EXECUTIVE COMMITTEE
AND
BOARD OF DIRECTORS
ANNUAL REPORT

NOVEMBER 2007 – NOVEMBER 2008

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EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

2008 ANNUAL REPORT

Prepared by

Betty R. Jeffers, RHIT, CTR
President

Submitted to

The Membership
Indiana Cancer Registrars Association

November 13, 2008

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INDIANA CANCER REGISTRARS ASSOCIATION

2008 Business Meeting Agenda

Thursday, November 13, 2008 – 11:45 a.m.

Primo West Banquet & Conference Center, Plainfield, IN

1. Call to Order	Betty Jeffers, RHIT, CTR
2. Adoption of Agenda	Betty Jeffers, RHIT, CTR
3. Quorum of Membership (2/3 present)	Judi Reininga, CTR
4. 2007 Annual Business Meeting Minutes	Sheila Snyder, CTR
5. Fiscal Year Report	Martha Hill, CTR
6. New Business	Betty Jeffers, RHIT, CTR
a. President's Message	Betty Jeffers, RHIT, CTR
b. Board of Directors' Reports	
Executive Committee:	
President	Betty Jeffers, RHIT, CTR (p.13)
President-Elect	Patricia O'Leary, RHIT, CTR (p.14)
Past President/Nomination Committee	Patricia Hettick, CTR (p.15)

1. Announcement of 2008-2009 Officers

2009 Executive Committee:

President	– Patricia O'Leary, RHIT, CTR
President-Elect	– Camille Foley, RHIT, CTR
Past President	– Betty Jeffers, RHIT, CTR
Vice President	– Michael Sheean, RHIA
Secretary	– Sheila Snyder, CTR
Treasurer	– Martha Hill, CTR

2. 2009 ICRA Fall Conference

Vice President/COC & NCRA Liaison	Sherry Dowling, CTR (p.16)
Secretary	Sheila Snyder, CTR (p17)
Treasurer	Martha Hill, CTR (p.18)
Committee:	
Audit	Patricia O'Leary, RHIT, CTR(p.19)
Bylaws	Jean Edwards, RHIT, CTR (p.20)
Education	Sherry Dowling, CTR (p.21)
Historian	Wendy Manchester, RMA, CTR (p.22)
Membership	Judi Reininga, CTR (p.23)
Program	Tammy Horvath, LPN, CTR (p.24-26) Sherry Dowling, CTR
Public Relations	Nancy Whipple, CTR (p.27)
Ways & Means	Joann Schultz, RHIT, CTR (p.28)
Cookbook	Judi Reininga, CTR (p. 29)
Web Site	Mindy Burch, CTR (p. 30)
Liaison:	
ACS	Patricia O'Leary, RHIT, CTR (p.31)
IHIMA	Patricia O'Leary, RHIT, CTR (p.32)
ISDH	Martha Graves, RHIA, CTR (p.33-34)
c. Destruction of 2008 Election Ballots	Patricia Hettick, CTR
d. Bylaws Amendments	Jean Edwards, RHIT, CTR
7. Old Business	Betty Jeffers, RHIT, CTR
8. Meeting Adjournment	Betty Jeffers, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

2008 Recognition and Installation Ceremony Agenda

Friday, November 14, 2008 – 12:00 p.m.

Primo West Banquet and Conference Center, Plainfield, IN

1. **Welcome**	Betty Jeffers, RHIT, CTR
2. **Recognition of New CTRs**	Sherry Dowling, CTR
3. **Recognition of 2007-2008 Board of Directors**	Betty Jeffers, RHIT, CTR
4. **2008 Distinguished Member Award**	Lori Carroll, CTR & Karol Poyser, CTR
5. **2008 President's Award**	Betty Jeffers, RHIT, CTR
6. **President's Farewell Message**	Betty Jeffers, RHIT, CTR
7. **Installation of 2009 Officers**	Patricia O'Leary RHIT, CTR
8. **Passing of the Presidential Gavel**	Betty Jeffers, RHIT, CTR & Patricia O'Leary, RHIT, CTR
9. **2008-2009 Presidential Message**	Patricia O'Leary, RHIT, CTR
10. **Conclusion of Ceremony**	Patricia O'Leary, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2007 BUSINESS MEETING
NOVEMBER 8, 2007

I. Call to Order

The 2007 Business Meeting of the Indiana Cancer Registrars Association was called to order at 12:20 p.m. by President Pat Hettick.

II. Adoption of Agenda

The Agenda was adopted with the following changes:

A. Under item #6, part b, Executive Committee, the report from the Past President was added.

B. Under item #6, part c, the year was changed from 2007 to 2008.

III. Quorum of Membership (2/3 present)

Membership Chairman Judi Reininga reported that a quorum was present.

IV. 2006 Annual Business Meeting Minutes

Secretary Camille Foley presented the minutes from the 2006 Annual Business Meeting. Motion to approve the minutes was made by Lee Thompson. Lorrie Walker seconded the motion. Minutes from the 2006 meeting were approved.

V. Fiscal Year Report

Linda Smith made the motion to approve the Fiscal Year report as presented by Lorrie Walker, Treasurer. Joyce Wynn seconded the motion. The motion passed.

VI. New Business

A. President's Message

President Pat Hettick reported 2007 had been a great year for ICRA. The Board always did what was best for the organization. The Education Chairman had to resign early in the year. The Board of Directors worked together to provide for the educational needs of the members. We were able to hold a CTR Exam Workshop. The web site became a permanent part of ICRA. Handouts for the CTR Workshop were on the web site and could be downloaded prior to the workshop. By doing this, the Workshop committee did not have to make copies of the handouts for everyone who attended.

B. Board of Directors' Reports

Executive Committee:

1. President: Pat Hettick

Pat Hettick referenced her report on page 12 of the Annual Report.

2. President-Elect: Betty Jeffers

Betty Jeffers referred to her report on page 13 of the Annual Report. She announced that next year's annual meeting will be held at Primo Banquet and Conference Center in Plainfield, IN. The program co-chairmen will be Tammy Horvath and Cristal Arenas. The theme of the ICRA basket for the NCRA Convention will be Handmade in Indiana. The items in the basket will have been made in Indiana.

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Audit Report: Betty Jeffers
As Chairman of the Audit Committee, Betty Jeffers stated that the records had been reviewed and found to be in order. This report is on page 13 of the Annual Report.

3. Vice-President: Lee Thompson
Lee Thompson served as Vice-President and Liaison to the CoC and to NCRA. Her report is on page 16 of the Annual Report. Lee Thompson thanked Pat Hettick, Nancy Whipple, Betty Jeffers and Mindy Burch for their help with the CTR Exam Workshop. She also thanked Cristal Arenas, Steve Nygaard, and Martha Graves, Martha Hill, and Jan Stengel.

