

**MINUTES**  
**NAACCR Board of Directors Meeting**  
**Wednesday, September 21, 2016**  
**2:00 pm – 4:00 pm Eastern**

**Roll Call**

**Chuck**

**Board Members Present:** Chuck Wiggins, Lori Swain, Deirdre Rogers, Frank Boscoe, Antoinette Stroup, Chris Johnson, Heather Stuart-Panko, Winny Roshala

**Member Excused:** Bruce Riddle, Eric Durbin

**Ex-Officio Member:** Betsy Kohler

**NAACCR Staff Present:** Charlie Blackburn

**Consent Agenda**

1. Minutes
2. Finances
3. Membership
4. Executive Director's Report
5. Correspondence
  - a. Economist
  - b. CAP

**THE MOTION TO APPROVE THE SEPTEMBER 21, 2016 CONSENT AGENDA WAS PASSED**

**Governance**

**6. Call for New Items to Agenda**

**Chuck**

Chuck asked all members if there were agenda items that need to be added to the list. Lori asked that the Board discuss the international occupation subject at the end if there is time.

**7. Strategic Plan Notes and Updates**

**Chuck/Betsy**

Heather asked that Canadian organizations get added to the document. Nan had several questions on the Appendix (page 12). She also has several other comments that are added in the PDF document. Betsy and Nan think the Appendix could be discussed with the SMP Work Group when they meet. Chuck thought that we could use more text to help describe the current structure. Frank suggested using circles that overlap. Betsy thought BOD in the center then moving out to committees, subgroups, and members. Nan will try to draft a sample of this for the SMP Work Group. After discussion, the group thought that the Board could approve these changes and then make matrix after the fact. Nan also mentioned that there is some frustration among the membership that products and tool mentioned in the SMP are not easily found or available.

**THE MOTION TO APPROVE THE REVISED SMP DOCUMENT PENDING EDITS AND PASSIVE REVIEW BY THE BOARD ONCE COMPLTE WAS PASSED.**

**8. NAACCR Fees and Dues Increase Discussion**

**Bruce**

(Need to discuss and set meeting of Subcommittee)

The Finance and Personnel Subcommittee of the Board will meet in coming weeks to consider raising of NAACCR fees. The NAACCR office conducted an analysis of potential fee increases. History of past fee increases is also in the analysis. The Board has always done their best to keep fees low and avoid raising them whenever possible. There are times when this needs to be assessed very closely for operational and programmatic purposes. Because of an emergency, Bruce was not able to join the Board call. Bruce will update the Board at a future meeting when the subcommittee has had the chance to fully discuss the options.

**9. Policy Review Update**

**All**

All revisions of NAACCR policies are due to Charlie by October 1, 2016. The Board will discuss the edits and revisions either at the October or November 2016 Board meetings. Winny asked if there should be consideration of different ways to record the operating principles of the Association. Betsy said that in the early years of the Board there were ad hoc rules for making official Board policies. The process of reviewing the policies every three years is the exact mechanism to determine what policies need to remain, need revision, or need to be described differently. It was also discussed to have the steering committees feel comfortable bringing policies to the Board for consideration.

**10. Program Updates**

**10.1. Canada**

**Heather**

The transition to TNM is happening for 2017 cases. The CONCORD study continues along with the benchmarking study. They are waiting to see if the electronic programming document will assist. Diane and Chris are working on this. There is a movement to gather chemotherapy information into the national database. Right now the interested parties are in the information gathering stage. CPAC funded projects continue and Heather hopes to give an update after January. The Council is reviewing their policies and procedures. Heather asked if those document would benefit the NAACCR membership if they were shared via the NAACCR web site.

**10.2. NPCR**

**Chris**

Annual progress reports are due at the end of the month. The NPCR Call for Data webinar was recently held. They were looking to match the CONCORD 3 data call with NAACCR. Since the NAACCR fields in the Call for Data did not support the CONCORD 3 data dictionary, registries will use the CDC and SEER Call for Data datasets to build the CONCORD 3 datasets. Registries can submit data themselves to CONCORD if they prefer.

