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NAACCR Board Meeting

Minutes

Monday, June 24, 2024

8:00 AM – 5:00 PM

Boise Center East, Room 410A

**Roll Call and Welcome 8:00 AM – 8:15 AM**

1. **Roll Call Wendy**

Present: Wendy Aldinger, Winny Roshala, Lori Koch, Bozena Morawski, Kevin Ward, Lihua Liu, Sarah Nash, Monique Hernandez, Lori Swain

Excused: Joshua Mazuryk

Incoming Non-Voting Board Members: Eric Durbin, Valerie Somma

Ex Officio: Betsy Kohler

Staff: Stephanie Hill, Karen Knight, Charlie Blackburn

Wendy welcomed all in attendance and also thanked them for attending the 2024 NAACCR Annual Conference.

1. **Thanks, and Appreciation of Outgoing Board Members Wendy**
	* Monique Hernandez
	* Winny Roshala

Wendy thanked Monique and Winny for their service to the Board and hopes that they will continue to work with committees after their term is over. She also noted that Board terms are complete at the end of the NAACCR Annual Conference.

1. **Welcome to New and Re-elected Board Members Wendy**
	* Eric Durbin President-Elect - New
	* Valerie Somma At-Large – New
	* Lori Koch At-Large – 2nd Term
	* Lihua Liu At-Large – 2nd Term

Wendy congratulated newly elected Board members, Eric and Valerie, and second term winners Lori and Lihua.

1. **Call for New Agenda Items Wendy**

There was a call for new agenda items. Charlie noted that he will need to give the Board an update on 2023-2024 membership dues in the financial section. It was always going to be noted in this section but was not listed in the agenda specifically. Canadian Cancer Registry has indicated that they will not be paying their 2024-2025 membership dues as a Sponsoring Member Organization. Via email, Joshua Mazuryk said he will check into it and report back at the next meeting.

1. **Final Annual Conference Updates Charlie / Betsy**
	* Board Conference Summary Schedule

Betsy mentioned that the Board has been given a summary schedule of major events and sessions that they are encouraged to attend as Board members. Charlie provided a printout of this summary also for the entire Board. Registration is at 380 total attendees. Survival has 30 registrants Basic has 21 registrants, and Advances has 31 registrants. There are 13 exhibitors. These are all up from last year.

**Governance**

**Fiduciary Items 8:15 AM – 9:15 AM**

1. **Going Concerns Vote of Confidence (Action) Charlie**

NAACCR Board annually reaffirms their confidence that the Association will continue to operate in the next 12 months and has the means to do so given the information the Board has at the time of the vote. This vote of confidence is then recorded and included in the annual audit.

**The motion to affirm the Board’s confidence in the association being solvent and in operation over the next 12- months was passed.**

In relation to funding on a larger scale, Lori Swain mentioned OVAC’s work and how they ensure to help get federal funds to cancer activities. She reiterated their importance in the field and impact on federal funds being earmarked in budgets. The Board also discussed CDC and NCI leadership. Betsy is active on the NCI search committee and spoke generally about the timeline and activities.

1. **Financials Review Charlie**

Charlie provided the most recent financials for presentation. He went over the current balance sheet, investments, statement of activities, and a review of the auditors presentation. He also updated the Board on the state of the upcoming audit and timeline for presentation to the Board (October 30, 2024). In addition, he spoke on the current state of the CDC Cooperative Agreement and NCI Contracts. He said that there will be some budget adjustments for the NCI contracts to prioritize some new projects. Additional good news is that there will be full funding for the NCI contracts this budget year July 2024 – June 2025.

**Governance 9:15 AM – 10:15 AM**

1. **Board Liaison Assignments and Appointments Wendy**
	* List of all appointments made prior

Wendy communicated with all chairs and liaisons prior to the meeting and confirmed their acceptance of the appointments.

1. **DEIR Initiative Wendy**

Wendy said that this initiative will be handled later in the summer of 2024. Stephanie and Wendy started a draft text document. It will be finalized and passed at the July Board meeting. The Board is generally supportive of this document and initiative. Monique said that SPA can help with some oversight but also implementation.

