



**February 21, 2024**  
**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, Bozena Morawski, Kevin Ward, Joshua Mazuryk, Lihua Liu, Sarah Nash, Monique Hernandez

Members Excused:

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

## **Governance**

### **1. NAACCR 2024 and 2025 Annual Conference Updates**

**Charlie / Betsy**

Charlie said that the Finance and Personnel Subcommittee assessed the options for the 2024 conference. The office and Venue West worked together on suggestions presented. The conference is now presenting a slight deficit which NAACCR can live with. We will continue to identify ways to keep the conference in a balanced fiscal state as planning progresses. Venue West met with Connecticut representatives from the hotel and convention center last week. They worked on options to bring the budget in alignment to a break-even projection. The CT representatives are due to contact Venue West later this week with final options. Charlie will report back to the committee with options as soon as he receives them. He will also notify the Board.

### **2. NAACCR Elections Update**

**Charlie / Wendy**

Charlie said that the elections concluded last Friday. The Nominating Committee met with Wendy yesterday to begin contacting those that were elected. Wendy said all those elected have accepted their positions. Individuals not elected were also notified and encouraged to continue participation in NAACCR activities. The committee will develop a Narrative article and send it to the membership in coming weeks. Charlie will be in contact with those newly elected members to arrange a Board Orientation Meeting.

### **3. Muir and Percy Awards Reminders and Timeline**

**Betsy**

Betsy reminded the Board that it is time to begin the nomination period for the Muir and Percy awards. She provided some background on each award and rationale for nomination. She said that it would be preferred to have nominations received around March 1, 2024. Board members discussed possible nominees for the awards. They had some discussion on the background of each and how they may fit the award. Betsy reminded the Board that the preference is to give one Muir Award but can give more than one Percy Award. Wendy asked Board members to provide suggestions as soon as possible.

**4. Draft 2024-2027 Strategic Plan for Approval - ACTION****Winy / Lori K.**

- Draft 2024-27 Strategic Plan

*The approved draft will be made available to the membership prior to the March 27<sup>th</sup> Town Hall meeting.*

Winy brought the Strategic Plan to the Board for review. Once the Board approved this document then it will be sent to the membership in advance of the Town Hall Meeting on March 27<sup>th</sup>. The ask is to have the Board approve the plan for presentation to the membership. She thanked Ann Marie Hill for her coordination and efforts in this effort.

**The motion to approve the Strategic Plan as presented was passed.**

**5. SMP WG Feedback on Steering Committee Metrics****Winy / Lori K.**

- SMP Workgroup Feedback on February 2024 Metrics
- Metrics and Progress Reports are in SHARE Folder

Lori Koch provided the Board with Strategic Plan comments from Steering Committees. There were five comments that they hope the Steering Committees will consider moving forward. They continue to work through and streamline the analytics. There are some challenges with Google and how they recently changed their analytics tracking but the groups try to work through it. She thanked everyone for their feedback.

**Steering Committee Reports / Task Force Reports****6. Certification Task Force Update****Bozena / Josh**

Bozena said to add Josh to the item update in the future. Charlie will take care of this for a future agenda. The group has met a few times and developed a Charter. She reviewed the Goal, Objective, Roles and Responsibilities, Communications Plan, Expertise / representation, Meeting occurrence, Deliverables, Resources, and Timeline. She reviewed the members on the Task Force and briefly described their roles. Charlie added this to the Board SHARE site. Lori Swain complimented the group on their work. She asked the group to consider how to bring this to the next level within the strategic plan and engage registries. Bozena said that they are designing the principles of the initiative but are in the early stages of this. Kevin agreed with Lori that certification is viewed different among registries. Some are critical to the extent of funding. Some are less. He said it would be good for NAACCR to understand where these differences are and what the impact is. He recommended that Betsy first send an email to all registry directors and remind them of the efforts that are going on with an encouragement of participation. This feedback in advance of actual engagement may help the process. He noted that it may be beneficial to note the challenges with completeness in relation to certification. Bozena will update the Board again at the March meeting. Lastly, Bozena thanked Lori Havener and Recinda Sherman for their help.

**The motion to approve the CERT Charter was passed.**

**Strategic Planning and Alliances****7. Steering Committee Update****Wendy / Winy**

At the last SPA meeting, it was discussed that the group had put together some criteria to identify High Quality Registries that can be used by the Certification Work Group. This was done prior to the 2023 conference and did not get relayed to CERT. However, it was recently relayed to the CERT and engagement continues. SPA seeks input from the Task Force on any needs and support. The rest of the meeting revolved around metrics and work plan activities.

