



EXECUTIVE COMMITTEE  
AND  
BOARD OF DIRECTORS  
ANNUAL REPORT

NOVEMBER 2010 – NOVEMBER 2011

Submitted to the Membership  
November 3, 2011

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INDIANA CANCER REGISTRARS ASSOCIATION  
2011 Business Meeting Agenda  
Report Presentations  
Thursday, November 3, 2011  
Primo Banquet Center  
Plainfield, IN

Call to Order – 2011 ICRA Business Meeting	Jan Duncan
Adoption of Agenda	Jan Duncan
Quorum of Membership (2/3 present)	Judi Reininga
2010 Annual Business Meeting Minutes	Cassie Nobbe
Fiscal Year Report	Lori Carroll
New Business:	
A. President’s Message	Jan Duncan
B. Board of Directors’ Report Presentation	
1. Executive Committee Reports	
President	Jan Duncan
President-Elect	Sherry Dowling
Past President	Camille Foley
Vice President	Jan Duncan
Secretary	Cassie Nobbe
Treasurer	Lori Carroll
2. Committee Reports	
Audit Committee	Sherry Dowling
Bylaws Committee	Sherry Dowling
Education Committee	Ellen Hurd
Historian	Joann Schultz
Membership Committee	Judi Reininga
Nominations Committee	Camille Foley
Program Committee	Nancy Whipple
Public Relations Committee	Brandy Lewis
Ways and Means Committee	Joann Schultz
Cookbook Sub-Committee	Judi Reininga
Website Committee	Cassie Nobbe
3. Liaison Reports	
American Cancer Society	Patsy O’Leary
IHIMA	Patsy O’Leary
ISDH	Resigned
NCRA	Jan Duncan
Commission on Cancer	Jan Duncan
C. Motion to destroy ballots	Camille Foley
D. 2011-2012 Elected and Appointed Board of Directors	Camille Foley and Sherry Dowling
E. Old Business	Jan Duncan
F. Meeting Adjournment	Jan Duncan

# INDIANA CANCER REGISTRARS ASSOCIATION

## 2011 Recognition and Installation Ceremony Agenda

Friday, November 4, 2011

Primo Banquet Center

Plainfield, IN

- |  |                           |
|--|---------------------------|
| 1. Welcome                                     | Jan Duncan                |
| 2. Recognition of New CTR's                    | Jan Duncan                |
| 3. Recognition of 2010-2011 Board of Directors | Jan Duncan                |
| 4. 2011 Distinguished Member Award             | Jan Duncan                |
| 5. 2011 President's Award                      | Jan Duncan                |
| 6. President's Farewell Message                | Jan Duncan                |
| 7. Installation of 2012 Officers               | Sherry Dowling            |
| 8. Passing of the Presidential Gavel           | Jan Duncan/Sherry Dowling |
| 9. 2012 Presidential Message                   | Sherry Dowling            |
| 10. Conclusion of Ceremony                     | Sherry Dowling            |

**INDIANA CANCER REGISTRARS ASSOCIATION (ICRA)  
2010 ANNUAL BUSINESS MEETING**

**DATE:** November 4, 2010  
**TIME:** 1:10 p.m. – 1:50 p.m.

**LOCATION:** Embassy Suites North  
Indianapolis, IN

**MEMBERS PRESENT:**  
**2010 ICRA MEMBERS (Members only to Vote)**  
**ICRA Fall Conference Attendees – ICRA Non-members**

**CALL TO ORDER:**

The 2010 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President Camille Foley at 1:10 p.m.

**ADOPTION OF AGENDA:**

The first order of business was the Adoption of the Agenda. The agenda is found in the Annual Report, on page 4. Wendy Manchester moved to approve the agenda. Ellen Hurd seconded the motion. Motion carried.

**QUORUM OF MEMBERSHIP (2/3 PRESENT)**

Bylaws Committee Chairman, Sherry Dowling and committee member/Membership Chairman Judi Reininga, stated that a quorum was present and the Annual Business meeting could be held.

**2009 ANNUAL BUSINESS MEETING MINUTES**

Camille asked if there were any concerns regarding the 2009 Annual Business Meeting Minutes. No concerns, questions or deletions were noted. Camille asked for a motion to accept the minutes as present. Kolleen Spencer motioned that the minutes be accepted as presented. Linda Smith seconded the motion and all were in favor. Motion carried and the minutes from the 2009 ICRA Annual Business Meeting were approved.

**REPORTS:**

**President:**

Camille noted that her report was on page 17. Her duties included presiding over all meetings, to ensure the objectives were met while complying with the Bylaws. She also served as chairperson of the Awards Committee. She noted that serving as President was a three (3) year commitment, and encouraged anyone who was interested in serving to nominate themselves or to seek nomination and then to accept the challenge.

## **BOARD OF DIRECTOR'S REPORTS EXECUTIVE COMMITTEE:**

### **President-Elect:**

Gail Henderson referenced her report on page 18. She listed her duties that were fulfilled. She noted that in the position of President-elect, that she learned about the board and each position. She noted that this was her first year serving on the board, and it was a great opportunity to get to know people. She noted that she was excited to be part of the association. As President-elect, she was given the chance to attend NCRA and highlighted this in her report. She thanked ICRA for paying her registration.