1. **View 2023 – 2024 Accomplishments Betsy**
	* Accomplishments Document

Betsy reviewed the accomplishments of the organization. She thanked the Board, volunteers, staff, and partners for their dedication to the organization’s goals and objectives. Board members thanked Betsy for her work on this summary. The Board spent significant time on the accomplishments and objectives. There was discussion on the success of cross-cutting activities among the NAACCR Office, Board, Steering Committees and other subcommittees.

1. **Registry Certification Report Betsy**
	* Certification Maps
	* Registry Certification 2024 Excel
	* Survival and Prevalence 2024 Excel
	* CiNA Research Registries Excel
	* Historical Certification Excel

The 2024 registry certification maps and history were shared with the Board. She discussed the nuances of certification adjustments. Betsy congratulated the registries on their certification and hard work. Board members discussed nuances of the data submissions. Lori Swain asked the Board to think about how NAACCR can leverage a message of funding for registries. The Board agreed with Lori on this as a possible initiative. While it is not always a matter of money and resources, it can be a factor. The Board also discussed ways to voice challenges, opportunities, and successes in the whole certification process. Bozena said that one of the goals of the certification task force is to provide input to the Board and recommendations. Additionally, Valerie and others thought that NAACCR is in a position to leverage these activities in a way that will bring the certification to the forefront of what NAACCR does from a certification and registry recognition perspective.

1. **High-Level and Mid-Level Group Updates Karen / Stephanie**

The HLSG meets on Wednesday at the conference. There will be an update from the standards alignment task force.

The Mid-Level Group has begun receiving changes for 2026 standards. 2025 is already underway. They had one of their best timelines for changes in 2024. Stephanie took time to thank all volunteers and staff involved. The discussion migrated to a concept where vendors could be a part of a voluntary certification. After detailed discussion for some time, the Board decided to develop a group to push this forward. It will be discussed at the July meeting.

**10:15 AM – 10:30 AM Break**

**Committee Reports**

* Steering Committee Reports and Metrics

Monique thanked all chairs and committees for their work on these updates. She requested that the format try to be a little more standardized. Karen said the use of excel was done to try and standardize it a little but there are nuances which make it challenging. She also said that these reports will be done annually moving forward. Lastly, the Board discussed ways to work on the goals for committees moving forward.

**Steering Committee Reports 10:30 AM – 11:30 AM**

1. **Certification Task Force Update Bozena / Joshua**

No report required.

**Professional Development**

1. **Steering Committee Update Lihua / Monique**

MAP and Mentorship has had a lot of activities over the last year and months. 23 matched mentors and mentees. Some were repeat matches. They have a variety of activities at the conference such as recognition and a breakfast. Lori asked if there is a way to incorporate a mentorship with the certification efforts. Bozena said that Recinda does a lot of work with registries in a more informal way. She advised looking at it from a more formal perspective. Monique advocated for this and spoke a little more on possible needs. She asked people to sign up and the group will get you resources. Betsy echoed the positive comments she has heard about the program. She encouraged NAACCR to continue this program long-term.

**Strategic Planning and Alliances**

1. **Steering Committee Update Wendy / Winny**

They are working on a document on the value of NAACCR to organizations and membership. Additionally, they seek to enhance relationships with liaisons to organizations. They look to develop an elevator speech in the future. If the Board would like SPA to look into action items in the future, the committee would be happy help.

**Standardization and Registry Development**

1. **Steering Committee Update Lori / Joshua**

Most of the work was already mentioned earlier in the meeting. The CIAG update will be provided a little later. The final SMP and no further revisions were needed. A Mid-Level update was provide but the new standards alignment task force is also on that group. That cross-cutting membership will be helpful.

* + **CIAG Update Eric / Karen**

Iris Zachary is a new member. The USCDI is working on a manuscript focused on the value of cancer registry reporting. They would love to have it move quicker but will have something in draft from by the Fall.

**Research and Data Use**

1. **Steering Committee Update Sarah / Bozena**

The CINA writing group continues to get started. They will focus on papers and publications. RDU is concerned that the information in the Narrative is not being accessed. They wanted to send out a digest. They want to make sure that the platform is being accessed. The office has discussed this in greater detail in May and Stephanie said more work will begin in July 2024. The office will communicate these ideas to Tyler and make efforts for improvement. The data release guidelines has been released. Bozena said that it has been a great group effort.