## Standardization and Registry Development

### 8. Steering Committee Update

Lori / Joshua

Josh said the group met about a month ago and discussed several items. UDS provided an update on their activities. This included approvals for 2024 surgical codes and the retirement of items. Central Registry Operation Standards TF had an update on sub-group tasks. There are no plans on enforcing mandatory action. They seek to create a comprehensive website. An Inter-Registry Data Exchange Task Force which included an update to their charter. The group discussed the task force focus on de-duplication efforts not on ownership and follow up. Volume 5 is now up to date and can get published. Modified record triggers and discussion about the challenges due to the lack of standardization and implementing M records was emphasized. They also reviewed their S&RD work plan. They are doing work on AI planner area for the Annual Conference in June.

## Research and Data Use

### 9. Steering Committee Update

Sarah / Bozena

Sarah said that they invited Work Group and Task Force Chairs to their last meeting. They were able to get a handle on all the efforts going on. This was very valuable for everyone to connect on the large amount of work being done. Bozena said that it would be useful to know how the RDU Steering Committee can be of support to all these groups doing work.

## Professional Development

### 10. Steering Committee Update

Lihua / Monique

The Recruitment and Retention Work Group has been revived. More work on that will be forthcoming in future months. The Mentor Work Group is planning a breakfast at the Annual Conference. They are also considering an off-site social event also. They are planning on giving a certificate for participants in the program. She said that the listening sessions were very valuable. They continue to think about ideas for engagement and needs. The next round table will be in March on Death Clearance. Since there are new Directors in the field, matching seems to be at a premium.

## Program Updates

### 11. Program Updates

- Canada

Joshua

Josh said that there has not been a council meeting since the last Board meeting. He will have an update in March.

- NCRA

Lori S.

Their Cancer Act Bill is in the House currently. There is a separate bill that has been introduced in the House that sits outside the original Bill. Apparently, these can run concurrently. They have a plan and a backup plan, so she feels as though they are in good shape. She also briefly discussed their recent communications with the College and mutual interests. The Board discussed possible engagement strategies and how we could all proceed and receive mutual benefit. After detailed discussion, it was suggested to consider bringing the High-Level Strategic Group into the conversations for the future. The Board will discuss options at the next meeting in March.

- NPCR Monique / Wendy  
Yesterday was the due date for performance measures and annual funding. They have a Town Hall meeting scheduled for March 5<sup>th</sup>.
  
- SEER Kevin / Lihua  
Given the fiscal constraints of NCI, all SEER registries have been asked to see what savings can be identified in the current year and a portion of next year. They are seeking 10% in this current fiscal year. This covers two budget periods. Field testing / pilot testing on data release is in progress. They are at the 4<sup>th</sup> tier at the moment. They hope that the enclave is ready to go soon. There is a secure login which is being used and if productive, it will be used in the future.

### Other

#### **12. Susan Gershman Resolution - ACTION**

**Betsy**

- Gershman Resolution

After review, the Board complimented the resolution and those that developed it.

**The motion to approve the Susan Gershman Resolution was passed.**

#### **13. Quick Update on March 20<sup>th</sup> BOD ZOOM Meeting Status**

**Wendy**

Wendy said to please keep the March 20, 2024, ZOOM meeting on their calendars. Even though we will have an in-person meeting the week prior, she asked them to keep the meeting on their schedule for the time being. A final decision will be made after the in-person meeting.

#### **14. Susan Gershman Membership Application**

**Kevin**

Kevin introduced the application to the Board and recommended her for approval.

**The motion to approve the Individual Membership Application for Susan Gershman was passed.**

### Consent Agenda

#### **15. Minutes**

- a. January 17, 2024 Draft Minutes

#### **16. Correspondence and Updates**

- None

#### **17. Membership Application**

- Susan Gershman Individual Membership Application

#### **18. Board Timeline**

- [View Board Timeline](#)

#### **19. Geocoder Monthly Report**

- Geocoder Report

#### **20. Executive Director's Report**

- Executive Director's Report

#### **21. Financial**

- Current Financials

Susan Gershman's membership application was removed from the consent agenda for discussion.

**The motion to approve the February 21, 2024, consent agenda was passed with a slight modification to the January minutes.**

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

**22.** Adjournment and Next Meeting All

The next meeting of the Board is an in-person meeting on March 12-13, 2024.

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

*NAACCR staff will excuse themselves.*

Executive Director Job Description and Advertisement Sarah

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. The following motions were approved in the closed.

**The motion to approve the Executive Director updated job description was passed.**

**The motion to approve the Executive Director job advertisement was passed.**

NAACCR Board Action Items		
Board Standing Reminders and Information		
Item	Responsible BOD Member / Person	Status
ACS (College) engagement strategies.	Board	In progress for March.
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.

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

**3<sup>rd</sup> Wednesday of each month. 2:00 PM – 4:00 PM Eastern**

- March 20 ZOOM if needed; In-Person Santa Barbara 12<sup>th</sup> and 13<sup>th</sup>
- 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