

**Minutes**  
**NAACCR Board of Directors Meeting**  
**Thursday, October 26, 2017**  
**2:00 pm – 4:00 pm Eastern**

**Roll Call**

Nan

**Board Members Present:** Nan Stroup, Deirdre Rogers, Frank Boscoe, Randi Rycroft, Chris Johnson, Heather Stuart-Panko, Chuck Wiggins, Isaac Hands

**Board Members absent:** Maria Schymura, Lori Swain

**Ex Officio:** Betsy A. Kohler

**Staff Member:** Charlie Blackburn

**Guest:** Lauren Groff, Sikich LLP, NAACCR Audit Firm

**Consent Agenda**

1. **Minutes**
2. **Finances**
3. **Membership**
  - a. Southern Plains Tribal
  - b. IntegraConnect
4. **Executive Director's Report**
5. **Correspondence**
  - a. AJCC Report

The Board removed the membership applications from the agenda to discuss them further in the meeting.

**THE MOTION TO APPROVE THE REMAINING CONSENT AGENDA FOR THE OCTOBER 26, 2017 BOARD MEETING WAS PASSED.**

**ITEM #3**

The Board discussed the two membership applications in detail. The Board would like to delay the vote on IntegraConnect until they learn a little more about them as an EMR vendor. Nan thinks it could assist with networking. Chuck provided a little information regarding the Southern Plains Tribal Health Board Foundation. He volunteered to contact the registry to see what their interest is in NAACCR.

**Governance**

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

Nan

Nan asked for additional items to be added to the Board agenda. Randi Rycroft asked that her document on the Survivorship Module White Paper be added. The Board will be sure to address this in the meeting and if there is not sufficient time to completely discuss this item; it will be added to the November agenda.

**7. 2017 Audit Review with Sikich LLP Audit Firm**

Charlie/Sikich

Lauren Groff from Sikich, LLP joined the meeting. Sikich completed the full audit of NAACCR's financials earlier in the year. They have recently been finalized by Sikich. Ms. Groff provided details on NAACCR's current financial situation and risk for fraud. NAACCR's audit came back very favorably with a low risk for fraud based on current operational procedures and no findings. Ms. Groff mentioned that there are minor areas of improvement regarding the submission of travel receipt. Additionally, she suggested that NAACCR encourage all staff to utilize as much of their vacation as possible so that the vacation liability portion on the balance sheet stays as low as possible. Charlie thanked Ms. Groff and their firm for excellent work. He also complimented Adele Hileman for her job on this year's audit.

## 8. Program Updates

### i. Canada

Heather

They are working on a cross-Canada deduplication process. They are finishing coding 2016 death cases. CPAC is finalizing a 2018 system performance measure. This measures screening, care, and past treatment. A Cancer Incidence in Young people report has also been released.

### ii. NPCR

Chris

NPCR Town Hall Meeting will be held on November 1<sup>st</sup>. Topics were requested by registry. The agenda and call information will be distributed tomorrow. Some received an invitation to this and Chris asked if NAACR would like to attend. Chris will update the Board and take notes for the next meeting. Call for Data files are due by the end of November. He was on a call discussing probabilistic data with LinkPro. He reminded everyone that the 5-year plan is to move the system to a cloud-based system. Chris asked if someone could inquire about the future of the system when NAACCR meets with CDC. A new software was also rolled out. A meeting is scheduled between NAACCR and CDC in November. Leadership plans are due at the end of the month.

### iii. SEER

Chuck/Nan

The annual data submission is due November 1<sup>st</sup>. They are still waiting to hear from SEER on contract negotiations for the next contract period. He hears that the contracts were vetted by committee and the applicants are now waiting on a response. NCI is rolling out a new completeness estimate that the November submission will be graded on. It was presented at a PI meeting two years ago.

## 9. CDC Future Funding Strategy for Cooperative Agreement

Betsy / Nan

Betsy has had previous conversations with CDC regarding the future status of the cooperative agreement. She forwarded a sample agenda for a meeting that is to take place with CDC officials in November. The Board discussed various strategies and talking points for this meeting. Betsy will make sure that she forwards the Board's views, initiatives, goals, and appreciation for our partnership at this meeting. It is probable that Nan Stroup and Chuck Wiggins will attend this meeting as well. She asked for input. Chris added that we could possibly add advocacy or education / advocacy. Isaac asked if we could discuss the XML work where everyone will reply on CDC assistance. Nan asked for all Board members to

## 10. March Board/Chair Meeting-Quick Verbal Update

Charlie

Charlie has received quotes for two properties in New Jersey for the March Board/Chair Meeting. Both are in the Princeton area which worked out well last year. He plans on speaking with Betsy late this week or early next week to finalize the property and schedule the meeting. He will send an email with details once this is complete.

## 11. Public Comment on Cervical Cancer

Nan

The public comment ended on October 13<sup>th</sup>. She has not yet had an update at this time.