**Lunch or Working Lunch 11:30 PM – 1:00 PM**

**Program Updates 1:00 PM – 1:30 PM**

1. **Program Updates**
* **Canada Joshua**

Update will be given in July 2024.

* **NCRA Lori S.**

NCRA is starting a partnership with KHIM. She anticipates that some of these initiatives will open up educational opportunities at schools. She discussed how these initiatives work and should be able to provide background as the concept develops. Lori Koch had some questions is relation to an institution that she is working with Lori offered to speak with them on the process if they wanted to chat. Through conversation, Lori also noted that they have trademarked several iterations of the ODS credential.

Lori provided background on the VA initiative and current progress. She referred to some correspondence relating to the initiative. There were two such pieces of correspondence that are critical in framing where the initiative it. Board members support this messaging and timing as it is appropriate. She outlined when this goes to the Senate Appropriations Committee and what the following timeline will look like for an eventual solution. Lori asked states represented on the Board to take the initiative that this reporting should happen regardless of the VA central’s communication to the VA local.

* **NPCR Monique / Wendy**

NPCR PD meeting will be in Atlanta in September. The Town Hall Meeting was held earlier in June.

* **SEER Kevin / Lihua**

Kevin said that 2024 workshop will be held in September and is virtual. NCI is finishing the Tier 4 Enclave sandbox. They hope to have it completed very soon. The state of California is officially on SEER DMS. This was a long-time coming and they are excited to be on board.

**Other Items 1:30 PM – 2:00 PM**

1. **Betsy and Board Reflection Betsy / Wendy / All**

Betsy took a few minutes to reflect on her time with NAACCR as a member, Board member, and Executive Director. She thanked the Board, members, staff, and her friends / mentors that she worked with along the way. The Board thanked Betsy for her commitment and leadership over the years. Everyone wished Betsy the best of luck!

1. **General Meeting Adjournment All**

Regular Board of Directors meeting ended at approximately 1:40 PM local time so the Board could address the ED transition tasks and other business.

**Break / Transition 1:40 PM**

At this time the regular Board of Directors Meeting concluded that the Board went into closed session. NAACCR staff, with the exception of Betsy, removed themselves from the meeting.

**Closed Session 2:15 PM – 5:00 PM**

1. **Suggested Personnel Changes Affecting ED Betsy**

Betsy provided some reflection on her time with NAACCR as a member, President, Board Member, and Executive Director.

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

Current and incoming BOD members. Staff excused themselves with the exception of Betsy Kohler.

1. **ED Review Wendy**

Current Board members were the only ones in attendance for this portion. Incoming BOD members and Betsy excused themselves.

**Consent Agenda**

1. **Minutes**
	* May 17, 2023 Draft Minutes
2. **Correspondence and Updates**
	* VA Reporting
	* Data Item Notes (Sequence Number Central, Occupation & Industry)
		+ Background Information
		+ Chapter V Unresolved Issues
		+ Occupational and Industry Data Item Note
		+ Sequence Number Central Data Item Note
3. **Membership Application**
4. **Board Timeline**
* [View Board 2024-2025 Timeline](https://www.dropbox.com/scl/fi/jn600kgkfetaiy59ce704/2024-2025-Board-Timeline.docx?rlkey=qgcuokuwbvkp36p2m1nv4c3yr&dl=0)
1. **Geocoder Monthly Report**
	* Final Geocoder Report

Note: Since the NCI contract has moved to another geocoding service, this will be the final TAMU report.

1. **Executive Director’s Report**
	* Executive Director’s Report
2. **Financial**
* Full Current Financials
1. **Board Year 2024 - 2025 Wendy**
	* [View 2024 – 2025 Board Timeline](https://www.dropbox.com/scl/fi/jn600kgkfetaiy59ce704/2024-2025-Board-Timeline.docx?rlkey=qgcuokuwbvkp36p2m1nv4c3yr&dl=0)

Board members are asked to review the schedule.

1. **2024-2025 Board and Board / Chair Meetings Wendy**
	* Confirm Board Meeting is Third Wednesday of the Month 2:00 PM – 4:00 PM Eastern.

