



**EXECUTIVE COMMITTEE
AND
BOARD OF DIRECTORS
ANNUAL REPORT**

NOVEMBER 2011 – NOVEMBER 2012

**Submitted to the Membership
November 1, 2012**

TABLE OF CONTENTS

2012 Business Meeting Agenda	3
2012 Recognition and Installation Ceremony Agenda	4
ICRA 2011 Annual Business Meeting Minutes	5 - 9
ICRA 2011 Recognition and Installation Ceremony Minutes	10-11
Treasurer Annual Report by Fiscal Year	12-13
President Message	14
2011-2012 ICRA Board of Directors and Committee Members.....	15-16
2012 Membership List.....	17
 Executive Committee Annuals Reports:	
President Annual Report	18
President-Elect Annual Report	19
Past President/Nominations Committee Annual Report	20-21
Vice President/NCRA/COC Liaison Annual Report	22
Secretary Annual Report	23
Treasurer Annual Report	24
Treasurer Report by Quarter	25
 Committee Annual Reports:	
Audit Committee Annual Report	26
Awards Committee Annual Report	27
Bylaws Committee Annual Report	28
Education Committee Annual Report.....	29-30
Historian Annual Report	31
Membership Committee Annual Report	32
Program Committee Annual Report	33
Public Relations Committee Annual Report	34
Ways and Means Committee Annual Report	35
Cookbook Subcommittee Report	36
Website Committee Annual Report	37-38
 Liaison Annual Reports:	
American Cancer Society	39
Indiana Health Information Management Association	40
Indiana State Department of Health, Cancer Registry.....	41
NCRA and CoC - given with Vice President Report	
Bylaws and Amendments	42-43
2012 – 2013 Board of Directors	44



INDIANA CANCER REGISTRARS ASSOCIATION
2012 Annual Business Meeting Agenda
Thursday, November 1, 2012
Fishers Hospitality & Conference Center
Fisher, IN

- | | | |
|-------|---|--------------------------------|
| I. | Call to Order – 2012 ICRA Business Meeting | Sherry Dowling |
| II. | Adoption of Agenda | Sherry Dowling |
| III. | Quorum of Membership (2/3 present) | Judi Reininga |
| IV. | 2011 Annual Business Meeting Minutes | Cassie Nobbe |
| V. | Fiscal Year Report | Kolleen Spencer |
| VI. | New Business: | |
| | A. President's Message | Sherry Dowling |
| | B. Board of Directors' Report Presentations | |
| | 1. Executive Committee Reports | |
| | President | Sherry Dowling |
| | President-Elect | Joann Schultz |
| | Past President | Jan Duncan |
| | Vice President | Nancy Whipple |
| | Secretary | Cassie Nobbe |
| | Treasurer | Kolleen Spencer |
| | 2. Committee Reports | |
| | Audit Committee | Joann Schultz |
| | Awards Committee | Sherry Dowling |
| | Bylaws Committee | Judi Reininga |
| | Education Committee | Janet Stengel |
| | Historian | Nancy Hunt |
| | Membership Committee | Judi Reininga |
| | Nominations Committee | Jan Duncan |
| | Program Committee | Nancy Whipple |
| | Public Relations Committee | Brandy Lewis |
| | Ways and Means Committee | Joann Schultz |
| | Cookbook Subcommittee | Judi Reininga |
| | Website Committee | Cassie Nobbe |
| | 3. Liaison Reports | |
| | ACS | Michelle Hoskins |
| | IHIMA | Lolita (Lee) Thompson |
| | ISDH | Stephanie Barnett |
| | NCRA | Nancy Whipple |
| | CoC | Nancy Whipple |
| | C. Bylaws and Amendments | Judi Reininga & Sherry Dowling |
| | D. Motion to destroy ballots | Jan Duncan |
| | E. 2012-2013 Board of Directors | Jan Duncan & Joann Schultz |
| VII. | Old Business | Sherry Dowling |
| VIII. | Meeting Adjournment | Sherry Dowling |



INDIANA CANCER REGISTRARS ASSOCIATION
2012 Recognition and Installation Ceremony Agenda
Friday, November 2, 2012
Fishers' Hospitality & Conference Center
Fisher, IN