4. Secretary: Camille Foley
Camille Foley reported on the duties of the Secretary. Her report is on page 17 of the Annual Report.

5. Treasurer: Lorrie Walker
Lorrie Walker stated it had been great working with the Board of Directors for the last year. She referred to her report on page 18 of the Annual Report.

6. Past President: Marsha Sherrell
The Past President serves as chairman of the Nominating Committee. Marsha Sherrell stated it is hard to find people willing to run for office and serve on the Board of Directors. She would like to see more people be actively involved with ICRA. Her report is on page 15 of the Annual Report.

Committee Chairs:

7. Bylaws: Martha Hill and Jean Edwards
Martha Hill referred to their report on page 19 of the Annual Report. She encouraged the ICRA members to get involved with their organization.

8. Historian: Sherry Dowling
Sherry Dowling reported that the former Historian had left everything in good order. She is scanning all the old slides onto a flash drive. Sherry Dowling served as chairman of the Education Task Force. They developed a survey to determine the membership's educational needs. It has been determined that there is no need to appoint an Education Committee Chairman for the remainder of the 2006-2007 term. With the Webinars, CTR Workshop and the State Meeting it was felt that the educational need of the ICRA members are being met at this time. The Historian's report is on page 20 of the Annual Report.

9. Program: Nancy Whipple and Joyce Wynn
The Committee welcomed those who were attending for the first time. Their report can be found on page 21 of the Annual Report.

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10. Public Relations: Carol Lesch
Carol Lesch obtained a Governor's Proclamation honoring National Cancer Registrars Week and this was distributed to the ICRA membership and their respective hospitals. Two issues of *The Indiana Abstract* were published. Carol Lesch's report is on page 23 of the Annual Report.

11. Membership: Judi Reininga
Judi Reininga reported that we have 108 members. Nineteen of these are new members And we have 12 associate members. She reported that a quorum had been met for our Business Meeting. The Membership Report is on page 22 of the Annual Report.

12. Ways and Means: Joann Schultz
Joann Schultz announced that Max & Erma's Restaurant would donate a portion of the receipts from ICRA members dining at their establishment on November 8th with the presentation of the coupons provided to the members. She encouraged everyone to eat there on Thursday evening. There are 40 items in the Silent Auction which ends after the morning break on Friday. A Scholarship Form for the NCRA Convention has been placed in each Conference Packet. Joann Schultz announced that 131 cookbooks have been sold. Expenses have been met and any books sold now are all profit. We still have an inventory of cookbooks that needs to be sold. The Ways & Means report can be found on page 24 of the Annual Report.

13. Webmaster: Mindy Burch
Mindy Burch was unable to attend the ICRA Fall Conference due to a commitment in Chicago at the Commission on Cancer. Her report is on page 26 of the Annual Report.

Liaison Reports:

14. ACS and IHIMA: Pat O'Leary
Pat O'Leary encouraged members to serve on the Board of Directors. Among other things, it's fun! The Board Members are charged with doing what is best for ICRA. Experienced members are always willing to help new Board Members. Her Liaison Report can be found on page 27 of the Annual Report.

15. ISDH: Martha Graves
Martha Graves reported that 37 educational workshops were provided this year for hospitals and central registry staff. Webinars have been purchased from the CDC and are provided free of charge at the State Cancer Registry. Jan Stengel will be working on some other workshops.

C. Destruction of 2008 Election Ballots: Marsha Sherrell
Sherry Dowling made the motion to destroy the 2008 election ballots. The second was by Lee Thompson. The motion carried by card vote.

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D. Bylaws Amendments: Martha Hill and Jean Edwards
The Board of Directors of ICRA has approved the proposed changes to the Bylaws and they are presented to the membership for approval at this time. Proposed changes have been sent to the membership via broadcast e-mail and an article in *The Indiana Abstract*. Any changes proposed at this meeting must be put in writing and given to the Secretary to be read. Because this proposal comes from the Board of Directors, no motion is needed.

1. Amendment #1passed: The Web Site Committee was added to the Standing Committee list and is no longer a task force. The committee shall consist of the current President and a chairperson who serves as Web Site Master.

2. Amendment #2 passed: Add Web Site Committee as standing committee to maintain consistency of bylaw.

3. Amendment #3 passed: The Treasurer is to serve until the January Board Meeting in order to close out the calendar year. This also allows the Treasurer to complete the multiple tasks associated with the Fall Conference.

4. Amendment #4 passed: The Bylaws Committee membership is to be changed from a Junior Chair and Senior Chair to a Chairman and at least one other member. The Chairman may serve more than one term if appointed by the current President.

5. In addition to the amendments some grammatical changes were made.

VII. OLD BUSINESS
None

VIII. OTHER BUSINESS
Betty Jeffers reported that there were corrections to the 2007-2008 Board and Committee members found in the Annual report. Sherry Dowling will be the CoC/NCRA Liaison. Wendy Manchester will be serving as Historian.

IX. MEETING ADJOURNMENT
The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Camille Foley, RHIT, CTR
Secretary

INDIANA CANCER REGISTRARS ASSOCIATION
TREASURER REPORT FISCAL YEAR

ICRA Fiscal Year End Report 2008						
April 2007 – March 2008						
	April-June	July-Sept	Oct-Dec	Jan-March	Total	
Beginning Balance 04-01-2007						$ 27,973.28
Income:						
Interest	$ 3.67	$ 3.62	$ 2.75	$ 4.01	$ 14.05	
Interest from CD		$ 290.41		$ 172.10	$ 462.51	
Vendors/Sponsorship	$ 300.00	$ 300.00	$ 700.00		$ 1,300.00	
Membership	$ 1,240.00	$ 240.00	$ 25.00	$ 1,210.00	$ 2,715.00	
Cookbook Sales	$ 32.00		$ 264.00	$ 32.00	$ 328.00	
Speaker Fee Returned		$ 50.00			$ 50.00	
NCRA Basket Proceeds		$ 78.12			$ 78.12	
CTR Prep Workshop		$ 200.00		$ 50.00	$ 250.00	
Fall Conference Registration			$ 10,613.00		$ 10,613.00	
Check not cashed			$ 167.74		$ 167.74	
Silent Auction			$ 660.00		$ 660.00	
Max & Ermas Fundraiser			$ 107.51		$ 107.51	
Ways & Means (inventory sale)			$ 14.00		$ 14.00	
ISHD Grant for Fall Conference			$ 1,330.24		$ 1,330.24	
	$ 1,575.67	$ 1,162.15	$ 13,884.24	$ 1,468.11	$ 18,090.17	$ 18,090.17
Total Income for Fiscal Year						$ 46,063.45
Expenses						
Postage	$ 75.73	$ 77.42	$ 64.12	$ 11.26	$ 228.53	
Board of Directors Expenses	$ 814.57	$ 792.62	$ 117.74	$ 599.85	$ 2,324.78	
CTR Pins	$ 70.00				$ 70.00	
Web Updates/Domain Name	$ 520.00	$ 155.00	$ 187.50	$ 162.50	$ 1,025.00	
Bond	$ 252.32				$ 252.32	
CTR Prep Workshop		$ 116.46			$ 116.46	
Fall Conference		$ 501.71	$ 8,259.23	$ 9.53	$ 8,770.47	
ICRA Stationary		$ 194.00			$ 194.00	
Supplies			$ 5.27	$ 20.33	$ 25.60	
Awards/Plaques			$ 82.50		$ 82.50	
Stop Payment on check			$ 33.00		$ 33.00	
NCRA Registration x 3 members				$ 1,185.00	$ 1,185.00	
Fall Conference Registration Refunds				$ 190.00	$ 190.00	
Weber Assocates (2008 Fall Conference)				$ 253.00	$ 253.00	
	$ 1,732.62	$ 1,837.21	$ 8,749.36	$ 2,431.47	$ 14,750.66	$ 14,750.66
Certificate of Deposit State Bank of Medora					$ 15,000.00	$ 15,000.00
Ending Balance March 31, 2008						$ 16,312.79