**Board:** 7/17 (Cancelled), 8/21, \*9/18, 10/16, 10/30 (1hr. Audit), 11/20, \*12/18, 1/15, 1/31 (1 hr. Financials Review), 2/19, \*3/19, 4/16, 5/21, \*6/2 Monday, Hartford, CT (TBD if Board / Chair)

**\*Board / Chair 3:00 PM – 4:00 PM Eastern after BOD Meeting 2:00 PM – 3:00 PM Eastern:** 9/18, 12/18, 3/19, 6/2 Monday, Hartford, CT if needed. Discuss schedule, agendas, and timing.

**Finance and Personnel Subcommittee 2:00 PM – 3:00 PM Eastern:** 8/7 (Fees Consideration 2025-2026 to be reported to Board in Sept.), 1/8, 5/7 (Budget Review), Recommendation, and ED Review)

**Quarterly Chairs Only 2:00 PM – 3:30 PM Eastern:** 8/14, 11/13, 2/12, 5/14

*Chairs only meetings were already confirmed in May 2024.*

***Please review dates in advance for potential conflicts***

1. In-Person 2025 Meetings (Spring 2025, TBD and June 2025, Hartford, CT)

**The motion to approve the consent agenda for June 24, 2024 was passed.**

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| **NAACCR Board Action Items**Board Standing Reminders and Information |
| **Item** | **Responsible BOD Member / Person** | **Status** |
| June 2024 Items of Note and Action |
| DEIR next steps Item #10 | Wendy | In progress. August meeting.  |
| Leverage funding and partnerships with NAACCR certification. Item #13 | TBD | Open |
| Coordinate a vendor certification. Item #13 | Certification TF | Open |
| Incorporate the mentor program with certification as a resource for registries. Item #15 | TBD | Open |
| Narrative access, notification, and readership improvement. Item #18 | NAACCR Office | In progress. |
| NAACCR Board assist with VA next steps? | Board | In progress. |
| Investigation of a dashboard or infographic.  | Office | Tabled |
| ACS (College) engagement strategies.  | Office | Tabled  |
| Define next steps for case ownership and minimum dataset task force.  | Board | Tabled  |
| 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 asking 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. | SPA | Tabled |

**Schedule of Board Meetings July 2024 – June 2025**

TBD at June Meeting

**2023 – 2024 Liaisons**

**Committee/Priority Area Liaison(s)**

Standardization & Registry Development Lori Koch and Joshua Mazuryk

Research & Data Use Sarah Nash and Bozena Morawski

Professional Development Lihua Liu and Monique Hernandez

Strategic Planning and Alliances Wendy Aldinger and Winny Roshala

Mid-Level Tactical Group Kevin Ward, Jenna Deniaud and Heather Stabinsky

High Level Strategic Group Wendy Aldinger and Winny Roshala

**2023 – 2024 Steering Committee Chairs**

**Committee Chair(s)**

Standardization and Registry Development Heather Stabinsky and Jenna Deniaud

Research and Data Use Jeff Dowden and Angela Meisner

Professional Development Andrea Sipin-Baliwas and Carrie Bateman

Strategic Planning and Alliances Randi Rycroft

**New 2024 - 2025 NAACCR Board Liaisons and Chairs**

**2024 – 2025 Liaisons**

**Red indicates changes**

**Committee/Priority Area                                                          Liaison(s)**

Standardization & Registry Development                              Lori Koch and Joshua Mazuryk

Research & Data Use                                                                  Sarah Nash and Bozena Morawski

Professional Development                                                        Lihua Liu and Valerie Somma

Strategic Planning and Alliances Wendy Aldinger and Eric Durbin

Mid-Level Tactical Group                                                           Kevin Ward, Jenna Deniaud and Heather Stabinsky

High Level Strategic Group                                                        Wendy Aldinger and Eric Durbin

**2024 – 2025 Steering Committee Chairs**

**Committee                                                                                    Chair(s)**

Standardization and Registry Development                          Heather Stabinsky and Jenna Deniaud

Research and Data Use                                                              Jeff Dowden and Angela Meisner

Professional Development                                                        Andrea Sipin-Baliwas and Carrie Bateman

Strategic Planning and Alliances                                              Randi Rycroft and Monique Hernandez