### **Past President/Nominations:**

Pat O'Leary noted that her report was found on pages 19 and 20. She noted to both Camille and Gail that she has been there and done that and wished them both well. She thanked Claudia Jenkins and Betty Jeffers, her nomination committee for their hard work. Pat noted that this year had been especially challenging for obtaining nominations, and thanked those who stepped forward to run for office. She noted to all present that serving on the board was very rewarding and a way to get to know what happens behind the scenes, as well as getting to know other people who served. Pat noted that the association needs new/young people to serve who think outside the box, with newer technology and education to change and make things easier for all. She challenged all to think about serving on the board in some way.

Pat closed by noting that the 2010-2011 Executive Committee will be:

President:	Gail Henderson, LPN, CTR
President-Elect:	Sherry Dowling, CTR
Past President:	Camille Foley, RHIT, CTR
Vice President:	Jan Duncan, RHIT, CTR
Secretary:	Cassandra Nobbe, CTR
Treasurer:	Lori Carroll, CTR

### **Vice President/NCRA/COC Liaison:**

Tammy Horvath noted that her report could be found on page 21. She said that she had contacted NCRA several time for names of persons passing the CTR certification in March and September and they had not returned her calls. She requested that anyone present who passed the exam to please come see her.

### **Secretary:**

Martha Hill referenced her report on page 22. Martha noted that she was stepping off the board. Martha said that she had recently been told that registrars were one of the most negative people in Health Care and in looking at herself she found the statement to be true. We all faced challenges, changes and deadlines, an often feel that no one listens to what we are saying, need or know. She challenged everyone to go home and take out the negative, be positive, confident and make a difference. Martha was applauded.

**Treasurer:**

Nancy Whipple presented both quarterly and Fiscal Year End reports and these can be found on pages 24-26. Nancy noted that the current balance is \$26,738.47. She noted that during the year, that the Board of Directors had invested \$20,000.00 in two (2) separate accounts a \$10,000.00 saving account with higher interest as well as \$10,000.00 in a Certificate of Deposit.

**Audit Report:**

The Audit Report for the 2009 Treasury review can be found on page 27. The audit was conducted by Gail Henderson who recognized that the audit reflected growth fiscally as well as being financial sound.

**COMMITTEE REPORTS:****Bylaw:**

Sherry Dowling noted her report to be found on page 28. She thanked her committee of Judi Reininga and Joyce Wynn. The committee was asked to review the bylaws and note any areas of concerns. Due to the location of the members of this committee, all communications was done via e-mail to save on travel expenses. The Bylaw committee has one recommendation and this will be presented later in the meeting.

**Education:**

Jan Duncan noted that her report is found on page 30. A survey was sent to all Indiana hospital contacts regarding interest in holding a CTR prep workshop as well as a Beginners workshop. There were two (2) people interested in a CTR prep workshop and it was felt that utilizing copies of the presentations from the 2009 CTR workshop would be in the best interest. There was no interest shown in a Beginners workshop.

**Historian:**

Wendy Manchester served as chair for the Historian, and her report is found on page 31. She asked that any members that celebrated Cancer Registrars Week to please send to her to be included into the Historian Collection.

**Membership:**

Membership Chair Judi Reninga reported that she fell short of her goal of 100 members. We have a total of 93 paid members. She noted that we have five (5) new members this year and six (6) associate members. Due to issues with the ICRA website, new rosters have been distributed during the meeting. Please review and if any corrections are needed to contact Judi. Her report can be found on page 32 of the Annual Report.

**Program:**

This committee is an ongoing committee and while a report cannot be given during the Annual Business Meeting, Wendy Manchester spoke for the committee. She hoped that all enjoyed the planned conference and thanked all who helped in any way. Without their help, the program could not be accomplished. Amy Logan and Wendy Manchester co-chaired the program committee and were applauded for their hard work.

**Public Relations:**

Brandy Lewis noted that her report could be found on page 34. She thanked her committee of Kolleen Spencer, Andrea Foltz and a special thanks to Tammy Horvath for all of her help.

**Ways and Means:**

Joann Schultz noted her report was found on page 35. She thanked her committee of Paul Rice and Judi Reininga. Attention was given to the scholarship form found in your registration packets, for a free registration to NCRA. Scholarship forms must be to Joann by January 1, 2011. Joann noted that all proceeds from the Silent Auction are used to fund the scholarship.

**Cookbook:**

Judi Reininga noted her report on page 36. We have 48 cookbooks left and they are selling for \$8.00 a piece. All proceeds from the cookbooks to do go to the scholarship fund.

**Web:**

Amy Logan, webmaster, noted that she had faced multiple challenges this year with the web. Her report can be found on page 37 of the Annual Report. Her recommendation for the incoming webmaster is to work towards a password protected website. Her committee consisted of Gail Henderson and Camille Foley.

**LIAISONS:****American Cancer Society:**

This report can be found on page 38 of the Annual Report, and was given by Pat O'Leary.

**Indiana Health Information Management Association:**

This report can be found on page 39 of the Annual Report and was given by Pat O'Leary. Pat noted that due to an illness in the family, she was not able to man the booth this year however, information was present for those interested to take.



### **Indiana State Department of Health – Indiana State Cancer Registry:**

Jan Stengel gave her report which is found on page 40 and 41 of the Annual Report. She noted that ISDH had signed up again for the NAACCR webinars and anyone interested in attending to contact Marsha Lundy. She also noted that the state Cancer Registry would continue to work towards educational opportunities for registrars. Jan noted that she had accepted a position at St. Francis Hospital and was no longer employed by ISDH but plans on continuing her position of train the trainer.

