



**October 16, 2024**

**2:00 PM – 4:00 PM Eastern**

**Board Meeting**

**Minutes**

## **Roll Call**

### **Roll and Welcome**

**Wendy**

Present: Wendy Aldinger, Lori Koch, Bozena Morawski, Kevin Ward, Lihua Liu, Lori Swain, Joshua Mazuryk, Valerie Somma, Eric Durbin, Sarah Nash

Excused:

Ex Officio: Karen Knight

Staff: Stephanie Hill, Charlie Blackburn

## **Governance**

### **1. 2026 Annual Conference Contract Update**

**Charlie**

Charlie said that the office just signed the contracts for the annual conference to be held in Winnipeg for 2026. The conference location will be at the RBC Convention Centre. Host hotels will be the Delta and Marriott. The office will be in contact with Donna Turner to see if there is interest in being the host. She has previously indicated interest. Charlie thanked Venue West for their work in securing the property and contract. The convention center and hotels were easy to work with.

### **2. Value of Cancer Surveillance Discussion**

**Wendy / Karen**

#### **➤ Background Document**

Members of the High-Level Group will be discussing some talking points on the value of cancer surveillance. Karen shared a document with initial talking points and concepts. Karen previously shared a draft document but had been updated slightly in preparation for this meeting. Wendy reviewed the highlights with Karen. The Board provided input to the document including examples of how cancer surveillance is used and ways to differentiate population-based cancer surveillance data from other data sources. Detail of the suggestions were retained for future reference.

### **3. 2025-2026 Fees Recommendations**

**Charlie / Kevin**

#### **➤ Recommended Fees for 2025 - 2026**

On behalf of the Finance and Personnel Subcommittee, Charlie presented recommended fees for the 2025-2026 year. NAACCR does not increase fees annually. Rather, we revisit every two years at which point the Finance and Personnel Subcommittee looks at each fee specifically and determines if it makes sense to increase that particular category. Membership dues are not recommended to be increased this cycle. It is recommended to revisit that for next year in the fall.

**The motion to adopt the recommended fee increases for the 2025-2026 fiscal year was approved.**

## Steering Committee Reports / Task Force Reports

### 4. CERT Recommendations Update

Joshua / Bozena

The Task Force in the final stages of drafting recommendations. They will be provided to the Board in November 2025.

## Research and Data Use

### 5. Steering Committee Update

Sarah / Bozena

The research analyst handbook review is coming together. It will be in front of the Board in couple of months. Informal RDU Epi virtual meetings are being planned; they look forward to these discussions and networking opportunities.

## Strategic Planning and Alliances

### 6. Steering Committee Update

Wendy / Eric

They met near the first of October. A project on the value of NAACCR is almost completed. Advocacy materials are being developed also and will be released soon.

## Professional Development

### 7. Steering Committee Update

Lihua / Valerie

Lihua said that the committee would like to hear more direction and feedback from the Board on initiatives and goals. Lihua said that she also would like to hear points from the Board to relay to the committee. From the perspective of what she as a Liaison can relay and help the committee. Wendy provided some guidance verbally to Liaisons. There are nuances to each committee, communication, goals, and details but provided some helpful hints on how to work as a Liaison. Lori Swain brought up whether or not NAACCR keeps Board meeting conversations confidential. While this is not specifically added to a written policy, confidentiality of Board meetings is discussed at the Board orientation. Wendy and a group will consider if a specific policy should be added to one of our policy statements while they review the other policies.

## Standardization and Registry Development

### 8. Steering Committee Update

Lori / Joshua

They have not met since the last Board meeting due to a conflict with the CDC NPCR meeting.

## Program Updates

### 9. Program Updates

- Canada

Joshua

Joshua mentioned that he is a special representative on Canada's executive committee. He is also the executive liaison to their data quality management committee. He is starting to just get familiar with what those roles entail. He detailed the specifics of their initiatives. Diagnosis per province, staging, and AI. AI is a new concept where they are trying to establish where AI is relevant and not. Also, they provided feedback to WHO on ICD-O-4.

- NCRA

Lori S.

