Strategic Planning and Alliances Steering Committee
January 23, 2024
Meeting Notes

Attendance			
Members Present:	Monique Hernandez	Wendy Aldinger	**NAACCR Staff Present:**
Randi Rycroft (chair)	Iris Zachary	Mignon Dryden	Karen Knight
Winny Roshala	Stephanie Hill	Betsy Kohler	Ann Marie Hill
Mary Jane King	Jenna Mazreku		

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
1. **Roll – Karen**		
2. **Review December 8th notes – Randi**	• Minutes were approved.	
3. **Updates from the Board – Winny** Winny said that the Board voted to discontinue the Communications Steering Committee and will transition to a Workgroup, mostly led by the NAACCR staff. Guidelines for providing content are still a work in progress. The Board has also been working on finalizing the 2024-2027 Strategic Plan. A Town Hall meeting will be held on March 27th to share with the membership for their input. Winny thanked SPA SC for finalizing their goals and objectives. The Executive Director Transition Team have been holding listening sessions with various groups to help refine the job description. A Board/Chair meeting is scheduled for March. Wendy said that the Board accepted the Minimum Dataset Task Force report; the next step was to take it to the High-Level Strategic Group.	• Randi asked if the listening sessions for the Executive Director Transition Team includes the members. Wendy said the Coffee Break tomorrow will be with the registry directors and managers. Other listening sessions happened with the Board, staff and standard setters.	
4. **Review and finalize 2023 six-month workplan update (due 2/1) – Randi**	• Stephanie said the intent of the liaison reports is to identify updates that may impact our priorities/strategies. Mignon said the liaison communication log is captured in the notes.	• **Karen** will share the latest version with Randi to submit to the Board.

The group reviewed and updated the workplan. The group discussed how to update other Steering Committees/Board from NAACCR liaison reports.	• Randi said if we ask ourselves at the end of the meeting if we need to take anything to the Board, we are covering this. • Randi clarified that all liaisons are on the SPA SC so we are getting regular updates. • Randi let everyone know that the Narrative article on member benefits was just submitted. • Stephanie described the process for Narrative articles that are submitted online. Monica reviews articles for readability, search engine optimization, and editing; Stephanie then reviews for content and metadata. Then Tyler pushes it live. If there are any substantive changes, Stephanie would send to the author first. NAACCR staff will be putting together guidelines for authors in the coming weeks.	
5. **Develop 2024-2027 workplan and discuss collaboration with other Steering Committees – Randi** Karen said the Steering Committees are required to finalize the goals, objectives and how the strategic initiatives will be incorporated. Both the workplan and the spreadsheet for collaboration with other Steering Committees are due by February 12.	• Ann Marie said the deliverables/outcomes are not very clear and most tasks are process oriented. She also said that there are few specifics about the strategic initiatives. This is SPA SC's opportunity to define how it will contribute. • Several members said we will be able to define outcomes, but not at this point. • Ann Marie said she would change some of the verbs, i.e., change brainstorm and prioritize to identify strategies to advance NAACCR's mission. • Monique said it would be helpful to keep the strategic initiatives and pillars to build the workplan. • Betsy said that until the group works through some of the processes, the deliverables will be unclear. She encouraged the group to start working through some projects. We can add more specifics as we go along. • For certification, Randi said the SPA SC provided input on what constitutes a quality registry to the Board at the in-person meeting in June 2023. Betsy said the Certification Task Force was unaware of SPA SC's input. • For informatics, would an outcome be that registries do not handle paper or pdfs anymore. Mary Jane pointed out that AI can read pdfs. Would building the technical expertise be a focus of this group? Mignon said that education and training would be the place to start. Monique said we may need to better understand what resources are available and needed. Randi said we have also discussed how to build capacity within registries; perhaps NAACCR provides ideas on how to do so. And how does CDC/NCI's work on	• **Randi** will send the quality registry characteristics to the Certification Task Force co-chairs. • **Randi/Karen** will work on another version of the work plan.

	informatics be brought to the registries. Monique said SPA SC could work with Professional Development on identifying training resources and staff skillsets. • Next steps for informatics/interoperability: SPA SC will identify specific topics in informatics/interoperability that require training. • Iris said there are many toolkits and training that are available; NAACCR has a lot of expertise to draw upon. There will be overlap between the strategic initiatives. • The group will need to identify the who, how, etc. to meet the goals of interoperability. • Mary Jane reported that British Columbia did partnered with their Data Science department on using AI for a proof of concept project and used the results to apply for base funding for a data scientist. • Ann Marie agreed that starting with the goal and working backwards on how to get there is how to build the workplan. • Karen reminded the group that the work plan is for the first year so the group can identify what is doable within a year. • Mary Jane and Randi said that informatics is a very high priority. Perhaps for the first year, we would focus on informatics/interoperability. This would include strategies for building capacity, partnering, etc. • We will need to identify the topics for training, the audience, and who would provide it.	
6. Liaison updates, if available – Randi/All Karen reported that she and Betsy met with Eric Durbin, Sorena and Warren Kibbe from Ci4CC. Randi asked if Karen sees limitations on the relationship since many registries do not have NCI cancer centers. Karen said that we would be able to learn from them, as they are trying to work with their registries on informatics initiatives. Iris said they had a collaborative meeting with registries, and they had a meeting on natural language models. Mignon said their meetings are excellent and are an opportunity to learn a lot. There was insufficient time for other liaison updates.		
7. Summarize meeting for reporting to the Board – Randi/All		

SPA SC will provide their progress report.		
Next Meeting is rescheduled for February 6th, 11:30 – 1:00 ET.		