Prepared/presented for the May 9, 2008
ICRA Board of Directors
Meeting

Martha A. Hill, CTR, Treasurer

INDIANA CANCER REGISTRARS ASSOCIATION
Treasurer Report – 3rd Quarter 2008

Beginning Balance				**$ 16,825.16**
3rd Quarter 2008	July	August	September	
Beginning Balance				**$ 16,825.16**
Income				
Interest	$ 0.70	$ 0.70	$ 0.74	
NCRA Basket	$ 62.00			
CTR Prep W/S	$ 25.00			
Membership		$ 110.00	$ 30.00	
Cookbook			$ 8.00	
Vendor	$ 500.00			
MP/H Workshop			$ 110.00	
Fall Conference			$ 5,015.00	
Total	$ 587.70	$ 110.70	$ 5,163.74	**$ 5,862.14**
Total Income 3rd Quarter				**$ 22,687.30**
Expenses				
CNA Bond	$ 252.32			
Postage	$ 4.55	$ 67.20		
mileage/parking			$ 692.10	
CTR Prep W/S	$ 89.85	$ 93.51		
Printing		$ 20.11		
4-Imprint Fall Conf. Gift		$ 812.31		
Fall Conference			$ 112.02	
MP/H Workshop			$ 118.65	
Fall Conference Overpayment			$ 152.50	
Nomination Committee			$ 27.25	
Public Relations cards/angels			$ 6.68	
Total	$ 346.72	$ 993.13	$ 1,109.20	$ 2,449.05
Ending Balance in Checking Account for 3rd quarter				**$ 20,238.25**
Certificate of Deposit State Bank of Medora				$ 15,000.00
Balance of ICRA Treasurer				**$ 35,238.25**

INDIANA CANCER REGISTRARS ASSOCIATION

2007–2008 Board of Directors

OFFICERS:

President	Betty R. Jeffers, RHIT, CTR
President-Elect	Patricia O'Leary, RHIT, CTR
Past President	Patricia Hettick, CTR
Vice-President	Sherry Dowling, CTR
Secretary	Sheila Snyder, CTR
Treasurer	Martha Hill, CTR

COMMITTEE:	CHAIR:	COMMITTEE MEMBERS:
Audit	Patricia O'Leary, RHIT, CTR	
Awards	Betty R. Jeffers, RHIT, CTR	Lori Carroll, CTR Karol Poyser, CTR
Bylaws	Jean Edwards, RHIT	Judi Reininga, CTR Shawna Verkamp, BS, CTR
Education	Cristal Arenas, CTR Sherry Dowling, CTR	Mindy Burch, CTR Martha Graves, RHIA, CTR
Historian	Wendy Manchester, RMA, CTR	
Membership	Judi Reininga, CTR	
Nomination	Patricia Hettick, CTR	Nancy Whipple, CTR Joyce Wynn, CTR
Program	Tammy Horvath, LPN, CTR Sherry Dowling, CTR	ICRA Board
Public Relations	Nancy Whipple, CTR	Angela Lee, BS, CTR Joyce Wynn, CTR
Ways & Means	Joann Schultz, RHIT, CTR	Judi Reininga, CTR Paul Rice, RHIT, CTR
Web Site Committee	Mindy Burch, CTR	Betty R. Jeffers, RHIT, CTR Patricia O'Leary, RHIT, CTR

LIAISONS:

Am. Cancer Society	Patricia O'Leary, RHIT, CTR
Commission on Cancer	Sherry Dowling, CTR
IN Health Information Management Association	Patricia O'Leary, RHIT, CTR
IN State Department of Health IN State Cancer Registry	Martha Graves, RHIA, CTR
National Cancer Registrars. Assoc.	Sherry Dowling, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

President Annual Report

Position/Committee Title: President

Officer or Committee Chair: Betty R. Jeffers, RHIT, CTR

Committee Members: None

Purpose of Committee/Position: Preside at all meetings. Oversee the activities of the association to ensure the objectives are met while complying with the Bylaws. Serve as chairperson of the Awards Committee.

Charges/Goals/Accomplishments:

1. Planned and presided over three Board of Directors meetings. Worked with the Secretary in planning the agendas for the Board Meetings and in gathering information for those meetings.
2. Coordinated activities of the Board of Directors and assisted each position as needed.
3. Communicated with the membership through broadcast e-mails and through the ICRA web site.
4. Prepared Presidential budget: reviewed and monitored all Board of Directors budgets.
5. Submitted two articles to The Indiana Abstract.
6. Reviewed and revised policies and procedures for the position of President.
7. Coordinated the update of the Policies and Procedures of each position. Encouraging each position to review the Policy and Procedure on the Web site and assure it is the same that is in that position's paper manual. If the policy and procedure was reviewed and not changed, added reviewed date line, to assure the future Board of Directors members would know when the policy and procedure was last reviewed.
8. Chaired the Awards Committee. Requested nominations for Distinguished Member Award; selected committee members, Lori Carroll, CTR and Karol Poyer, CTR, and secured award for presentation.
9. Evaluated and secured Presidents Award.
10. Represented India na Cancer Registrars Association along with Patricia O'Leary at America Cancer Society's Indiana Lobby Day at the State House in Indianapolis in January 2008. We requested legislators sign the "Indiana Cancer Promise." This promise was a commitment to support legislation that protects cancer patients and their families and to support legislation for funding for cancer research.
11. A nnual Report: Coordinate, and create final report distributed during Annual Conference.
12. Plan to conduct the Annual Business Meeting on November 12, 2008 at Primo Banquet and Conference Center.