- | | |
|--|--|
| 1. Welcome | Sherry Dowling |
| 2. Recognition of New CTRs | Sherry Dowling
Nancy Whipple |
| 3. Recognition of 2011-2012 Board of Directors | Sherry Dowling |
| 4. 2012 Distinguished Member Award | Awards Committee:
Sherry Dowling, Martha Hill
and Danilee Thompson |
| 5. 2012 President's Award | Sherry Dowling |
| 6. President's Farewell Message | Sherry Dowling |
| 7. Installation of 2013 Officers | Joann Schultz, Judi Reininga
and Paul Rice |
| 8. Passing of the Presidential Gavel | Sherry Dowling
Joann Schultz |
| 9. 2013 Presidential Message | Joann Schultz |
| 10. Conclusion of Ceremony | Joann Schultz |



**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2011 ANNUAL BUSINESS MEETING**

DATE: November 3, 2011
TIME: 1:00 p.m. – 1:50 p.m.
LOCATION: Primo Banquet Hall
Plainfield, IN

MEMBERS PRESENT:

2011 ICRA MEMBERS (Members only to Vote)
2011 ICRA Fall Conference Attendees (Non ICRA members)

CALL TO ORDER:

The 2011 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President, Jan Duncan.

ADOPTION OF AGENDA:

The first order of business was the Adoption of the Agenda. The agenda was located in the Annual Report, on page 3. It was moved to approve the agenda with a correction of the date for Friday's events.

QUORUM OF MEMBERSHIP:

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

2010 ANNUAL BUSINESS MEETING MINUTES:

Jan Duncan asked if there were any additions or corrections regarding the 2010 Annual Business Meeting Minutes. No concerns, questions or deletions were noted. Jan asked for a motion to accept the minutes as present. Judi Reininga motioned that the minutes be accepted as presented. Paul Rice seconded the motion and all were in favor. Motion carried and the minutes from the 2010 ICRA Annual Business Meeting were approved.

EXECUTIVE COMMITTEE REPORTS:

President:

Jan Duncan referenced her report on page 14. She reported that Gail Henderson served as the President for the first part of the year and resigned due to family health issues. She highlighted the goals and accomplishments of the President and made recommendations

for the new term. These included: presided over Board meetings, prepared the budget, submitted articles to the Abstract, chaired the Awards Committee, and served on the Website committee.

President-Elect & Audit:

Sherry Dowling referenced her report on page 15. She highlighted the goals and accomplishments of the President-Elect and made recommendations for the new term. These included: attended Board meetings, submitted articles to the abstract, attended the NCRA (National Cancer Registrars Association) conference, appointed co-chairs for the 2012 ICRA Fall Conference, researched and secured a location for the 2012 conference, and conducted the audit of ICRA's financials.

Past President/Nominations:

Camille Foley referenced her report on page 16. She highlighted the goals and accomplishments of the Past President and Nominations Committee and made recommendations for the new term. These included: attended ICRA board meetings, distributed the call for nominations to 91 members, mailed election ballots, and notified the candidates of the results.

Vice President/NCRA/COC Liaison:

Jan Duncan referenced her report on page 17. She highlighted the goals and accomplishments of the Vice President/NCRA & COC Liaison and made recommendations for the new term. These included: attended ICRA board meetings, submitting articles for the Abstract, and contacted NCRA for the names of the new CTRs for Indiana.

Secretary:

Cassandra Nobbe referenced her report on page 18. She highlighted the goals and accomplishments of the Secretary and made recommendations for the new term. These included: purchased a digital recorder to aid in the transcription of meeting minutes, created a photo storage account, purchased a scanner for archiving ICRA documents, and updated the membership generic e-mail account.

Treasurer:

Jan Duncan reported that Lori Carroll was not present for the meeting and referenced her reports on pages 19-21.

Audit Report:

Sherry Dowling referenced The Audit Report for the 2011 Treasury review on page 22. She reported the review included: bank statements, transaction register, savings account activity, Certificate of Deposit verification, 2010 conference attendee checks/bank deposits, invoices, receipts, reimbursements, and fall conference receipts. She reported the total funds at the time of the audit were \$33,200.34. These funds include a checking balance of \$13,200.34, \$10,000 certificate of deposit, and \$10,000 savings account.

