

MINUTES
NAACCR Board of Directors Meeting
Wednesday, July 20, 2016
2:00 pm – 4:00 pm Eastern

Roll Call

Chuck

Board Members Present: Chuck Wiggins, Winny Roshala, Lori Swain, Deirdre Rogers, Frank Boscoe, Bruce Riddle, Eric Durbin, Antoinette Stroup

Member Excused: Chris Johnson, Heather Stuart-Panko

Ex-Officio Member: Betsy Kohler

NAACCR Staff Present: Charlie Blackburn

Consent Agenda

1. Minutes
2. Finances
3. Membership
 - a. Jagai
 - b. Kobetz
4. Executive Director's Report
5. Correspondence
 - a. Finalizing Partnerships

The Board removed items #3 (Membership) and #5 (Correspondence) from the consent agenda.

THE MOTION TO APPROVE THE JULY 20, 2016 CONSENT AGENDA WAS PASSED

Items Removed From Consent Agenda

3. **Membership**

The Board approved the membership of Jagai and Kobetz as presented.

THE MOTION TO APPROVE THE INDIVIDUAL MEMBERSHIP OF JAGAI WAS PASSED

THE MOTION TO APPROVE THE INDIVIDUAL MEMBERSHIP OF KOBETZ WAS PASSED

5. **Correspondence**

The Board discussed the Economist correspondence regarding the War on Cancer conference in September of 2016. The Board would like Susan Gershman and Betsy Kohler to represent NAACCR at this event and then report back to the Board on the events of the conference and

new partnerships. Nan mentioned that we should keep them in mind for the registry of the future conference in June of 2017.

The Board discussed a letter sent from the New Hampshire Registry regarding their stay at a non-NAACCR sponsored hotel in St. Louis regarding the poor conditions of the facility and displeasure of their stay. Betsy has addressed the situation with Venue West as well as the Registry employees. Chuck suggested that the host registry see / view any rooms for non-contract hotel personally in the future to the extent that we can. The Board was supportive of this suggestion for future conferences. Lori suggested that Venue West contact IHG international offices to tell them we may not consider IHG properties until this matter is remedied.

Governance

6. Call for New Items to Agenda

Chuck

Chuck thanked the Board for adjusting the start time of the agenda to 2PM Eastern. Chuck asked members present if anyone had additional agenda items to add to today's meeting agenda.

Frank suggested the following topics to be added to this meeting or a future meeting.

Article on Prostate Cancer (Addressed in July 2016 Meeting)

Mutual Fund Portfolio (Set for August 2016 Meeting)

Program Committee for 2017 (Set for August 2016 Meeting)

7. Strategic Plan Notes and Updates

Chuck/Betsy

Betsy will keep the Board updated on all SMP activities. The SMP Steering Committee will gain traction on committee work plans and execution of the plan moving forward.

8. Status of Membership Dues Payment

All

AJCC, CPAC, and CAP have not yet paid last year's due for Sponsoring Membership. Lori will speak with AJCC but thought they may need to wait to pay membership dues. Betsy and Chuck will follow up with CPAC. Eric will reach out to Rich Moldwin at CAP to inquire about their dues.

9. Annual Audit

Charlie

NAACCR's audit firm, Sikich LLP will be in the office next week to conduct the annual audit for the fiscal year ending May 31, 2016. Charlie has kept Bruce Riddle up to date on the process and activities. He spoke with Bruce earlier in the week to inform him of the process. Chuck asked Charlie to express the Board's thanks to Adele for her hard work during the audit.

10. Policy Review

Chuck

It is time for the triennial policies review of NAACCR. Betsy outlined possible assignments for reviewing the policies. Charlie will forward the current policies to individuals after the meeting. Chuck recommended that the Board accept the suggested reviewers as Betsy suggested with a deadline of October 1, 2016 to send Charlie revisions to any policies. Lori Swain suggested that

she assist in a greater capacity for anyone that is interested in her assistance to take on more review of the policies if anyone would like that assistance. Chuck thought that Board Governance and Committees may be a good focus for Lori.

Current Suggestions for Review Are: **Potential Assignments for Review: Board Governance** (All/Lori Primary); **Committees** (SMP Committee Group/Lori Primary); **Communications** (Nan, Winny); **Fiscal** (Bruce/Lori); **Personnel** (Betsy); **Professional Development** (Deirdre, Bruce); **Standardization and Reg. Dev.** (Eric, Winny, Heather); **Strategic Alliances** (Betsy)

11. Program Updates

11.1. Canada

Heather

Heather was not in attendance but Betsy said that Canadians are very interested in the actions of stage transition.

11.2. NPCR

Chris

Bruce provided the report in Chris' absence. The most recent newsletter noted that progress reports may not be needed for the next report. In addition, Vicki Bernard is the new Acting Director for the next six months. He has also heard that the search for a new director is moving slower than expected.

11.3. SEER

Eric/Winny

Eric said that Rapid Response funding opportunities have been the major focus of activity. There has been an extremely short turn around.