Recommendations for Next Year:

Continue to evaluate and explore various ways of providing educational opportunities to the membership.

Respectfully submitted by: **Betty R. Jeffers, RHIT, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

President-Elect Annual Report

Position/Committee Title: President-Elect

Officer or Committee Chair: Patricia O'Leary, RHIT, CTR

Committee Members: None

Purpose of Position/Committee: The purpose of this position is to prepare to succeed to the office of President at the conclusion of this year. This position is also to appoint chairpersons for all the standing committees of ICRA and make any other preparations necessary for the coming ICRA year. This position is also to serve as the Audit Committee.

Charges/Goals/Accomplishments:

1) Served on the Board of Directors of ICRA and assisted the President while preparing for the 2008 Presidency.
2) Attended the Transitional Board meeting and attended 2 Board meetings at the designated meeting place.
3) Attended or provide representation at the NCRA Annual Meeting. Representative provided the report for the Abstract.
4) With the generous donations from ICRA members, I put together and assured delivery of the ICRA State Basket to NCRA Annual Meeting. This basket was ICRA's donation to the State Basket Raffle. Thanks to the ladies that transported and assembled the basket at the Annual NCRA meeting.
5) Conducted an audit of the ICRA treasury. The report is in the Audit Committee Annual report.
6) Submitted articles for both issues of ***The Indiana Abstract***.
7) Selected and secured a location for the 2009 ICRA Annual Meeting.
8) Secured a location for the 2009 ICRA Board Meetings.
9) Recruited chairpersons for ICRA standing committees.
10) Prepared the Installation Ceremony for the 2008-2009 Officers and Committee Chairpersons.

Recommendations for Next Year: I would recommend that the Audit of the Treasury be conducted in the presence of the past treasurer and the presence of the upcoming treasurer. The data to be reviewed is huge and would be easier to understand with direction from the past treasurer and the new treasurer.

Respectfully submitted by: **Patricia A. O'Leary, RHIT, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Past President & Nominations Committee Annual Report

Position/Committee Title: Past President& Nominations Committee

Officer/Committee Chair: Pat Hettick, CTR

Committee Members: Nancy Whipple, CTR
Joyce Wynn, CTR

Purpose of Position/Committee: Serve as advisor to the President and Board as needed.
Coordinate the officer nomination and election process.

Charges/Goals/Accomplishments: -Attended all meetings of the Board of Directors.
-Advised the Board and President as requested.
-Followed the written procedures for the nomination and election of officers.

Distributed the "Call for Nominations" mailing to 101 members. Received 19 replies for a 18% return rate. Mailed ballots to 101 members. Received 53valid ballots for a return rate of 52%. Each candidate was notified of the results before announcing the results to the general membership.

-Submitted articles to the Public Relations Chair for the Indiana Abstract/ICRA website.

-Prepared a report of activities for inclusion in the Annual Report.

Recommendations for Next Year: *None at this time.*

Respectfully submitted by: **Pat Hettick, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Vice President – NCRA Liaison – COC Liaison Annual Report

Position/Committee Title: Vice President/NCRA liaison/CoC liaison

Officer or Committee Chair: Sherry Dowling, CTR

Committee Members: None

Purpose of Position/Committee: To assume the duties of the president in her absence; To act as Liaison to the Commission on Cancer and the National Cancer Registrars' Association; To consult with the program chair regarding the annual conference.

Charges/Goals/Accomplishments:

1) Managed new information to help keep an adequate account of our association
2) Attended all the ICRA board meetings.
3) Prepared a status report for each board meeting.
4) Submitted two articles to *The Indiana Abstract.*
5) Notified NCRA of my appointment as NCRA liaison.
6) Kept membership informed of NCRA activities.
7) Sent Fall Conference information to NCRA for publication on their website.
8) Contacted NCRA to obtain the names of new CTRs for 2008 and presented each new CTR with a CTR pin at the annual conference.
9) Presented an NCRA update at the ICRA annual fall conference.
10) Notified CoC of my appointment as CoC liaison.
11) Kept membership informed of CoC activities.
12) Reviewed and Revised polices & procedures is needed.
13) Consulted with the Program Chair and became the interim Program Co-Chair after Cristal's resignation, see Program committee report.
14) Became the interim Education Chair after Cristal's resignation, see separate Education committee report.

Recommendations for Next Year:

1) Send the form "State profile" to NCRA early in the year.
2) Contact NCRA again after their annual meeting, because the committee chairs may change.
3) Maintain monthly contact with the ICRA President and Program Chair.

Respectfully submitted by: Sherry Dowling, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Secretary Annual Report

Position/Committee Title: Secretary

Officer or Committee Chair: Sheila Snyder, CTR

Committee Members: None

Purpose of Position/Committee: Responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA. The Secretary shall keep on file all Board of Directors policies and procedures and documents of the Association.

Charges/Goals/Accomplishments:

1) Meeting Agendas and notices prepared for three Board of Directors (BOD) meetings.
2) Meeting Agendas printed and provided to each Member for all BOD meetings.
3) Minutes taken for three BOD meetings and one Special Conference Call meeting.
4) Minutes revised for any meetings needing corrections and filed in the Secretary manual along with any other documents of the ICRA Association.
5) Prepared Secretary 2008 Budget.
6) Submitted articles for *The Indiana Abstract.*
7) ICRA Stationery, envelopes and note cards stored by the Secretary and provided to the BOD as needed.
8) In general, worked very close with the President in preparation of the BOD Agendas, minutes, and any attachments required.
9) Communication done through broadcast email and/or phone calls as needed.
10) Reviewed and revised the Secretary Policy and Procedure - 10/2008.
11) Wrote and submitted this 2008 Secretary Annual Report as required and requested by the President.

Recommendations for Next Year:

1) To continue taping the BOD meetings.
2) Make sure the Agenda and other attachments are distributed in the two (2) week timeframe recommended.
3) To continue for all BOD Members to make enough copies of his or her own agenda items for everyone on the BOD for each meeting.

Respectfully submitted by: ***Sheila K. Snyder, CTR***
10/07/2008

INDIANA CANCER REGISTRARS ASSOCIATION

Treasurer Annual Report

Position/Committee Title: Treasurer

Officer or Committee Chair: Martha A. Hill, CTR

Committee Members: None

Purpose of Position/Committee: To maintain the Indiana Cancer Registrars Association financial well being.

Charges/Goals/Accomplishments:

1) To attend all ICRA Board of Directors meetings – accomplished
2) To complete the duties of the treasurer, in a timely and accurate manner, including all transactions, maintaining ledgers and spread sheets. Keeping the President and Executive Board abreast of any concerns/issues. – accomplished
3) Prepare quarterly reports as well as fiscal year end report. – accomplished
4) Complete and report to both the Indiana Department of Revenue and the Internal Revenue Service. accomplished
5) Report to Executive Board as well as membership at the ICRA Annual Business Meeting. – accomplished
6) Prepare and submit articles for the "Indiana Abstract." – accomplished
7) Look into different ways in which to help maintain the health of the ICRA Treasury. – accomplished
8) Review and Update the Policy and Procedure as needed. – accomplished

Recommendations for Next Year: Continue to look for ways in which to enhance the Treasury, during this economic crisis.