COMMITTEE REPORTS:**Bylaws:**

Sherry Dowling noted her report to be found on page 23. She highlighted the goals and accomplishments of the Bylaws Committee and made recommendations for the new term. These included: selecting committee members, reviewing current laws and code of ethics, and monitoring ICRA activities. She reported that for the new term she would like to keep an electronic copy of the bylaws as a "working draft" to aid in future amendments.

Education:

Ellen Hurd referenced her report on page 24. She highlighted the goals and accomplishments of the Education Committee and made recommendations for the new term. These included: hosting a follow-up workshop via a webinar on August 17th, 2011. She reported the membership as requested CTR preparation workshops for 2012.

Historian:

Joann Schultz reported that she, Judi Reininga and Sherry Dowling served as co-chairs for the Historian, and referenced their report on page 25. She highlighted the goals and accomplishments of the Historian and made recommendations for the new term. These included: collecting memorabilia pertaining to ICRA members, created a game for the fall conference and attended all ICRA board meetings.

Membership:

Judi Reininga referenced her report on page 26. She highlighted the goals and accomplishments of the Membership Committee and made recommendations for the new term. These included: sent membership renewals/applications, contacted members with lapsed memberships, updated lists, attended board meetings, submitted articles to the Abstract, provided lists and mailing labels as requested. She reported for 2011-2012 there are 93 paid members, 15 new members, 7 associate members, and 1 honorary member.

Program:

Nancy Whipple referenced her report on page 27. She highlighted the goals and accomplishments of the Program Committee and made recommendations for the new term. These included: created a budget, selected speakers and topics, contacted the facility and local hotels for pricing, visited the sites, attended board meetings, purchased folders and notebooks for the conference, created registration packets, created name cards, and created evaluation forms for the conference.

Public Relations:

Brandy Lewis referenced her report on page 28. She highlighted the goals and accomplishments of the Public Relations Committee and made recommendations for the new term. These included: attending board meetings, publishing the spring and fall edition of the Indiana Abstract, distributed the Governor's Proclamation, obtained sponsors for the fall conference, submitted grant and scholarship requests and mailed sympathy cards.

Ways and Means:

Joann Schultz referenced her report on page 29. She highlighted the goals and accomplishments of the Ways and Means Committee and made recommendations for the new term. These included: attending board meetings, coordinated the booth at the Fall Conference, submitted articles to the Abstract, maintained an inventory list of ICRA products, selected and purchased the fall conference gift, and coordinated the drawing for the NCRA Annual Conference.

Cookbook:

Judi Reininga referenced her report on page 30. She highlighted the goals and accomplishments of the Cookbook Committee and made recommendations for the new term. These included: attending the board meetings, kept a record of the books sold, and submitting articles to the Abstract. She reported that prior to the fall conference there were 40 books left to sell. She reported selling numerous books during the conference and an updated total would be reported at the meeting in January.

Website:

Cassandra Nobbe referenced her report on page 31. She highlighted the goals and accomplishments of the Website Committee and made recommendations for the new term. These included: updated the current site, researched options for a new design/webhost, evaluated both working sites for content, selected a design company and template, updated the content, created a photo storage account, checked the e-mail and responded or forwarded the messages as appropriate, and revised the website policy and procedure. She reminded the membership to keep the board informed of any changes to their contact information as to not miss out on any broadcast e-mails.

LIAISONS:

American Cancer Society:

Pat O'Leary referenced her report on page 32. She highlighted the goals and accomplishments of the American Cancer Society Liaison and made recommendations for the new term. She reported she was selected as a stock holder for the American Cancer Society and would serve on the grants committee. She reported that the American Cancer Society has many resources to aid patients and help registrars achieve the new standards set forth by the Commission on Cancer for 2012.

Indiana Health Information Management Association:

Pat O'Leary referenced her report on page 32. She highlighted the goals and accomplishments of the Indiana Health Information Management Association Liaison and made recommendations for the new term. She reported providing an education booth during the IHIMA spring conference.

Jan Duncan noted that the Board did not have an official Indiana State Department of Health liaison for 2011 term.