### **NEW BUSINESS:**

Sherry Dowling, Bylaws Chairman presented the rules for amending the proposed Bylaw Amendment. Any proposed changes must be presented in writing to the secretary along with the signature of the person presenting the change.

With that being noted the following proposed amendment was presented:

The amendment was presented to the president on August 5, 2010, to the Board of Directors on September 10, 2010 and to membership on October 5, 2010. These dates are all within the guidelines of the ICRA bylaws.

### **Proposed Amendment #1: Article XI, Standing Rules Section IV: B. Standing Committees #8 Bylaws Committee:**

**Current Bylaw reads as follows:** Bylaws Committee: This committee shall consist of a chair and one or more committee members. The chair shall maintain the ICRA bylaws and also serve as parliamentarian to the President at all board of directors meetings as well as the ICRA Annual Membership Meeting. This committee shall be responsible for preparing and distributing proposed amendments to the membership at least thirty days (30) prior to the date of the vote. This committee shall be responsible for updating the bylaws to reflect the approved bylaw amendments within 30 days following the conclusion of the ICRA business meeting.

**Proposed Amendment:** Bylaws Committee: This committee shall consist of a chair and one or more committee members. The chair shall maintain the ICRA bylaws. **The chair may serve as or appoint a** parliamentarian to the President at all board of directors meetings as well as the ICRA Annual Membership Meeting. This committee shall be responsible for preparing and distributing proposed amendments to the membership at least thirty days (30) prior to the date of the vote. This committee shall be responsible for updating the bylaws to reflect the approved bylaw amendments within 30 days following the conclusion of the ICRA business meeting.

**Rationale:** This will allow some flexibility for the chair and in the event that the chair cannot attend a meeting a parliamentarian can be appointed, rather than canceling the meeting.

Camille noted that the motion before the membership came as a recommendation of the Board of Directors and therefore needed no seconded. Camille asked for any discussion or recommendations. With none being voiced, voted taken and motion was carried.

Camille asked that all incoming Executive Members of the Board of Directors please stand and be recognized. All stood and were applauded.

Pat O'Leary asked for a motion to destroy the ballots. Claudia Jenkins seconded the motion – motion carried to destroy the ballots of the 2010 elections. Pat noted that the 2012 ICRA Fall Conference would be held in Indianapolis per popular vote of the membership.

With no further business, Camille asked for a motion to adjourn the 2010 ICRA Annual Business Meeting. Sherry Dowling motioned that the meeting be adjourned and the motion was seconded by Ellen Hurd. Meeting adjourned at 1:50 p.m.

Respectfully Submitted,

Martha A. Hill, CTR  
2010 ICRA Secretary

**INDIANA CANCER REGISTRARS ASSOCIATION (ICRA)  
2010 RECOGNITION AND INSTALLATION CEREMONY**

**DATE:** November 5, 2010

**TIME:** 12:40 p.m.

**LOCATION:** Embassy Suite North  
Indianapolis, IN

**MEMBERS PRESENT**

**2010 ICRA MEMBERS**

Joann Schultz announced the Ways and Means Committee netted \$281.00 from the silent auction. It was again noted that the income from the silent auction was used towards scholarships to NCRA and anyone interested needs to have their scholarship form to Joann no later than January 1, 2011. The forms are found in your conference folders. The scholarship winners will be drawn at the first 2011 Board of Directors meeting.

The 2010 Recognition and Installation Ceremony were then called to order by President Camille Foley at 12:40 p.m. The first agenda item was the recognition of new CTR's.

Tammy Horvath, Vice-President and NCRA Liaison, presented Richard Tooley, St Francis Hospital, Indianapolis, Danalee Thompson, Columbus Regional Hospital, Columbus and Peggy Downs, Lutheran Hospital, Fort Wayne. Tammy noted that this was a great accomplishment and they should be proud. She presented each with a CTR pin. A round of applause was given to each to acknowledge their hard work and dedication to the profession.

At this time Camille recognized her Board of Directors and presented each with a fresh flower and certificate of appreciation. Each committee chairman recognized their committee members and presented with a certificate of appreciation.

Betty Jeffers and Claudia Jenkins were then asked to present the Distinguished Member award. They noted that they had received great nominations, but this particular person met all of the criteria. It was then announced that Janet Stengel RHIA, CTR was the 2010 Distinguished Member. Jan received a standing ovation. Jan very graciously thanked the committee as well as the membership for honoring her with the distinguished member award.

Camille Foley then presented Tammy Horvath with the 2010 President's award. She noted that Tammy had been invaluable during the year and helped her and others in many ways. She thanked Tammy for her countless hours of work for ICRA.

At this time Camille gave her farewell speech. She noted that at her installation she had presented each of her board members with a seed pod. Her theme for this year had been “Planting the Seeds of Change.” If each member had planted its seeds, nurtured, watered and fed them, by this time they should have bloomed. In 2010, we had each seen plenty of change; it had been a rough and sometimes rocky journey. Many challenges and changes were noted with FORDS, AJCC 7<sup>th</sup> edition, CSv2, CAP. While we have faced challenges, we have also conquered changes. ICRA is blooming with pride and a sense of accomplishment. Camille again thanked her board and noted that they had done a fine job and worked very hard. She thanked the membership for allowing her the privilege and honor of serving as president. At this time Camille passed the gavel, Gail Henderson, President-Elect, in which Gail then acknowledged, Camille for her dedication and hard work.