Their VA update was partially highlighted in Karen's ED Report. They are working toward the VA embracing the October deadline and trying to commit the agency to adhere to the mandate. While they were not able to share the specific internal agency correspondence to VA medical facilities, they said that directives and

support is being given. There may be communication from NAACCR to registries if additional details can be shared. Karen and Lori are communicating with the VA to gain additional clarity as they want to make sure we are in alignment with what we can and cannot communicate to registries. NCRA's conference registration is open. She shared some of the opportunities of registration that are available to new ODS certified professionals. Kevin asked some clarifying points on the VA communication to registries. Lori clarified the specifics. Lihua asked if the DOD has any active collaborations with NAACCR. There is no active dialogue or work at this time.

- NPCR

Wendy

There was a PD meeting in September. It was well attended. She talked a little about the quality of speakers they had on the schedule. Kerry Rowe was there and participated in a fireside chat. The final financial report was due at the end of September. There was good Board representation at the meeting, and it was a very productive meeting.

- SEER

Kevin / Lihua

SEER submissions are due in two weeks. Dr. Penberthy's job opening was released. Lihua reported the status of CA migrating to SEER DMS. She said that the process is going well but migration to the system is complicated and very time consuming. They also discussed nuances of SEER staffing and timing of retirements. There was some general discussion around the SEER management plan and how communications should flow to whom. No immediate answers were provided but the Board will stay up to date as best they can.

## Other

### **10. Staffing Update**

Karen

The Program Manager of Informatics job posting is still up and open. She asked others to please promote the position. There was also an open call to consultants. She will continue to monitor the receipt of applications for both.

### **11. Betsy Kohler Last Day**

Wendy

Wendy mentioned that Betsy's last day as a full-time employee will be November 14, 2024. She is currently taking some earned vacation time. She will also be working a little on the Annual Report to the Nation up until November 14, 2024. She is available and working with Karen as needed until her last day.

### **12. March In-Person Meeting (Early March)**

Wendy / Charlie

The in-person Board and Chair meeting is tentatively set for the first week of March 2025. The location is not yet known but initial locations are southeastern U.S. Lori mentioned that there is an OVAC meeting in D.C. the same week that could be considered for the Board / Chair meeting. Charlie said he will connect with Lori on the details after the meeting.

## Consent Agenda

### **13. Minutes**

- September 18, 2024 Draft Minutes

### **14. Correspondence and Updates**

- Merrill Lynch Investment Update

- Kim Vriends Proposed Resolution
- Reminder of October 30, 2024 Audit Presentation

#### 15. Membership Application

- No Applications

#### 16. Board Timeline

- [View Board Timeline](#)

#### 17. Executive Director's Report

- Karen Knight's Executive Director's Report

#### 18. Financial

- Current Financials

**The motion to approve the October 16, 2024, consent agenda was passed.**

#### Adjournment

#### 19. Adjournment and Next Meeting

**All**

The meeting adjourned at 3:50 PM Eastern. The next ZOOM meeting of the Board is scheduled for Wednesday, November 20, 2024 at 2PM Eastern.

NAACCR Board Action Items		
Board Standing Reminders and Information		
Item	Responsible BOD Member / Person	Status
Investigation of a dashboard or infographic.	Office	In progress.
ACS (College) engagement strategies.	Board	In progress.
Define next steps for case ownership and minimum dataset task force.	Board / Office	In progress.
Define NAACCR DEIR next steps.	Board	In progress.
Identify sponsorship partners for the annual conference.	SPA	Open
Convene a group to detail the value of NAACCR membership benefits.	Board	Completed
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.	F&P Subcommittee	In progress.

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

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

**Board:** 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:** 2:00 PM – 3:00 PM Eastern and BOD Meeting 3:00 PM – 4:00 PM Eastern: 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: 1/8, 5/7 (Budget Review, Recommendation, and ED Review)

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

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

**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 Valerie Somma

Wendy Aldinger and Eric Durbin

Kevin Ward, Jenna Deniaud and Heather Stabinsky

Wendy Aldinger and Eric Durbin

**2024 – 2025 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 and Monique Hernandez