She noted that the 2011-2012 Executive Committee would be:

President:	Sherry Dowling, CTR
President-Elect:	Joann Schultz, RHIT, CTR
Vice President:	Nancy Whipple, CTR
Secretary:	Cassandra Nobbe, CTR
Treasurer:	Kolleen Spencer, CTR

A motion was made to destroy the ballots. The motion was seconded, and the membership approved the motion to destroy the ballots from the 2011 election for the 2012 executive committee. It was noted the 2013 conference would be located in Indianapolis, IN.

With no further business, Jan Duncan asked for a motion to adjourn the 2011 ICRA Annual Business Meeting. The motion was made, seconded, the membership voted and the meeting was adjourned.

Respectfully Submitted,

Cassandra Nobbe, CTR
2011 ICRA Secretary



**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2011 RECOGNITION AND INSTALLATION CEREMONY**

DATE: November 4, 2011

TIME: 1:00 PM

LOCATION: Primo Banquet Hall
Plainfield, IN

MEMBERS PRESENT

2011 ICRA MEMBERS & 2011 ICRA Fall Conference Attendees

The 2011 Recognition/Installation Ceremony was called to order by President Jan Duncan.

Jan Duncan, Vice-President and NCRA Liaison, announced the new CTRs for 2011 and presented each recipient with a pin. The following people passed the CTR Exam in 2011:

- Tracy Banks, RHIT, CTR, Franciscan Alliance (St Margaret Mercy Healthcare, Hammond)
- Marla Cole, BA, CTR, IU Goshen
- Evelyn Petrosky, RHIT, CTR, VA Northern Indiana (Fort Wayne)
- Heather Scott, CTR, Community Healthcare Network
- Stacy Whaley, CTR, Franciscan Alliance (St Anthony, Crown Point)

Jan Duncan recognized the 2011 Board of Directors and committee chairs and presented each member with a certificate of appreciation. The 2010-2011 Board of Directors, Committee Chairs and Liaisons included:

- President Elect/Bylaws Committee Chair: Sherry Dowling
- Vice President/COC & NCRA Liaison: Jan Duncan
- Secretary/Website Committee Chair: Cassie Nobbe
- Treasurer: Lori Carroll
- Nominations Committee Chair: Camille Foley
- Public Relations Committee Chair: Brandy Lewis
- Education Committee Chair: Ellen Hurd
- ACS/IHIMA Liaison: Pat O'Leary
- Program Committee Chair: Nancy Whipple
- Membership/Cookbook Committee Chair/Historian: Judi Reininga
- Ways and Means/Historian: Joann Schultz

Jan Duncan presented the 2011 President's Award to Cassie Nobbe, 2011 ICRA Secretary and Website Committee Chair and thanked her for her service to ICRA.

Jan Duncan presented Betty Jeffers with the 2011 Distinguished Member Award. She reported that all the nominations received were for Betty. She thanked Betty for her years of service to ICRA and her willingness to always lend a hand.

Jan Duncan gave the President's farewell speech.

Sherry Dowling presented Gail Henderson (ICRA president for the first nine months) with the Presidential plaque and a gift for her services. Gail reported to the membership her reason for her resignation and thanked the Board members for all of their hard work during the year. Sherry represented Jan Duncan with a presidential plaque for taking over as President when Gail resigned.

Sherry Dowling introduced her sister, who would be performing the installation ceremony. The following members were installed for 2011-2012:

- President Elect/Ways & Means Committee Chair, Joann Schultz
- Past President/Nominations Committee Chair: Jan Duncan
- Vice President/NCRA & CoC Liaison/Program Committee Chair: Nancy Whipple
- Secretary/Website Committee Chair: Cassie Nobbe
- Treasurer: Kolleen Spencer
- Bylaws, Membership and Cookbook Committee Chair: Judi Reininga
- Public Relations Committee Chair: Brandy Lewis
- Education Committee Chair, Jan Stengel,
- Indiana State Cancer Registry Liaison: Stephanie Barnett
- American Cancer Society Liaison: Michelle Hoskins
- Indiana Health Information Management Association Liaison: Lee Thompson
- Historian: Katelyn Elliott.

