lori asked that we pay attention to these items as we move forward. Charlie said that he will connect with Anne and monitor the next steps. He will email the Board with updates after the meeting.

3. **Minimum Dataset Questions and Follow Up Wendy**   **Wendy**

Wendy did connect with the task force about the questions brought up at the November meeting. She has the answers from the group and will forward them to the Board after the meeting. Questions will be addressed at the January 2024 Board meeting.

4. **Interstate Case Ownership Task Force Next Steps Wendy** **Wendy**

The NAACCR office is obtaining cost and timeline estimated. This should be available at the January 2024 Board meeting.

5. **Communications Steering Committee Update and Reminders** **Wendy**

Betsy and Stephanie met with Nan Stroup to give her information on the Board action from November. Wendy developed an email that will be sent to the committee. She sent the email as advance notice to Nan and will forward it to the committee this week.

Steering Committee Reports

Provided at the Board / Chair Meeting prior.

Program Updates

6. **Program Updates**

- Canada Joshua

No new updates since the last meeting.

- NCRA Lori S.

Their conference registration is live. The conference will be in Indianapolis. Their workload study activities will pick up more in 2024. An abstract will be submitted for the 2024 NAACCR Conference. ODS transition begins January 1. They will also be looking at other types of credentials (possibly leadership as an example) for the future. They are starting their SMP efforts after January. This process will take place over about nine months. NCRA has a 50th Anniversary in 2024.

- NPCR Monique / Wendy

The Town Hall went well. They honored Kimberly Stern, MD Registry Manager, who recently passed. 2023 success stories, progress reports, and process were detailed out. Monique said the process is quite involved. They also presented their "Path Project" Using eMaRC Lite. This application will sit at the pathologist lab and will identify reportable reports. It is a desktop application. It will help support / limit unreportable cases. They are seeking volunteers now. Betsy asked if the E-Path product would be available to all registries and if it will be available to hospitals. Monique said that it is still in testing but yes, it should be made available. Kevin also provided some detailed background on the application, development, use, and future.

- SEER Kevin / Lihua

Kevin added that they have been working on the transition away from exclusive use of Insparata. The hope is that IMS will continue to work on the API to get it to a state where it works well across all registries. Lynne Penberthy announced that she will retire in the summer of 2024. Announcements and next steps will be announced soon.

Other

7. **Reminders and Quick Updates**   **Charlie**

   a. Reminder Board Self-Assessment
   Charlie reminded the Board that the self-assessment is set to close on December 21. Please complete the assessment as soon as you can.

   b. Communications Task Force Renaming to Work Group
   As a follow up from the November 2023 meeting, Charlie said that the office has updated the name of the Communications Task Force to the Communications Work Group. Naming it a work group better suits the actual structure and expected duration of the group.

   c. Nomination Committee Update
   NAACCR has received a full ballot of nominations. One President-Elect, five Representatives-At-Large, and three Nominating Committee nominations. Charlie said that the profile forms have been sent to all candidates and they are to complete the form by December 30, 2024. The election will begin on or near January 15, 2024.

Consent Agenda

8. Minutes
   ➤ November 29, 2023, Draft Minutes
9. Correspondence and Updates
   ➤ None
10. Membership Application
    ➤ None
11. Board Timeline
    ➤ Board Timeline
12. Geocoder Monthly Report
    ➤ Geocoder Report
13. Executive Director's Report
    ➤ Betsy's Executive Director Report
14. Financial
    ➤ Current Financials

Jeff asked a question on cash movement. Charlie said it was for payment of Data Dictionary development payments. This was previously approved by the Board.

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

Adjournment and Closed Session

Note: Hard stop at 3:45 PM Eastern to allow time for the closed session.

15. **Adjournment and Next Meeting**   **All**

The next ZOOM meeting is scheduled for January 17, 2024.

16. **ED Transition Group Update – Closed / Executive Session Standing Item**   **Wendy / Sarah (Excused)**

NAACCR staff will excuse themselves.

Wendy closed the regular Board meeting. The NAACCR staff exited the meeting, and the closed session was held.
She then opened the executive / closed session of the Board to provide the ED Transition Group update.

NAACCR Board Action Items

Board Standing Reminders and Information

Item	Responsible BOD Member / Person	Status
Form a new task force to implement the minimum data set in a timely manner.	Steering Committee	In progress. Final update in January.
Reach out to the task force to ask about laterality and refinement of missing versus unknown in their description and table.	Wendy	In progress. Final update in January.
Review and promote credentials in MyNAACCR for member completion.	Charlie	In progress.
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.

Schedule of Board Meetings July 2023 – June 2024
3rd Wednesday of each month. 2:00 PM – 4:00 PM Eastern

- 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	Liaison(s)
Standardization & Registry Development	Lori Koch and Joshua Mazuryk
Research & Data Use	Sarah Nash and Bozena Morawski
Professional Development	Lihua Liu and Monique Hernandez
Strategic Planning and Alliances	Wendy Aldinger and Winny Roshala
Mid-Level Tactical Group	Kevin Ward, Jenna Deniaud and Heather Stabinsky
High Level Strategic Group	Wendy Aldinger and Winny Roshala

2023 – 2024 Steering Committee Chairs

Committee	Chair(s)
Standardization and Registry Development	Heather Stabinsky and Jenna Deniaud
Research and Data Use	Jeff Dowden and Angela Meisner
Professional Development	Andrea Sipin-Baliwas and Carrie Bateman
Strategic Planning and Alliances	Randi Rycroft