The Registry Plus v 16 central registry software products are not available at this time. Installation is anticipated in mid-October. No word has been given on a permanent NPCR Director as of yet.

### **10.3. SEER**

**Eric/Winny/Nan**

SEER has issued a draft RFP and it is due by the end of the month. They noted that progress reports would be sent on a monthly basis. His group thought that this would be very onerous on registries. The UG3 proposals are due soon also and some registries are involved in this proposal. Nan added that there were up to seven proposals targeted to registries. Nan briefly reviewed some of the proposals. They include:

1. TORFP 2016-02 Height & Weight Data to Calculate a Valid Measure of Body Mass Index (this one using Drivers License Data)
2. TORFP 2016-03 Improving Outpatient Reporting of Cancer Occurrence and Treatment (this one through claims data)
3. TORFP 2016-04 Machine Learning to Automate Case Consolidation
4. TORFP 2016-05 Population-based Evaluation of Comorbidity and Hospital Characteristics on Survival (this one through hospital discharge data)
5. TORFP 2016-06 Pilot Study to Determine Feasibility of Obtaining Patient Reported Outcomes from Cancer Survivors to Enhance SEER Registries

Betsy added that NAACCR received the task orders for the Global Initiatives as well as the VPR Project. Implementation plans are due within 30 days and staff will be working on getting those out.

### **11. Investment Options Update**

**Charlie**

At the September Board meeting, the Board voted to liquidate the Ave Maria Mutual Fund and place the balance in cash holdings within the Merrill Lynch portfolio. Charlie executed this trade the next day with our representative. The cash holdings currently sit at approximately \$17,000. A determination on the next move with the money will be made at a later date.

### **12. Board, Chair, SRD Meeting Update**

**Betsy/Charlie**

The Board/Chair meeting will be held next month (October). Betsy and Charlie are working on a solution for an in-person meeting for the Board/Chair/SRD group meeting. Charlie mentioned that the approximate cost of this meeting would be \$30,000 - \$35,000. Having the meeting in the New Jersey area saves approximately \$5,000 - \$8,000. An estimate for a location outside of NJ would be \$40,000 - \$43,000. Therefore, having a meeting in New Jersey would be the best fiscal option.

### **13. Board Positions Nominations to Committee**

**Betsy**

The Nominating Committee will meet soon to begin their activities and prepare for the 2017 NAACCR Board elections. Betsy asked the Board to brainstorm any potential candidates for the upcoming roles. Open seats include the Treasurer (Bruce Riddle), two At-Large seats (Deirdre Rogers, Eric Durbin, Winny Roshala). Board members should provide suggestions and ideas to

Betsy by September 30, 2016. Betsy will then forward the information to the Nominating Committee.

### **Strategic Alliances**

**14. Steering Committee Update**

**Lori**

There were no immediate updates.

**15. Update on CAP, Other Partners**

**Eric/Others**

Correspondence was shared about CAP changing their membership. Betsy is interested in reaching out to their leadership of CAP to see if we can engage their organization among various levels of NAACCR and ancillary registry and committee activities.

### **Professional Development**

**16. Steering Committee Update**

**Deirdre, Bruce**

**a. SC Workplan/promotions**

**Deirdre, Bruce**

Their last meeting was held on August 25<sup>th</sup>. The LMS system is being used for the CTR Prep course. The LMS will be project specific as it is rolled out. Work on the Matrix continues and their next meeting is tomorrow.

**17. Survival Course 2017 Update**

**Chris/Chuck/Betsy**

Chris asked Paul Dickman to provide details on requirements for a 4 day meeting. Charlie developed a rough budget based on those assumptions. Chris is checking with NCI and CDC to see if there are funds to help with this activity. Betsy wondered if this course could be funded via CDC and or NCI registry budgets and have this course stand alone. Chris added that CDC will have their cancer conference in August of 2017 which means there will be some representation by registries. Betsy wondered if this option as a standalone event could be offered to NCI or CDC and quite possibly have two events over a 5 year cycle. Betsy and Chris will have a future discussion off line when convenient to finalize the next steps.