Respectfully submitted by: Martha A. Hill, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Audit Committee Annual Report

Committee Title: Audit Committee

Committee Chair: Patricia O'Leary, RHIT, CTR

Committee Members: None

Purpose of Position/Committee: Prepare an annual audit of the previous year's finances. . Report to the President, Executive Committee, Board of Directors and membership the results of the Treasury Audit.

Charges/Goals/Accomplishments:

1) Annual Audit and Results of the Report

In accordance with the Audit Committee all procedures and activities were accomplished. The examination of the treasurer's records have been reviewed and a summary has been compiled and presented to the ICRA Board of Directors during the September 12, 2008, Board of Directors meeting.

The audit of the ICRA treasury/bank account from January 1, 2007, through December 31, 2007 was performed and completed.

Beginning Balance:	$27,435.98
Total Income:	$19,317.94
Total Expenses:	$14.477.77
Ending Balance:	**$32,276.15**

After review of the Treasury records, it is the opinion of the Audit Committee Chairperson, Patricia O'Leary, that the records submitted by 2007 Treasurer of the Indiana Cancer Registrars Association, Lorrie Walker, were transacted in accordance with approved ICRA procedures.

It should be noted that the third and fourth quarter reports has an error in documentation. Under Income, as the income items are listed correctly, it should be noted that at the end of the list it is recorded as total expenses and should be recorded as total INCOME. And at the end of the Expense listing, it is recorded at income and should be recorded as EXPENSES. Although this is incorrect, all of the numbers and documentation are correct as income and expenses. And in accordance with previous documentation, the beginning balance of July 1, 2007 does not reflect the $10,000 investment and should be recorded on the form as $27,816.33 and not $17,816.33. However, the ending balance of the 3rd quarter is correct, based on income and expenses.

Chairperson recommended that all copies of the treasury documents NOT be destroyed following approval of the Board of Directors. These documents should be retained

Respectfully Submitted by: Patricia O'Leary, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Bylaws Committee Annual Report

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Jean Edwards, RHIT, CTR

Committee Members: Judi Reininga, CTR
Shawna Verkamp, CTR

Purpose of Position/Committee: To review the ICRA Bylaws and propose changes as needed and ensure that meetings are conducted according to the ICRA Bylaws and Roberts Rules of Order.

Charges/Goals/Accomplishments:

1) Attended all ICRA Board meetings.
2) Monitored meetings according to ICRA Bylaws and Roberts Rules of Order.
3) Prepared an annual budget/goals.
4) Prepared a report for each Board meeting.
5) Reviewed ICRA Bylaws and proposed amendments.
6) Reviewed the ICRA Code of Ethics.
7) Submitted articles to the *Abstract.*
8) Reviewed Bylaws Committee policy and procedures.
9) Prepared an annual report and submitted it to the President.

Recommendations for Next Year: Familiarize yourself with the Roberts Rules of Order. Remember that the principles of Bylaws are: majority rule, equal rights of all members to participate in the proceedings, protection of the right of the minority to be heard, and the orderly consideration of matters brought before the meeting.

Respectfully submitted by: Jean Edwards, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Education Committee Annual Report

Position/Committee Title: Education Committee

Officer or Committee Chair: Cristal Arenas, CTR and Sherry Dowling, CTR

Committee Members: Martha Graves, RHIA, CTR and Mindy Burch, CTR

Special Thanks to Speakers:
CTR Prep: Mindy Burch, Jan Stengel, Martha Hill and Steve Nygaard
MP & Histology Rules: Lisa LaGue

Purpose of Position/Committee: To coordinate all workshops and maintain all educational reference materials.

Charges/Goals/Accomplishments:

1) Education was represented at all the ICRA board meetings.
2) A status report was given at each board meeting.
3) Information was submitted to *The Indiana Abstract.*
4) Cristal, coordinated the CTR workshop held on July 25th.
5) Became the interim Education Chair on August 13th after Cristal's resignation (due to her husband's out-of-state transfer).
6) Coordinated the Multiple Primary & Histology Rules workshop held on September 26th.
7) Reviewed and Revised polices & procedures is needed.
8) Developed a new Policy & Procedure manual.

Recommendations for Next Year:

1) Locate a copy of previous educational materials that were not passed on or develop new materials.
2) Keep materials as current as possible.

Respectfully submitted by: **Sherry Dowling, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Historian Committee Annual Report

Position/Committee Title: Historian

Officer or Committee Chair: Wendy Manchester, CTR

Committee Members: None

Purpose of Position/Committee: To gather, preserve, and display ICRA historical material.

Charges/Goals/Accomplishments:

1) Continued to organize ICRA information and managed new information to keep an adequate historical account of our association.
2) Recorded events and current members with photographs and written material.
3) Created a display and game for the ICRA Fall Conference.
4) Submitted two articles to *The Indiana Abstract.*
5) Prepared status reports and attended all the ICRA board meetings.
6) Purchased digital camera for use to record future ICRA events.
7) Created computerized system to collect and store ICRA historical data.

Recommendations for Next Year:

1) Keep ICRA historical material up to date.
2) Continue to download pictures/slides to flash drive for future security.

Respectfully submitted by: **Wendy Manchester, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Membership Committee Annual Report

Position/Committee Title: Membership Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members: None

Purpose of Position/Committee: Coordinate all membership activities of the association by accepting membership applications, conducting a membership drive, providing official membership listing and directory.