Toni Hare, Vice - President of CHAMPS Oncology was then asked to step forward for the installation of the 2011 Board of Directors. Toni thanked ICRA for the honor of being able to install Gail and her Board. She noted that she had known Gail for quite some time and that ICRA is installing a president that has a passion for her profession and would carry that into her year of president and beyond.

Toni notes that before she begins the installation, that Gail had asked that the following retiring officers stand and be recognized: Martha Hill, the outgoing secretary and friend who supported and educated Gail in her role as ICRA President-elect. Tammy Horvath, for all of the support she gave to Gail. And lastly, Betty Jeffers for the encouragement she gave to Gail to run for President. A round of applause was given to these ladies.

With this being said, Toni called the following 2011 ICRA Executive Board of Directors forward for introduction:

Gail Henderson, President, Sherry Dowling President Elect/ Bylaw Chairman/Audit, Camille Foley Past President/Nominations, Jan Duncan Vice-President/NCRA/COC Liaison, Lori Carroll (absent due to family emergency)Treasurer, Cassie Nobbe (absent due to death in family), Secretary, Committee Chairs: Joann Schultz, Ways and Means, Ellen Hurd, Education, Brandi Lewis, Public Relations advisor, Judi Reininga Membership, Nancy Whipple, Program, Wendy Manchester ICRA Historian, ACS and IHIMA Liaison Patricia O’Leary. Toni congratulated each person for their commitment to ICRA, and wished them a successful year.

The meeting was then turned over to President Gail Henderson for the 2011 Presidential Message. Gail noted that her theme for 2011 is “People, Purpose, Passion – The Pathway to Success”. She noted that the registry was a new world of cancer information and that we should each embrace it. That we face 3 challenges: Change, Commitment, and Cost.

Change: Great, be proud to be a CTR

Commitment: Coming together – look forward- we all have history with our organization, encourage non-members to become members. Serve your association. ICRA is always looking for new/different blood, if you are interested in serving on a committee or in some other capacity contact Gail. Everyone is important and keeping the association together is working together. Working together unites in strengths, and offers growth.

Cost: Not circumstances but how we react, consistent data, accuracy going the extra step.

Integrity and consistency, the Registry is the core of the Cancer Program. Life without cause is a life without meaning.

Gail gave the membership the following challenge: Commit to change, consider the cost, struggles can bind you together with who ever. Make a difference throughout the state as well as the country.

She closed by saying she was humbled to be President and thanked everyone who agreed to serve on her board as well as the membership.

The 2010 Recognition and Installation and Awards Ceremony were adjourned by President Gail Henderson at 1:30 p.m.

Minutes taken and respectfully submitted by:  
Martha A. Hill, CTR  
2010 ICRA Secretary

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title:                      President

Officer or Committee Chair:                      Gail Henderson, LPN, CTR  
Jan Duncan, RHIT, CTR

Committee Members:                              Emily Furst, RHIT, CTR  
Joyce Larko, RHIT, CTR

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

Charges/Goals/Accomplishments:

- Planned and presided over three Board of Directors meetings
- Available to all board members for consultation and support as they accomplished their duties
- Prepared presidential budget and helped monitor other position budgets
- Submitted articles to The Indiana Abstract
- Reviewed other state association websites to determine the design and content for our website
- Chaired the Awards Committee
- Prepared and distributed nomination forms for Distinguished Member Award
- Reviewed and selected award winners
- Prepared annual report for the November 2011 meeting

Recommendations for Next Year:

- Prepare the President-Elect for her term as President
- Look for opportunities for education
- Support board members as they fulfill their duties

Respectfully submitted by:    Jan Duncan, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: ICRA PRESIDENT-ELECT & AUDIT

Officer or Committee Chair: Sherry Dowling, CTR

Committee Members: N/A

Purpose of Position/Committee: To prepare for upcoming term of office and to ensure the financial stability of ICRA

Charges/Goals/Accomplishments:

1. Prepared goals and budget and presented at first DOB meeting
2. Attended ICRA board meetings
3. Conducted an audit of ICRA financial books prior to treasurers' transition\*
4. Attended NCRA conference and represented Indiana at the NCRA presidents' breakfast
5. Completed an entry form, collected items, arranged and delivered a state basket to NCRA
6. Purchased Indiana limestone clock for the NCRA basket (thanks to Martha Hill)
7. Prepared a status report for each board meeting.
8. Submitted two articles to The Indiana Abstract.
9. Appointed the 2012 Program Co-Chairs, to help with selecting the 2012 Conference site
10. Contacted/visited/compared eleven facilities
11. Negotiated, received BOD approval and signed contract for the 2012 Conference Site
12. Coordinated this year's installation ceremony
13. Choose theme for 2012
14. Reviewed and Revised polices & procedures is needed.
15. Prepared and submitted this Annual Report

Recommendations for Next Year:

1. Do the audit after 2011 treasurer is finished, but before the 2012 treasurer takes over in January.
2. Read the Policy and Procedure manual and the ICRA Bylaws.
3. Don't be afraid to ask questions and learn all you can.

\*look for the audit report in this ANNUAL report

Respectfully submitted by: Sherry Dowling, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2011 ANNUAL REPORT

**Position/Committee Title:** Past-President & Nominations Committee

**Officer/Committee Chair:** Camille Foley, RHIT, CTR

**Committee Members:** Pat O’Leary, RHIT, CTR  
Claudia Jenkins, 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 procedures for the nomination and election of officers.

*Distributed the “Call for Nominations” to 91 members and received 10 replies for an 11% return rate. Mailed election ballots to 91 members and received 56 valid ballots for a 62% return rate. 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.*  
Prepared a report of activities for inclusion in the Annual Report.