**18. Program Committee Update**

**Chuck**

The NAACCR 2017 Conference Program Core Committee will meet tomorrow. Chuck said that we will now have a "Full Committee" and "Core Committee" may be a bit more efficient for volunteers. The large "Full Committee" will meet every 8 weeks. The "Core Committee" is a smaller group and will meet every 4 weeks. Action on the theme and call for abstracts letter will be handled later in this meeting. See Item #19 and #20 below. Any ideas for speakers should be forwarded to Chuck as soon as possible.

**19. 2017 NAACCR Annual Conference Theme – ACTION**

**Chuck**

Chuck presented the theme for the 2017 NAACCR Annual Conference. The suggested theme is around the Breaking Bad series. Items such as "Breaking Borders" or "Breaking Boundaries" where representatives from the Mexican government could be invited. They could also focus on

efforts that have gone across borders internationally. Chuck suggested an approval by the Board electronically within the first week or two of October.

**20. 2017 NAACCR Annual Conference Call for Abstracts Letter – ACTION Chuck**

A draft of the 2017 Call for Abstracts letter was presented to the Board for review. The call for abstracts will be released in early October and run through December 15, 2016. The Board reviewed the proposed letter and asked Chuck to have the NAACCR Office and Program Committee make any final text changes this week after their approval. Chris, Frank, Deirdre, and others recommended that Betsy and Charlie search for efficiencies in the schedule to see if the Call for Abstracts deadline can be pushed back.

**21. Registry of the Future Conference Planning Update Chuck/Nan**

Nan and Chuck met briefly on the concept of this conference. It was brought up that they may want to address geospatial topics among others. They came up with approximately 8 potential topics. More information will be made available at a later date.

**Research and Data Use**

**22. Steering Committee Update Frank/Chris**

a. SC Workplan/promotions

Frank/Chris

No new updates to report.

**Standardization & Registry Development**

**23. Steering Committee Update Eric, Winny, Heather**

a. SC Workplan/promotions

Eric, Winny, Heather

Eric did not have a lot of notables for the Board except that the group continues to discuss the structure of data capture from Rich Moldwin. Suzanne Schwartz is the new co-chair with Cheryl Moody of UDS.

**24. XML Application Possibilities Nan**

*BOD Meeting Note: XML 1.1 Update Post*

The group met with Isaac Hands to discuss ideas on this topic. A project was not decided as of yet. They would like to consider an April deadline rather than October at this time. The XML promotion was sent to Communications for inclusion in the social media schedule.

**Communications**

**25. Steering Committee Update Lori, Winny**

a. SC Workplan/promotions

Lori, Winny

**26. Communications Plan Review and Approval – ACTION**

**Lori**

Lori presented the NAACCR Communications Plan that was revised by the group over the last several weeks. Lori endorsed the approval of the plan as it is presented. She complimented Laura Ruppert, Chair and the Communications Steering Committee for their work on the revisions.

**THE MOTION TO APPROVE THE NAACCR COMMUNICATIONS PLAN WAS PASSED.**

**Other**

**24. Crowell and Moring LLP Engagement (Quick Update)**

**Betsy**

Betsy informed the Board that the NAACCR is having preliminary talks with an attorney referred to us by IMS. This group specialized in federal contracts. The attorney is Peter Eyre from Crowell and Moring LLP. Charlie and Betsy believe that they will assist us in nuances of contract proposals and cost allowances for the future. A discovery meeting is set for this week. They will update the Board next month on the outcome of that meeting.

**26. International Occupational Employment Code**

12 years ago NCRA applied for an occupation code of Cancer Registrars. They eventually received an OK for Medical Registrars but with exceptions because they were grouped with professions that really did not fit. NCRA provided comments to argue why they should not be grouped with certain professions. Lori expressed that this is a very delayed process by the US Government and the should hear more in coming weeks / months. Lori will update the Board when NCRA hears back from the government.

**25. Adjournment and Next Meeting**

The meeting adjourned at 4PM Eastern. The next teleconference meeting of the Board will be held on October 12, 2016 (one week earlier than normal). The Board will meet from 2-3PM Eastern followed by the Board/Chair meeting from 3-4PM Eastern.

**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.