## WOW Initiatives

### a. Virtual Pooled Registry

Betsy

A meeting was held at the end of September where they evaluated the de-duplication software. They tested the software and it worked well. They set up some concepts of rules on how to deduplicate among states. They did not find as many duplicates and they originally thought. We have a new contract officer for the VPR for this year.

b. International Cancer Registries Betsy  
Work continues. Nan, Chuck, and Betsy were at the IACR meeting. Lynne Penberthy presented on the VPR. Overall, it was a good meeting.

c. Registry of the Future

i. Comments on Report Nan

The summary was distributed last month. Nan has not heard from anyone on additional comments. Nan's take was to keep doing what is planned with the one to one meetings with the Steering Committee Chairs etc.

d. Disposition of other priorities from March

- i. Volunteerism
- ii. Advocacy Strategy –RDU to come up with data models
- iii. Repackage of Data-to RDU
- iv. Other Business Options
- v. New Markets
- vi. Add Robustness to Any Assessment of Research-to RDU
- vii. New Services
- viii. Free Thinking

Nan thinks that meetings with steering committee chairs is the best place to start. The Board wanted to know if there are ways we can start on any initiatives toward accomplishing some of this summary.

### **Strategic Alliances**

12. **Steering Committee Update**

Betsy/Chuck

Betsy and Nan will meet with CDC in November.

13. **Update-CDC Visit September / October**

Betsy/Nan

Addressed earlier in the meeting.

14. **Status of SMO Dues**

Charlie

Charlie provided an update on SMO dues payments. He said that two of last year's organizations that were past due have already paid. He thanked Heather for her efforts with that. There are currently three organizations that have paid for 2017-2018. He will update the Board next month on the full membership dues status for all memberships.

15. **NPCR Grantee Ancillary Meeting Follow-Up**

Nan

No new update.

### **Professional Development**

16. **Steering Committee Update**

Deirdre

This group is considering reaching out to registry directors and supervisors. Mignon will update Deirdre

17. **Volunteer Time Impact**

Nan

Last month the board discussed volunteer time and the impact current changes in the field will have on employees. The Board is very appreciative of the many hours of volunteer time that people put into NAACCR activities. This will be

18. **2020 Philadelphia Contract Verbal Update**

Charlie

Charlie mentioned that the conference contract for Philadelphia, PA has been signed for 2020. The contract runs from June 21 -29, 2017. The main conference will run from June 23 – 25, 2017.

**19. 2018 Conference Theme and Logo**

**Charlie**

Charlie presented the 2018 conference logo and theme. This was approved by the committee and is now active on the NAACCR web site.

**Research and Data Use**

**20. Steering Committee Update**

**Chris/Isaac**

There was no October meeting. Chris will update

**21. Synthetic Dataset Update**

**Chris**

Chris has been heading up the synthetic dataset initiative. He has been working with David Stinchcomb to push this work forward. There was an active approval data use form to allow registries to participate in the synthetic dataset.

**Standardization & Registry Development**

**22. Steering Committee Update**

**Heather/Randi**

Randi said that the group is rolling out a process to get workgroups to come up with a team charter. They will have a schedule for each of these workgroups to report quarterly with the steering committee.

**23. XML Implementation SRD Steering Committee**

**Isaac**

Isaac said that S&RD is doing a good job at taking charge on communication of the XML transition. Jim Hofferkamp recently sent a listserv that XML will be addressed at the next Call for Data webinar.

**Communications**

**24. Steering Committee Update**

**Lori /Frank**

The NAACCR Narrative new format will be released on October 31, 2017.

**Other**

**25. April Fritz-Mention On Web Site-Other Recognition**

**All**

Betsy asked if the Board wanted to provide any instance of recognition for April Fritz who recently passed away. April was a significant contributor to NAACCR over the years and meant quite a lot to the NAACCR community, members, and overall progress of the cancer surveillance field. NCRA is setting up a scholarship fund. Nan thinks that we could provide some sort of recognition of April's impact on the NAACCR community. Charlie will make initial contact with Lori Swain and bridge the communication with Nan.

**26. Puerto Rico Assistance**

**All**

Nan asked if NAACCR wanted to make some sort of contribution to the Puerto Rico relief efforts. Betsy has reached out to Diego two times but has not heard back from him. Nan has a contact form PR also and will see if he knows any registrars there. Chuck emphasized NAACCR work with an established organization to make sure the funds go where they are needed. Heather thought that maybe we can waive a registration fee at the next conference for those PR registry employees in need. The Board thought that we could try to contact every name at the registry to see if there is a way we can get funds to those in need. Betsy knows of someone working on the completeness estimate and will try to make contact that way.

**27. Survivorship White Paper**

Randi asked if the Board would be interested in taking on the Survivorship initiative. She proposed a rough budget estimate, potential partners, and other matters surrounding the initiative. She thought that it may be time to contact representatives from Stupid Cancer since it relates with the demographic of this initiative. Randi outlined some of the technical items around this. She has been in contact with CDC about another organization taking this project on. Chris gave reasons why this may be a natural fit for the organization

moving forward from a standards perspective. Randi said that there are some companies that have survivor products and accept cancer registry data but do not pull the data. Randi could look into what the product could look like. She will also provide the ACS survivorship plan. She recommended that we read this and discuss it more at another Board meeting.

**28. Adjournment and Next Meeting**

The meeting adjourned at 4:00 PM Eastern. The next teleconference meeting of the Board is scheduled for November 15, 2017.

Future Meetings:

Time: 2:00 PM – 4:00 PM Eastern

November 15, March Meeting Objective-Finances

December 20, March Meeting Objective-Volunteerism

January 17

February 21

March 21

April 18 (Board/Chair)

May 16

