****

**January 17, 2024**

**2:00 PM – 4:00 PM Eastern**

**Board Meeting**

**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, Bozena Morawski, Kevin Ward, Joshua Mazuryk, Lihua Liu, Sarah Nash

Members Excused: Monique Hernandez

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

**Governance**

1. **Update of Minimum Dataset TF Report / Report of Inter-state Case Ownership Wendy**

Wendy provided an update on the Minimum Dataset Tas Force Report. All questions have been answered. The Board endorsed the report and accepted it. No motion to formally approve the document and plan was required.

**The action and support on the Minimum Dataset Task Force was endorsed and accepted.**

Stephanie is working on the quote with IMS and will provide detailed cost for the Inter-State Case Ownership project at the next meeting. The Board asked for some details on how registries will work with this project and if there is compensation involved or not. It is possible IMS may be able to do this work. An update will be provided next board meeting.

1. **NAACCR Standing Rules – ACTION and the Committee Guidelines Stephanie**

Only Standing Rules require a vote by the Board.

* + Background Information
  + Standing Rules
  + Committee Guidelines
  + Committee Guidelines with Track Changes

Lori Havener from the NAACCR Office updated the NAACCR Standing Rules as well as the NAACCR Committee Guidelines. These changes were strictly a result of the sunsetting of the Communications Steering Committee. The committee guidelines do not necessarily need approval but an OK from the Board is still appropriate. The Standing Rules do need approval by the Board. Stephanie outlined the updates.

**The motion to approve the Standing Rules was approved and passed.**

1. **NAACCR Annual Conference Charlie / Betsy**
2. 2025 / 2026 Conference

* 2025 and 2026 Final Offers

Given the background and adjustment suggested in 3. b. below, the Board would like Charlie and Venue West to provide the Finance and Personnel Subcommittee with a detailed estimate budget for a CT meeting and compare that to the contract. Additionally, the committee will ask Lori Swain for her input as it relates to the specific contract details with the larger line items. Charlie said there is already a budget but will work with Venue West to iron out the specifics and present them to the committee for input. The Board was OK with the office signing off on the contract given that there is a high degree of confidence that we will be able to make a CT conference work. Charlie will start the process and make contact with Venue West and the Committee.

1. Conference Updates and Background

This item was handled prior to 3. a. above. Charlie said that all invoices have been received for the 2023 conference. There was a deficit of approximately $195,000 which is different from the $35,000 deficit anticipated. He provided details on the process, possible fixes, and proposed that the Finance and Personnel Subcommittee work through fiscal and programmatic suggestions to recalibrate the conference as a whole in 2025 and beyond. Board members inquired about several aspects of planning, contract negotiation, and monitoring for the future. Charlie provided explanations given the information available at the time. Wendy said that Charlie should make contact with the F&P Subcommittee and begin the process.

1. **NAACCR Elections Update Charlie**

Charlie said that the election is now open. We have candidates for one President-Elect, three Representatives-At-Large, and Three Nominating Committee members. The election closes on February 16, 2024.

Members will all receive reminders until they vote, and the office will monitor responses as the vote proceeds.

**Steering Committee Reports**

**Standardization and Registry Development**

1. **Steering Committee Update Lori / Joshua**

Lori said they had an additional meeting last week to discuss the work plan, goals and objectives, and they are in good shape. Some minor changes were discussed but the overall layout is good.

**Professional Development**

1. **Steering Committee Update Lihua / Monique**

Lihua provided the report. The group is still working through the brainstorming session on how to execute the goals of the staff job and priorities initiative. They are reaching out to other fields which may assist in recruitment for recruitment and retention. They are also reaching out to the registries for input.

**Strategic Planning and Alliances**

1. **Steering Committee Update Wendy / Winny**

The meeting is scheduled for next week. The next update will be in February.

**Research and Data Use**

1. **Steering Committee Update Sarah / Bozena**

The meeting is scheduled for next week. The next update will be in February.

**Program Updates**

1. **Program Updates**

* Canada Joshua

The Canadian Council met yesterday. They discussed KPI dashboards and publications. They are going to allow CPAC to publish it. They had a large discussion around their funding stream for Canada which CPAC is offering Provinces. He said all Territories and Provinces will be taking advantage of funding which means that some dollars may be less per registry moving forward.

* NCRA Lori S.

They are celebrating their 50th Anniversary. This is a large initiative this year. They are accepting registrations for their conference.

* NPCR Monique / Wendy

Annual Reports and budgets are being worked on. The cloud-based data modernization project continues to move along. Betsy asked when budgets are due. Wendy said that mid-February is the projected due date, but registries are submitting to state budget departments currently.

* SEER Kevin / Lihua

All registries are being contacted by SEER discussing a 10% budget reduction. This is common among most registries for the coming year. The Board had minor discussion around nuances and impact of budget cuts. There was a brief discussion around registry budgets and the annual conference discussed earlier in the meeting. Specifically around whether registries can absorb an increase in fees or not. A couple of members clarified they could absorb a few hundred dollars of an increase if needed. However, on a side note, they would love to have a location as soon as possible for their proposals as to future meeting locations.

**Other**

1. **Gershman Retirement Wendy**

The NAACCR Office will work on a draft resolution for Susan Gershman. Most likely Fernanda will head this initiative. A draft will be available in February.

**Consent Agenda**

1. Minutes
   * December 20, 2023, Draft Minutes
2. Correspondence and Updates
   * None
3. Membership Application
   * None
4. Board Timeline
   * Board Timeline
5. Geocoder Monthly Report
   * Geocoder Report
6. Executive Director’s Report
   * Executive Director’s Report
7. Financial

* Current Financials

**The motion to approve the January 17, 2024, consent agenda was passed.**

**3:30 PM Eastern Adjournment and Closed Session**

1. **Adjournment and Next Meeting All**

The next ZOMO meeting of the Board is Wednesday, February 21, 2024, at 2:00 PM Eastern.

1. **ED Transition Group Update – Closed Session Standing Item Wendy / Sarah**

*NAACCR staff will excuse themselves. The January update will require a minimum of 30 minutes.*

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** |
|  | | |
| 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. |
| Develop Susan Gershman draft resolution. | Office / Fernanda Michels | In progress. |

**Schedule of Board Meetings July 2023 – June 2024**

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

* 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.*

* February 21
* March 20 ZOOM if needed; In-Person Santa Barbara 12th 13th
* 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