Charges/Goals/Accomplishments:

1) Sent membership renewal/application forms to current and prospective new members. Second notices sent. Follow up phone calls made.
2) Sent letters to members with lapsed memberships
3) Updated membership list and mailing labels.
4) Mailed dues receipt with Web Site user id and password information, membership cards, and labels with Web Site User Id/Password Info.
5) Attended 3 Board of Director meetings and reported activities and status of membership.
6) Prepared budget for position.
7) Submitted articles to the spring and fall *The Indiana Abstract*.
8) Provided Membership List to Nomination Chair and Program Co-Chair.
9) Provided Labels file for Nomination Committee.
10) Sent labels to the Program Committee.
11) Sent changes to Membership Directory to Web Master.
12) Prepared Annual Report.
13) Revised ICRA Information brochure

105 ICRA members 2008-09.
12 New members
10 Associate members

Recommendations for Next Year:
1) If Bylaw changes are approved, Revise membership category information on the ICRA information brochure.
2) Provide Individual Members with their current Membership Directory and Correspondence Directory information for corrections/changes/deletions/additions

Respectfully submitted by: **Judi Reininga, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Program Committee Annual Report

Position/Committee Title: Program Chair/Co-Chair

Officer or Committee Chair: Tammy Horvath, LPN, CTR Co-Chair
Sherry Dowling, CTR, Co-Chair

Committee Members: ICRA Board

Purpose of Position/Committee: The purpose of the Program Chairman is to organize and oversee a successful and informative Annual Fall Conference

Charges/Goals/Accomplishments:

A) November 2008 thru May 2008
1) Preliminary budget was submitted to the ICRA board at the January meeting
2) Between November 2007 and May 2008, speakers were selected and topics assigned for the fall educational conference
3) Special Educational funding was provided from the Lilly corporation to help bring nationally recognized motivational speaker, David Weber to our conference to be our keynote speaker
4) Arrangements were made with Primo Banquet Facility that included projected pricing, meal selections and amenities.
5) Contact was made with the A/V department recommended by Primo Banquet Facility and equipment was reserved for the fall educational workshop
6) Hotel pricing was secured with the Homewood Suites.
7) Flight arrangements were made and purchased for Mr. Weber
8) Hotel arrangements were made for Mr. Weber
9) Board approval was gained to allow ICRA board members to have a discount on registration fees to the fall educational workshop.
10) Board approval was gained to provide honorariums to speakers.
11) Special thanks to Hendricks Regional Health for donating funds to purchase the designer paper for printing the registration forms and the CE forms on
12) Attended the board meeting in January
12) Letters were sent to Avon, Macy's, Dressbarn and Payless Shoe Source, seeking donations for the registration packets.

B) June 2008 thru September 2008
1) The theme for the fall educational conference "Celebrating Colorful Changes over 30 Years" was selected
2) Board determined to have an "Anniversary Celebration" break with a cake made by ICRA member Angela Lee, CTR from IU-Clarian.
3) Registration folders and notebooks were purchased for the fall educational conference.
4) Site visit to Primo Banquet facility
5) Contacts made with Metropolis Mall and Plainfield Magazine for providing promotional items for the registration packets

6) Additional hotel accommodations were made with the Hampton Inn, in case the need arose.
7) Attendeded the board meetings held in June and September
8) All CV information was obtained from speakers
9) NCRA continuing education credits were applied for and received
10) Confirmation letters were sent to all speakers expressing appreciation and requesting their CV information and their A/V needs for their specific topic. This letter also included a copy of the finalized program so that speakers could see the total agenda for the fall educational workshop
11) Program was finalized and posted to the ICRA website along with registration forms on the ICRA website
12) Broadcast emails were sent informing members of additional hotel information and registration guidelines
13) Ohio, Illinois, Michigan, Kentucky and Florida state cancer registry associations were contacted to see if they had members interested in attending our fall educational conference
14) Registration forms were mailed as well as emailed to ICRA members and non members expressing interest in the conference.
15) Mailing list was obtained from the ISDH of Indiana hospitals, and registration forms were sent to those facilities that did not have ICRA members
16) Sponsorship letters were sent to facilities that are members of the Surburban Health Network, of which Hendricks Regional Health replied and was willing to be a sponsor for the fall educational workshop
17) Registration forms were sent to the 4 sponsor/vendors for the fall educational workshop.
18) CE forms were approved by the ICRA board with the CE form on one side and the Daily agenda for the educational workshops on the other side.
19) Email confirmations were sent to attendees as their registration forms were received
20) Reminder letters were sent to Avon, Macy's, Dressbarn and Payless Shoe Source, seeking donations for the registration packets.
21) Board members were volunteered to introduce speakers, greet attendees at the registration table for registration and for the morning break on Thursday
22) Policy and Procedure for Program Chair/Co-Chair was revised, reviewed, and forwarded to webmaster after review by the ICRA president to be posted on the ICRA website.
23) ICRA conference themes were updated to the Policy and Procedure to include conference cities, themes and thru 2008
24) Resignation of Cristal Arenas as program co-chair, ICRA Vice President, Sherry Dowling, CTR resumed this assignment.

C) October 2008 thru November 2008
1) Between October and November registration packets were assembled by the ICRA board
2) Posters were made for the fall educational workshop designating winners of drawings
3) Meal selections were finalized with the Primo Banquet facility
4) Final plans for room set up, decorations, etc were finalized with the Primo Banquet facility
5) Registration checks were mailed certified mail to the treasurer monthly.
6) Email confirmations were sent to attendees as their registration forms were received

7) Promotional items were picked up at the Metropolis Mall to place in registration packets
8) Donations were solicited from various pharmaceutical companies to place in registration packets
9) Attendee list was made to be placed in registration packets
10) Registration packets were individually labeled so that ICRA members would receive the annual report and voting cards in their respective folder
11) Name cards were make for attendees, speakers and vendors
12) Honorariums cups were prepared for the speakers, including candy and thank you card.
13) Registration sign in sheets were made and placed on registration table
14) Materials will be organized and turned over to the incoming program chair and co-chair at the transitional board meeting

D. Between December 2008 and January 2009
1) 2008 Fall Educational Conference budget will be finalized and presented to the ICRA board at the January 23, 2009, board meeting.
2) Summary of evaluation forms will be submitted to the ICRA board at the January 23, 2009, ICRA board meeting.
3) Copy of final budget as well as documentation of educational conference sent to Eli Lilly to meet educational grant funding documentation requirements.
4) Remain available for comments/discussion/support etc to incoming program co-chair and committee.

Recommendations for Next Year: Begin as early as possible and try to remain organized.

Respectfully submitted by: **Tammy Horvath, LPN, CTR**
Sherry Dowling, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Public Relations Annual Report

Position/Committee Title: Public Relations

Officer or Committee Chair: Nancy Whipple, CTR

Committee Members: Angela Lee, BS, CTR
Joyce Wynn, CTR

Purpose of Position/Committee: To bring ICRA to the attention of the public and other allied health professionals; to keep the members info rmed and updated on current cancer registry & ICRA issues through publication of *The Indiana Abstract*; & offer condolences upon the death of family members of ICRA members.

Charges/Goals/Accomplishments:

1) Attended an ICRA board meeting.
2) Requested a letter of proclamation from the Governor's office.
3) Made copies of sponsorship letters and then mailed them out to prospective sponsors.
4) Made copies and distributed the Governor's Proclamation and letter to all ICRA members for National Cancer Registrars Week.
5) Mailed sympathy cards.
6) Submitted two requests for articles for the spring and fall issue of the newsletter.
7) Requested any changes or new logo's from all of our sponsors to be published according to sponsorship package.
8) Notified Program chair of all sponsorship requests to participate in our annual conference.
9) Made sure Webmaster had up to date email addresses of all sponsors so they could be notified of their complimentary viewing of the newsletter.
10) Submit new annual report.
11) Updated potential sponsorship list.