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

**Respectfully submitted by:** Camille Foley, RHIT, CTR



INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Vice President/ NCRA Liaison/COC Liaison

Officer or Committee Chair: Jan Duncan, RHIT, CTR

Committee Members: None

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

Charges/Goals/Accomplishments:

Attended two Board of Directors meetings

Prepared a budget for the position

Submitted articles to The Indiana Abstract updating the membership on NCRA and COC activities

Contacted NCRA for the names of new CTR's

Recommendations for Next Year:

Contact the president and program chair periodically and offer assistance as needed.

Respectfully submitted by: Jan Duncan, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
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Position/Committee Title: Secretary

Officer or Committee Chair: Cassie Nobbe, CTR

Committee Members: None

Purpose of Position/Committee: The secretary is 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 Indiana Cancer Registrars Association.

Charges/Goals/Accomplishments:

1. Created and distributed the meeting agendas for the Board of Directors Meetings.
2. Documented the minutes for each of the Board of Directors Meetings.
3. Purchased a digital recorder to aid in the transcription of the meeting minutes.
4. Sent multiple broadcast e-mails: Spring & Fall edition of Indiana Abstract, Nominations, Fall Conference and 2012 Scholarship applications.
5. Researched options for electronic storage of previous years' meeting minutes, correspondence, policies, procedures, photos, and other documentation.
6. Created a free photo storage account for ICRA using Flickr and ICRA's generic e-mail account ([icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com)).
7. Updated current membership e-mail contact information in the generic e-mail account ([icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com)) for future use for broadcast e-mail correspondence.
8. Submitted two articles/updates for the Indiana Abstract.
9. Distributed supplies (stationary, envelopes, etc) as requested by the Board members.
10. Purchased a scanner to archive old meeting minutes, correspondence, etc.
11. Reviewed and revised the Secretary Policy and Procedure (10/2011).

Recommendations for Next Year:

1. In an effort to "go green," all board members should submit their reports to the Secretary prior to the meeting and do not make copies for each member.
2. Continue use the digital recorder to record meeting minutes for ease in transcription.
3. Utilize broadcast e-mailing more. For example, save the dates for educational opportunities, reminders about upcoming deadlines, etc.
4. Continuing archiving old documentation based on the retention laws for Not for Profit Organizations.

Respectfully submitted by: Cassie Nobbe, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title:                      Treasurer

Officer or Committee Chair:                      Lori L. Carroll, CTR

Committee Members:                              None

Purpose of Position/Committee:                      To maintain the financial credibility of ICRA.

Charges/Goals/Accomplishments:

1. To complete the duties of the treasurer in a timely and accurate manner , including all transactions and maintaining ledgers.  
Accomplished
2. Keep the President and Executive Board of Directors informed of any concerns/issues.  
Accomplished
3. File State, Not-for profit and IRS 990-N tax forms.  
Accomplished
4. Prepare and submit articles for IRCA's newsletter, "The Abstract".  
Accomplished
5. Prepare annual and quarterly financial reports.  
Accomplished
6. Attend all Board of Director's meetings.  
Accomplished
7. Prepare treasurer's report for ICRA's Annual Report.  
Accomplished

Recommendations for Next Year: None

Respectfully submitted by: Lori L. Carroll, CTR

ICRA Fiscal Year End Report					
Beginning Balance-April 1, 2010					
Income:	April-June-2010	July-September-2010	October-December-2010	January-March-2011	Totals
Interest-checking	\$4.57	\$4.56	\$2.84	\$1.00	\$12.97
Interest-savings			\$10.27	\$7.26	\$17.53
Memberships				\$980.00	\$2,440.00
Sponsorships	\$1,090.00	\$370.00	\$600.00		\$2,300.00
2010 ICRA Fall Conference		\$1,700.00			\$11,680.50
Way & Means - ICRA Fall Conference			\$11,680.50		\$30.00
Silent Conference			\$30.00		\$281.00
Deposit-Cookbook Money			\$281.00		\$81.00
Lost Check-Void #1846			\$81.00		\$28.00
Balance Income Quarterly	\$1,094.57	\$2,074.56	\$12,685.61	\$28.00	\$1,016.26
Income Fiscal Year End				\$1,016.26	\$16,871.00
<b>Expenses:</b>					
Board Expenses (mileage/lunch)	\$656.84	\$698.40	\$63.00	\$817.34	\$2,235.58
New Web Hosting, private Dom. Reg. Set-up fee	\$123.82				\$123.82
CNA Surety Bond		\$278.00			\$278.00
NCRA - CEU Fall Conference		\$75.00			\$75.00
NCRA Registration for 2 attendees				\$890.00	\$890.00
Misc Item-Certified Mail Receipt - Taxes		\$7.00			\$7.00
Misc Supplies for Fall Conference		\$209.89	\$14.97		\$224.86
Fall Conference Gifts		\$710.06			\$710.06
Transfer money Special Savings Account			\$10,000.00		\$10,000.00
Purchase CD from Fifth Third Band			\$10,000.00		\$10,000.00
Postage			\$41.36		\$41.36
Honorariums			\$533.20		\$533.20
Fall Conference Speaker-2010			\$784.32		\$784.32
Awards - Plaques			\$61.00		\$61.00
Printing - Ballots & Annual Report			\$529.00		\$529.00
Embassy Suites Hotel-Program Co-Chair & Speaker			\$394.29		\$394.29
Embassy Suites Hotels			\$13,053.24		\$13,053.24
Co-Chair Mileage to discuss Fall Conference			\$149.37		\$149.37
Audit Meeting(mileage)				\$33.00	\$33.00
Membership Drive-paper				\$9.41	\$9.41
Office supplies-Treasurer				\$20.37	\$20.37
Replacement check #1884				\$28.00	\$28.00
Total Expenses by Quarter	\$780.66	\$1,978.35	\$35,623.75	\$1,770.12	\$40,180.88
<b>Balance of ICRA Checking Account 03/31/2011</b>					\$12,444.22
CD Fifth Third Bank-10,000					\$10,000.00
Special Saving Account-10,000					\$10,017.53
<b>Ending Balance as of 03/31/2011</b>					\$32,461.75