12. Follow Up on Suggestion to Add Additional Staff Person

Chuck

In June, there was discussion regarding a consideration of a "Development Director" for the organization. Members discussed how this person would fit, duties, and funding. Lori suggested that we obtain information from Betsy, Staff, and match to the SMP. Winny agreed with this analysis and that we wait until we have more progress and definition of the SMP activities. The Board would like to make sure our relationships and priorities match up prior to moving forward.

13. Direction to Steering Committees for Promotion

Betsy

Betsy asked the Board if there were any issues from the Steering Committees that they wanted promoted. Winny said that we could make this a standing item for the future. The Board agreed.

Research and Data Use

14. Steering Committee Update

Frank/Chris

Frank said the July report was cancelled. The June meeting was positive. Platinum certification is a major topic of conversation and the committee will update the Board as discussions and plans continue.

Frank said that an article on prostate cancer and jump in rates was recently in the press. Frank discussed how the calculation was derived and was done improperly. He went on to mention how there was a breakdown in review with the information and thought that NAACCR should respond in some way. Members discussed options for a response. The Board would like to replicate the data as the publication did but then clarify the incorrect analysis. Lori thought that a press release, letter to editor, and possibly the NAACCR web site would be good approaches. Betsy will also connect with her high level staff reporter for a national media outlet. Frank will work on the analysis tomorrow.

a. SC Workplan

Frank/Chris

No discussion. Standing item for future.

Standardization & Registry Development

15. Steering Committee Update

Eric, Winny, Heather

The SRD meeting occurred in July and no new items were discussed. Winny added that the ICDO-3 Task Force will meet tomorrow. Lori Dickie will lead the changes for 2017. They hope to get it finalized as soon as possible. They asked the new UDS Chair to review the terms of reference. A few issues were brought up. One was asking if the Board required a documented terms of reference for the group and if so then where should these reside.

a. SC Workplan

Eric, Winny, Heather

No discussion. Standing item for future.

16. Request for In-person Meeting

Eric, Winny, Heather

Winny said that Randi would like to draft a request for a one day meeting for members to discuss restructuring plans. In addition, they will seek a meeting moderator/facilitator to keep them on track. Winny said that Randi Rycroft will send a proposal to the Board in coming days and weeks.

17. Status update on Staging Issues

Betsy

Betsy said that NAACCR was to receive data items required for stage during the first week of July. The data items were sent just a couple of days ago. There are 9 new variables and 2 changed variables that will go to UDS. Another set of variables can be reused from CS and are being reviewed by Jennifer Seifert. Another set is being reviewed by staff at CDC which include approximately 5 variables. Reviews will be done in August with decisions in September. The issue at hand is that more background information is required by UDS to make decisions and recommendations. Winny said that UDS just cancelled July's call. Betsy said that Lori Havener is contacting chairs to reschedule a call to take care of the recommendations etc.

18. **Unresolved Issue: Letter or town meeting regarding stage situation** All
Item was addressed above.

Communications

19. **Steering Committee Update** Lori, Winny
Lori provided the report. The work on the feedback form will be complete by the next meeting. Lori is guiding the committee through the leadership transition initiatives. The website redesign contract should be completed in a week or so. Lori would like to work more on committee policy procedure.
- a. SC Workplan Lori, Winny
No discussion. Standing item for future.

Professional Development

20. **Steering Committee Update** Deirdre, Bruce
The group will be moving forward with recruitment and retention activities. The Survey Course should be completed very soon. She asked any contributors to please finish their projects.
- a. SC Workplan Deirdre, Bruce
No discussion. Standing item for future.

21. **Annual Meeting De-Brief- Board Comments and Suggestions** All
Tabled until August.

22. **Survival Course 2017** Chuck/Betsy
Tabled until August.

Strategic Alliances

23. **Steering Committee Update** Lori
The Strategic Alliances / SMO Meeting at the June Board meeting was a success. Lori thanked Betsy for her work and guidance on this meeting. Lori will update the Board on 2016/2017 activities as they happen.
- a. SC Workplan Lori, Chuck, Betsy
No discussion. Standing item for future.

24. **UICC Booth Share with NCRA** Betsy/Lori
Betsy and Lori had previously discussed sharing a booth at the upcoming UICC meeting in October of 2016. Betsy and Lori will already be at the meeting and it makes sense for both organizations to increase exposure to the international community. In addition, it supports NAACCR's goal of international activities.

25. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting will be held on Wednesday, August 17, 2016 at 2:00 PM Eastern.

2016-2017 Board Meeting Dates

Time: 2:00 PM – 4:00 PM Eastern; **Dates:** August 17, September 21 (Board/Chair), October 12 (one week early), November 16, December 21, Jan 18, February 15, March 15, April 19 (Board/Chair), May 17

Documents for Review

Documents for Review 2016 -2017

a.	Standards Volume I (V17)	Nan	Chris	
b.	Standards Volume II (Version 17)	Chris	Chuck	
c.	Standards Volume I (V18)			June 2017
d.	Standards Volume II (Version 18)			June 2017
e.	Revised XML Standard	Frank	Bruce	July
f.	Revised Vol V			June 2017

The remaining document reviewers will be assigned later in the year.