Recommendations for Next Year:

None

Respectfully submitted by: **Nancy Whipple, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Ways and Means Annual Report

Position/Committee Title: Ways & Means Committee

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: Judi Reininga, CTR
Paul Rice, RHIT, CTR

Purpose of Position/Committee: Ways & Means as defined in Webster's College Dictionary: Means or methods of increasing the financial resources available to a person or group in order to accomplish a specific end. ICRA's Ways & Means Committee helps provide educational opportunities for our members.

Charges/Goals/Accomplishments:

1) Coordinated the Silent Auction at the Fall Conference
2) Ordered the Fall Conference Gift
3) Attended 2 Board Meetings

Recommendations for Next Year: Continue to explore ideas to increase revenue

Respectfully submitted by: **Joann Schultz, RHIT, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Cookbook Committee Annual Report

Position/Committee Title: Cookbook Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members: Jean Edwards, RHIT, CTR
Martha Hill, CTR
Joann Schultz, RHIT, CTR
Paul Rice, RHIT, CTR

Purpose of Position/Committee: Publish a cookbook to raise funds for the Scholarship Fund of the Ways and Means Committee

Charges/Goals/Accomplishments:

1) Attended 3 Board of Director meetings.
2) Prepared status reports for Board of Director meetings.
3) Wrote articles for the spring and fall editions of *The Indiana Abstract.*
4) Kept record of cookbooks sold.
5) Made copies of checks and deposited money into ICRA checking account.
6) Sent deposit slips and copies of checks to ICRA Treasurer.
7) 321 Books were delivered 10/06
   3 Books donated to IHIMA & NCRA
   225 Books Sold (135 books need to be sold to cover printing and shipping)
   93 Books Left to be sold

   $1806.00 Total Money taken in (1075.87 to cover shipping and printing)
   $ 730.13 Total profit available to NCRA Scholarship

Recommendations for Next Year: Sell remaining cookbooks.

Respectfully submitted by: **Judi Reininga, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Web Site Committee Annual Report

Position/Committee Title: Web Site Committee

Officer or Committee Chair: Mindy Burch, CTR

Committee Members: Betty Jeffers, RHIT, CTR
Patricia O'Leary, RHIT, CTR

Purpose of Position/Committee: The purpose of the committee is to monitor and maintain a meaningful web site, http://www.ICRA-Indiana.com

Charges/Goals/Accomplishments:
-Maintained and monitor the web site.
- Reported to the President and the Board of Directors the activity of the web site, and attended one board of directors meeting.
- Monitor the "Contact ICRA" email.
- Tracked and reported the statistical activity of the web site.
- Prepare an annual budget for the web site to present to the President during the first board of directors meeting.
-Wrote the policy and procedures for the committee.
-Contributed articles to "The Indiana Abstract" ICRA newsletter.
-Assisted the Education Chair with the ICRA CTR Prep workshop and the MP/H workshop.
-During the CTR Prep Workshop presented the information on the registry organization and the CoC standards.

Recommendations for Next Year: None at this time.

Respectfully submitted by: **Mindy Burch, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

American Cancer Society Liaison Annual Report

Position/Committee Title: Liaison – American Cancer Society

Officer or Committee Chair: Patricia O'Leary, RHIT, CTR

Committee Members: None

Purpose of Position/Committee: To create a working relationship between the American Cancer Society and the Indiana Cancer Registrars Association.

Charges/Goals/Accomplishments:

It is the goal of ICRA to make sure that the American Cancer Society become familiar with the Indiana Cancer Registrars Association and that the organizations work together in joint ventures.

The American Cancer Society has been working very hard to create Community Outreach programs. The membership can benefit from these programs by partnering with the ACS. I have completed articles for the "Abstract" that would let the membership be aware of these programs and have encouraged the registrars to utilize their expertise.

Recommendations for Next year: Keep working with the American Cancer Society and continue to collaborate with them on community outreach projects through the Cancer Committee.

Respectfully submitted by: **Patricia O'Leary, RHIT, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

Indiana Health Information Management Association Liaison Annual Report

Position/Committee Title: Liaison–Indiana Health Information Management Association

Officer/Committee Chair: Patricia O'Leary, RHIT, CTR

Committee Members: None

Purpose of Position/Committee: The Liaison position was established to keep the Indiana Health Information Management Association informed of the mission of the Indiana Cancer Registrars Association and to provide assistance to their organization as needed. ICRA will also participate as a vendor in the annual IHIMA meeting in the spring.

Charges/Goals/Accomplishments:

The liaison is to provide an "informational booth" during the IHIMA Spring conference.

This year the Spring Conference was again held in Plainfield, IN. A booth was set up in April, during this meeting. Information about the Cancer Registrar profession was available. There seemed to be more people interested in the Cancer Registry Field than there was in the past. Students that had not actually made up their mind about specialties were very interested in qualifications of a cancer registrar.

Recommendations for Next year: Having representation at the IHIMA Spring conference is a good opportunity for ICRA. This forum is a great opportunity to let everyone in the medical record field know what a cancer registrar does and how much knowledge is required to become a CTR.

Make sure that the newly created brochure for ICRA is printed and available for the 2009 IHIMA conference .

Respectfully submitted: **Patricia O'Leary, RHIT, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION

ISDH – Indiana State Cancer Registry Liaison Annual Report

Position/Committee Title: Indiana State Department of Health - Indiana State Cancer Registry Liaison

Officer or Committee Chair: Martha Graves, RHIA, CTR

Committee Members: None

Purpose of Position/Committee: The purpose of this position is to: 1) facilitate and enhance communication and service among the ICRA Board of Directors, the members of ICRA, hospitals and other reporting entities, and the Indiana State Cancer Registry (ISCR); and 2) serve as a resource for state cancer registry requirements and activities.

Charges/Goals/Accomplishments:

1. Communicate relevant information about the Indiana State Cancer Registry to the ICRA Board of Directors and ICRA members.
   Accomplished through attendance at ICRA Board of Directors meetings, The Indiana Abstract newsletter, and the Indiana State Cancer Registry News Briefs newsletter.