Prepared for ICRA Board of Directors Meeting  
Lori L. Carroll, CTR  
May 6, 2011

3rd Quarter 2011

Beginning Balance				\$11,672.08
	<u>July</u>	<u>August</u>	<u>September</u>	
<u>Income</u>				
Interest-checking	\$0.28	\$0.31	\$0.30	\$0.89
Interest-savings	\$0.81	\$0.91	\$0.83	\$2.55
Membership	\$55.00		\$105.00	\$160.00
Vendors			\$1,450.00	\$1,450.00
NCRA basket		\$60.52		\$60.52
Total	\$56.09	\$61.74	\$1,556.13	\$1,673.96
Total Balance with Income				\$13,346.04
<u>Expenses</u>				
ACOS-COC Fall Conference Speaker		\$250.00		\$250.00
Board Meeting(mileage)			\$688.95	\$688.95
President-Elect Mileage/Lunch-2012 Fall Conference			\$111.10	\$111.10
Website Makeover/Monthly Update Fee			\$430.00	\$430.00
Yahoo Web Hosting			\$51.80	\$51.80
Fall Conference Gifts			\$548.58	\$548.58
Total		\$250.00	\$1,830.43	\$2,080.43
Ending Checking Balance 09/30/2011				\$11,263.06
Certificate of Deposit Fifth Third Bank				\$10,000.00
Savings Fifth Third Bank				\$10,062.81
Balance of ICRA Treasurer				\$31,325.87

Presented in ICRA Annual Report on  
11/03/2011  
Lori L. Carroll, CTR  
Treasurer



## 2011 AUDIT REPORT OF 2010 TREASURY

Auditor: President-Elect, Sherry Dowling, CTR

Date of Audit: January 8, 2011

After an extensive review of the credits and debits documented in the ICRA ledger, and the 2010 bank statements, I have found our association to be financially responsible.

Budgets are required for each board position and members did an excellent job of staying within their budgetary restraints.

Note: The ICRA board rejected the first Fall Program budget, gave the Program Committee some pointers and challenged them to cut expenses so the registration fee would not be raised. The committee met with the hotel again, resubmitted their budget, and was able to save the association some money.

All debits require a receipt for reimbursement and the treasurer did an extraordinary job of documenting this requirement.

This audit was conducted just prior to treasurer transition. There were three outstanding checks. One of these had been outstanding for over a year. This check had been issued to a board member, therefore it was voided and a replacement check was written and documented in the 2010 transaction register. A new check book transaction register was prepared for the 2011 treasurer with a starting audited balance of \$13,200.34. (additional funds include \$10,000 in our saving account and a \$10,000 CD).

Total funds at the time of audit \$33,200.34.

### Documents reviewed:

1. Checking Bank Statements
2. Check book transaction register
3. Saving account activity
4. Certificate of Deposit verification
5. 2010 Conference attendee checks and bank deposits
6. ICRA Handwritten Ledger
7. Invoices/receipts and reimbursements
8. Travel reimbursement requests
9. Fall conference receipts

This report was submitted at the January 14, 2011 ICRA board meeting.

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Sherry Dowling, CTR

Committee Members: Judi Reininga, CTR

Purpose of Position/Committee: This committee shall ensure that the annual business meeting and the Board of Directors meetings are conducted according to the ICRA bylaws. This committee shall also review the existing bylaws and propose amendments to the bylaws as needed. This committee shall serve as an ad hoc Ethics committee as needed.

Charges/Goals/Accomplishments:

1. Prepared goals and budget and presented at first DOB meeting
2. Selected committee members
3. Attended ICRA board meetings
4. Monitored Board of Directors meetings to ensure that ICRA bylaws were followed.
5. Prepared a status report for each board meeting.
6. Submitted two articles to The Indiana Abstract.
7. Reviewed current bylaws
8. Reviewed current Code of Ethics
9. Reviewed and Revised policies & procedures is needed.
10. Prepared and submitted this Annual Report

Recommendations for Next Year:

1. Read the policy & procedures ASAP
2. Maintain electronic files (on the diskette within the P&P manual). ICRA is required to keep all Bylaws indefinitely, current and old versions are on the diskette.
3. Keep an extra copy of the current bylaws as a "Working ICRA Bylaws" this file to be used as a draft of amendments requested (be sure to highlight changes).
4. Review the ICRA Bylaws before the first Board of Directors meeting in January.
5. Review the Code of Ethics.

Respectfully submitted by: Sherry Dowling, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Education Committee

Officer or Committee Chair: Ellen Hurd, LPN, CTR

Committee Members: None

Purpose of Position/Committee: Host workshop deemed necessary by the membership  
(CTR Prep, Beginning level)

Charges/Goals/Accomplishments:

Several members had requested a follow up workshop for this year during the 2010 ICRA conference. No questionnaire was sent to the members since we had a plan.

A planned onsite hosting facility agreed to Host the meeting. It was planned for June 22<sup>nd</sup> 2011. With limited people being able to attend the onsite location meeting, I then changed it to a WebEx session so people could attend from their facility Via the internet on August 17<sup>th</sup>, 2011.

Recommendations for Next Year:

We have already had several requests for a CTR Prep workshop early in the year as well as the later part of the year from people taking the exam at both offerings for the year.

Respectfully submitted by: Ellen Hurd, LPN, CTR



INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title:                      Historian

Officer or Committee Chair:                      Sherry Dowling, CTR  
   Judi Reininga, CTR  
   Joann Schultz, RHIT, CTR

Purpose of Position/Committee:                      To collect and maintain ICRA historical material and memorabilia. Display material at the ICRA Fall Conference.

Charges/Goals/Accomplishments:                      Collected memorabilia pertaining to ICRA members. Created a game for the ICRA Fall Conference. Attended all Executive Committee meetings and reported on activities. Submitted annual report to the President

Recommendations for Next Year:                      Keep historical material up to date. Work on thinning material no longer pertinent to retain. Scan photos.

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 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 emails made.
2.     Copied checks and deposited; sent copies of check and deposit slip to Treasurer.
3.     Sent letters to members with lapsed memberships.
4.     Updated membership list and mailing labels.
5.     Mailed dues receipt with membership cards.
6.     Attended 3 Board of Director Meetings and reported activities and status of membership.
7.     Prepared budget for position.
8.     Submitted articles to the spring and fall The Indiana Abstract.
9.     Provided Membership List to Nomination Chair and Program Co-Chair.
10.    Provided Labels file for Nomination Committee, Program Co-Chair.
11.    Provided Correspondence Directory Labels for Distinguished Member mailing.
12.    Prepared Annual Report.

93 Paid ICRA members 2011-12

1 Honorary Member

15 New members

7 Associate members

Please join me in welcoming 15 new members for 2011-2012;

Stacy Baynes, BS, Madison, IN; Marian Brown, CTR, South Bend, IN; Wendy Clingan, RT, South Bend, IN; Dawn Debolt, BS, RHIA, CTR, Crown Point, IN; Leonora Feden, RHIT, CTR, South Bend; Karrie Kornell Ihrle, Fort Wayne, IN; Paula Kepner, RHIT, CTR, Kuttawa, KY; Judy Libera, AAS, CTR, South Bend; Tracy Loar, Muncie, IN; Alissa Napier, Indianapolis, IN; Pamela Neal, Bloomington, IN; Elizabeth Patberg, Evansville, IN; Vanessa Perkins, BS, South Bend; Kimberly Sisk, RHIT, Evansville, IN; Keila Turner, CMA, Anderson, IN.

Recommendations for Next Year:

Contact potential members to increase number of ICRA memberships.

Respectfully submitted by: Judi Reininga, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Program Chairman

Officer or Committee Chair: Nancy Whipple, CTR

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 2010 thru November 2011

- 1) Preliminary budget was submitted to the ICRA board at the January meeting
- 2) Speakers were selected and topics assigned for the fall educational conference.
- 3) Arrangements were made with Primo Banquet Facility that included projected pricing, keynote speaker
- 4) Contact was made with the A/V department recommended by Primo Banquet Facility and equipment was reserved for the fall educational workshop.
- 5) Hotel pricing was secured with the Hampton Inn and Homewood Suites.
- 6) Hotel arrangements were made for April Fritz and Vicki Chiapetta.
- 7) Board approval was gained to allow ICRA board members to have a discount on registration fees to the fall educational workshop.
- 8) Board approval was gained to provide honorariums to speakers.
- 9) Attend the board meeting in January
- 10) Registration folders and notebooks were purchased for the fall educational conference.
- 11) Site visit to Primo Banquet facility.
- 12) Registration packets were individually labeled so that ICRA member would receive the annual report and voting cards in their respective folder.
- 13) Name cards were made for attendees, speakers and vendors.
- 14) Registration sign in sheets were made and placed on registration table
- 15) 2011 Fall Educational Conference budget will be finalized and presented to the ICRA board meeting.
- 16) Summary of evaluation forms will be submitted to the ICRA board at the January 2012 meeting.
- 17) 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: Nancy Whipple, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title:	Public Relations
Officer or Committee Chair:	Brandy Lewis, CTR
Committee Members:	Kolleen Spencer, Andrea Foltz
Purpose of Position/Committee:	To bring ICRA to the attention of the public and other allied health professionals; to keep the members informed and abreast of current cancer registry and ICRA issues through publication of The Indiana Abstract; and offer condolences upon the death of family members of ICRA Members.
Charges/Goals/Accomplishments:	Published 2 issues of The Indiana Abstract newsletter, In April and September, distributed The Governor's Proclamation
	To ICRA membership as well as to hospital CEO's for National Cancer Registrars Week, contacted and obtained sponsoring partners for ICRA, submitted grant and scholarship requests, attended ICRA Board meetings, and mailed sympathy cards.
Recommendations for Next Year:	None at this time
Respectfully submitted by:	Brandy Lewis, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title:                Ways & Means