2. Provide educational workshops for registrars in conjunction with ICRA.
   Twenty-one (21) educational workshops were conducted this past year for hospitals and central registry staff:

November 15, 2007	Colon/Rectum Cancer Surveillance Data Collection
December 6, 2007	Hospital Cancer Registry Operations
December 13, 2007	Cancer Surveillance Data Use and Release
January 24, 2008	Lung Cancer Surveillance Data Collection
February 14, 2008	Cancer Treatment and How to Code It: Surgery, Radiation, Systemic, and Other
February 21, 2008	Record Linkage and Record Consolidation
March 6, 2008	Abstracting Thyroid Cancer Incidence and Treatment Data; Abstracting Larynx Cancer Incidence and Treatment Data
March 13, 2008	Central Registry Quality Assurance Activities; Collecting Cancer Surveillance Data from Non-Hospital Sources
April 10, 2008	Melanoma Cancer Surveillance Data Collection
May 9, 2008	Data Quality and Data Use
May 15, 2008	Analyzing and Presenting Cancer Surveillance Data
June 19, 2008	Thyroid Cancer Surveillance Data Collection; Larynx Cancer Surveillance Data Collection
July 10, 2008	Abstracting Upper Gastrointestinal Tract Cancer Incidence and Treatment Data
July 17, 2008	Upper Gastrointestinal Tract Cancer Surveillance Data Collection
July 25, 2008	CTR Preparation Workshop *(in conjunction with ICRA)*

August 21, 2008	Syntactic and Semantic Interoperability Project
September 11, 2008	Abstracting Other Digestive System (Liver, Gallbladder, Bile Duct, and Pancreas) Cancer Incidence and Treatment Data
September 18, 2008	Death Clearance Procedures
September 26, 2008	ISCR/ICRA Workshop on Multiple Primary & Histology Coding Rules *(in conjunction with ICRA)*
October 2, 2008	Collecting Cancer Data: Bladder
November 6, 2008	Coding Pitfalls

3. Serve as a resource for state cancer registry requirements and activities.
   Accomplished through News Briefs newsletter #10 (4/14/08) and several e-mails.

4. Attend all ICRA Board of Directors meetings.
   Attended January and June 2008 meetings. Did not attend September 2008 meeting (out of state).

5. Submit articles for the Indiana Abstract newsletter in a timely manner.
   Submitted two articles for The Indiana Abstract in 2008.

6. Provide an update of state registry activities at the ICRA annual fall educational conference.
   Janet Stengel, RHIA, CTR, the State's Core Education/Training Coordinator, will provide a coding presentation and Indiana's update on Thursday, November 13, 2008 from 1:30 to 4:30 p.m.

Recommendations for Next Year:

1. Continue communication on information and activities of the State Cancer Registry on a regular basis.
2. Provide educational workshops for reporters of cancer registry data. Webinar schedule for 2008-2009:

12/4/2008	Collecting Cancer Data: Leukemia, Lymphoma, and Other Hematopoeitic Malignancies
1/8/2009	Measuring and Minimizing the Disclosure Risk of a Cancer Data Public Use File
2/5/2009	Collecting Cancer Data: Pharynx
3/5/2009	Cancer Staging In-depth
4/2/2009	Collecting Cancer Data: Central Nervous System
5/7/2009	Using the National Death Index in Registry Mortality Ascertainment Activities
6/4/2009	Collecting Cancer Data: Prostate
7/9/2009	Advanced Coding & Abstracting
8/6/2009	Collecting Cancer Data: Breast
9/3/2009	Assessing and Using Cancer Data

Respectfully submitted by: Martha Graves, RHIA, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

2008-2009 Board of Directors

OFFICERS:

President	Patricia O'Leary, RHIT, CTR
President-Elect	Camille Foley, RHIT, CTR
Past President	Betty Jeffers, RHIT, CTR
Vice-President	Michael Sheean, RHIA
Secretary	Sheila Snyder, CTR
Treasurer	Martha Hill, CTR

COMMITTEE:	**CHAIR:**
Audit	Camille Foley, RHIT, CTR
Awards	Patricia O'Leary, RHIT, CTR
Bylaws	Sherry Dowling, CTR
Education	
Historian	Wendy Manchester, RMA, CTR
Membership	Judi Reininga, CTR
Nomination	Betty Jeffers, RHIT, CTR
Program	Martha Hill, CTR & Karen McCracken, RHIT, CTR
Public Relations	Tammy Horvath, LPN, CTR
Ways & Means	Joann Schultz, RHIT, CTR
Web Site	Amy Logan

LIAISONS:

Am. Cancer Society	Patricia O'Leary, RHIT, CTR
Commission on Cancer	Michael Sheean, RHIA
IN Health Information Management Association	Patricia O'Leary, RHIT, CTR
IN State Department of Health IN State Cancer Registry	Martha Graves, RHIA, CTR
National Cancer Registrars Assoc.	Michael Sheean, RHIA

INDIANA CANCER REGISTRARS ASSOCIATION

ICRA 2008 Proposed Bylaw Amendments

October 7, 2008

Dear ICRA Member,

The ICRA Annual Business Meeting will be held at the ICRA Fall Conference. This will be a lunch meeting and it is scheduled to start at 11:45 a.m. on November 13, 2008. This conference will be at Primo Banquet and Conference Center in Plainfield, IN.

As per ICRA Bylaws, Article IX, Section IV, "A copy of the proposed amendments shall be sent to the voting members at least thirty (30) days prior to any annual business meeting."

Attached is the list of the proposed by law amendments for 2008. Please review the following amendments to the ICRA Bylaws. They will be voted upon at the Fall Conference Business Meeting, November 13, 2008.

Sincerely,
Jean Edwards, RHIT, CTR
Bylaws Committee Chairman
ContactICRA@ICRA-Indiana.com

INDIANA CANCER REGISTRARS ASSOCIATION
Proposed Bylaw Amendments - September 2008
Distributed to Membership – October 7, 2008

Amendment	Article	Current Bylaw	Proposed Amendment	Rationale
# 1	ARTICLE III Membership Section I: The four classes of membership.	A. Active: An active member shall be a certified tumor registrar or a cancer registrar whose primary occupation is involved with any, or all, facets of cancer registry work. An Active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.	A. Active: An active member shall be a certified tumor registrar, cancer registrar, **or a person** whose primary occupation is involved with any, or all, facets of cancer registry work. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.	To include as active members, those people who work in a cancer registry and are not certified tumor registrars.
# 2	ARTICLE III Membership Section I: The four classes of membership.	C. Student: A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, but who does not meet the qualifications for active membership. A student member shall not vote, hold office, or chair a committee.	C. Student: A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, **and who is not actively employed in a cancer registry**. A student member shall not vote, hold office, or chair a committee.	With the new college education CTR requirements, the possibility of a person working in a cancer registry while going to school exists. This would clarify the categories of active and student membership.
#3	ARTICLE XI Standing Rules: Section IV: Standing Committees	B. Standing committees: 9. Web Committee: This committee shall be responsible for developing, coordinating and maintaining the ICRA Web Site. This committee shall consist of a chairperson who serves as Web Master.	Web Committee: This committee shall be responsible for developing, coordinating and maintaining the ICRA Web Site. This committee shall consist of a chairperson who **may serve as Web Master and may have committee members**.	To allow the chairman of this committee the flexibility of assigning a web master and committee members as needed.