Officer or Committee Chair:            Joann Schultz, RHIT, CTR

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

Purpose of Position/Committee:        As defined in Webster's seventh new collegiate dictionary, Ways & Means: Methods and resources for accomplishing something and especially for defraying expenses. Methods and resources for raising the necessary revenues for expenses. The monies generated by ICRA's Ways & Means Committee are used to fund ICRA's educational programs, and to fund an ICRA member or members registration to NCRA's Annual Conference

Charges/Goals/Accomplishments:

1. Coordinated all aspects of the Ways & Means booth at the Fall Conference
2. Submitted articles to the Indiana Abstract for the Spring and Fall issues
3. Maintained an inventory list with accurate cost per item
4. Coordinated the Fall Conference gift
5. Coordinated the drawing for the NCRA Annual Conference registration
6. Attended all Executive Board meetings

Recommendations for Next Year:    Continue to investigate new ideas for fundraising, reduce inventory

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 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 edition 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  
6 Books donated to IHIMA & NCRA  
275 Books Sold (135 books need to be sold to cover printing and shipping)  
40 Books Left to be sold  
  
\$2217.00 Total Money taken in (1075.87 to cover shipping and printing)  
\$1141.13 Total profit to be used for NCRA Scholarship

Recommendations for Next Year:

Sell remaining cookbooks.

Respectfully submitted by: Judi Reininga, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Website

Officer or Committee Chair: Cassie Nobbe, CTR

Committee Members: Gail Henderson, CTR  
Sherry Dowling, CTR

Purpose of Position/Committee: The Website Committee is responsible for maintaining the official website of the Indiana Cancer Registrars Association: [www.icra-indiana.net](http://www.icra-indiana.net).

Charges/Goals/Accomplishments:

1. Updated the current website without a member's only section.
  - a. Calendar of Events
  - b. Fall Conference
  - c. Edition of public material from the old site ([www.icra-indiana.com](http://www.icra-indiana.com))
2. Researched options for maintaining the website through a professional web design business.
3. Evaluated the old site ([www.icra-indiana.com](http://www.icra-indiana.com)) and the new site ([www.icra-indiana.com](http://www.icra-indiana.com)) to decide which content/information would need to be updated and/or removed.
4. Researched other state organization sites for design and content.
5. Chose Website Maintenance Labs (revision30) to update and maintain our site.
6. Continued to use Yahoo! as our webhost.
7. Updated the content of both the public and private (members only) information before starting the makeover with Website Maintenance Labs.
8. Chose a template for Website Maintenance Labs to use for our site makeover.
9. Created a procedure for the photo storage account through Flickr.
10. Checked the ICRA e-mail account ([icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com)) on a regular basis and responded or forwarded the e-mail to the appropriate Board member(s) as applicable.
11. Forwarded the old contact ICRA e-mail account ([www.icra-indiana.com](http://www.icra-indiana.com)) to the new account.
12. Prepared the current ICRA e-mail account, [icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com) for broadcast e-mailing.
13. Revised the Website Committee Policy and Procedure (10/2011).

Recommendations for Next Year:

1. Continue to update the content of the website to meet the needs of ICRA's membership.
2. Add archived documents to the website's private (members only section) for storage.

Respectfully submitted by: Cassie Nobbe, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

Position/Committee Title: Liaison – American Cancer Society

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

Committee Members:

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 becomes familiar with the Indiana Cancer Registrars Association and that the organizations work together in joint ventures.

The liaison has been selected as a stock holder for the American Cancer Society and will be serving on their grants committee. Educational grants are available from the American Cancer Society, and our liaison researched what information we would need to apply for possible educational grants.

The liaison also noted that the American Cancer Society has a packet that they can send out to patients which includes information on survivorship. These packets must be requested by the patient and not the hospital or oncology program.

Recommendations for Next Year: Continue working with the American Cancer Society



INDIANA CANCER REGISTRARS ASSOCIATION  
2011 ANNUAL REPORT

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

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

Committee Members:

Purpose of Position/Committee: 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 was accomplished, the booth being stocked with information that could be taken by the attendees.

Recommendations for Next Year: Continue participation in the IHIMA Spring Conference



**ANNOUNCEMENT OF ELECTION PROCESS & OUTCOME OF 2011/2012 OFFICERS  
OCTOBER 31, 2011**

Number of paid members for association year 2011:	92
Number of members eligible to vote: (Excluded 1 honorary member)	91
Call for Nominations:	August 16, 2011
Deadline for receipt of Nominations:	September 3, 2011
Date ballots mailed:	October 13, 2011
Deadline for receipt of ballots (postmarked):	October 22, 2011
Ballots returned:	59
Invalid ballots:	3
Valid ballots:	56 (62%)

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**INDIANA CANCER REGISTRARS ASSOCIATION 2011/2012 OFFICERS  
TO BE INSTALLED NOVEMBER 4, 2011**

**INCOMING PRESIDENT: SHERRY DOWLING, CTR**  
**PRESIDENT ELECT: JOANN SCHULTZ, RHIT, CTR**  
**VICE-PRESIDENT: NANCY WHIPPLE, CTR**  
**SECRETARY: CASSANDRA NOBBE, CTR**  
**TREASURER: KOLLEEN SPENCER, CTR**

**LOCATION FOR THE 2013 ANNUAL ICRA FALL CONFERENCE: INDIANAPOLIS, IN  
AREA**

Respectfully submitted,  
Camille Foley  
Camille Foley, RHIT, CTR  
Past-President/Nomination Chair

2011/2012 Nomination Committee  
Pat O'Leary, RHIT, CTR  
Claudia Jenkins, CTR