Jan Duncan passed the presidential gavel to Sherry Dowling and Sherry delivered her 2012 Presidential message. She reported her theme for 2012 would be, "Our time to Shine."

The meeting was adjourned at 1:40 PM.

Respectfully submitted by,

Cassie Nobbe, CTR
2011 ICRA Secretary

INDIANA CANCER REGISTRARS TREASURER 2011-2012 FISCAL YEAR REPORT

2011/2012 Fiscal Year by Quarters				
	2011			2012
Beginning Balance	\$ 12,444.22	\$ 11,672.08	\$ 11,263.06	\$ 14,954.93
2011/2012 Fiscal Year by Quarters	April - June	July - Sept.	Oct. – Dec.	Jan. - March
Income:				
	0.76	0.89	1.02	1.03
Interest-savings	6.06	2.55	4.19	1.79
Interest-Maturity of Certificate of Deposit	36.68			
Scholarship Fund				10.00
Memberships dues	1,175.00	160.00	50.00	1,255.00
Sponsorships –vendors		1,450.00		1,200.00
2011 NCRA basket program proceeds		60.52		
2011 ICRA Fall Conference Registration			12,482.50	
Ways & Means- Booth & Silent Auction			579.00	
Membership-Cookbook Sales			218.00	
Check-Void #1884			28.00	
Balance Income Quarterly	\$ 1,218.50	\$ 1,673.96	\$ 13,362.71	\$ 2,466.38
Income Fiscal year End	\$ 13,662.72	\$ 13,346.04	\$ 24,625.77	\$ 17,421.31
Expenses:				
Audit Meeting(mileage)				
Board Expenses (mileages/lunch)	295.00	688.95		620.00
Treasurer/Office products(binder, tabs)				12.23
Public Relations-pastel paper	11.22			
Secretary-digital recorder	59.99			
Tote for NCRA basket	24.00			31.49
NCRA basket-limestone clock	29.43			
CTR pins	50.06			
CNA Surety Bond	278.00			
NCRA registration fee for 2 attendees				990.00
President-Elect Mileage/Lunch		111.10		
Website Makeover/Monthly maintenance		430.00		180.00
Yahoo Web Hosting		51.80	119.40	
Scanner w/warranty			334.98	
Program- Supplies for Fall Conference			461.99	
Historian-Prizes			20.00	
Fall Conference Installation Program-flowers			26.90	

INDIANA CANCER REGISTRARS TREASURER 2011-2012 FISCAL YEAR REPORT CONTINUED				
	2011			2012
2011/2012 Fiscal Year by Quarters	April - June	July - Sept.	Oct. -Dec.	Jan. - March
Ways & Means/Program-Fall Conference Gifts		548.58		
Fall Conference Speaker-2011 Development Fee		250.00		
Fall Conference Awards - Plaques			86.00	
Primo's Fall Conference Deposit 2011	1,200.00			
Fisher's Conference Ctr Deposit for 2012			1,600.00	
Reimbursement/Fall Conference Speaker Expenses			350.40	
Primo West - itemized bill 2011 Fall Conference			6,666.98	
New Checks				36.90
IHMA Liaison/banker box				11.49
Reimbursement/Fall Conference 2010				135.00
Reimbursement/ACOS speaker hotel				96.60
Reimbursement/Fall Conference 2011				236.25
Total Expenses by Quarter:	\$ 1,947.90	\$ 2,080.43	\$ 9,666.65	\$ 2,349.96
Balance of ICRA Checking Account	\$ 11,672.08	\$ 11,263.06	\$ 14,954.93	\$ 15,070.04
Certificate of Deposit = \$10,000-- Effective date 6/15/2011-Maturity date 6/15/2013 @ the rate of .75% per annum. Projected interest earned of \$150.00 at the date of maturity.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Saving Account:	\$ 10,060.27	\$ 10,062.81	\$ 10,067.00	\$ 10,069.59
Total Revenue Fiscal Year End:	\$ 31,732.35	\$ 31,325.87	\$ 35,021.93	\$ 35,139.63

Presented at the ICRA Annual Business Meeting 11/01/2012
Kolleen Spencer, CTR, ICRA Treasurer

PRESIDENT MESSAGE

From ICRA's Installation Ceremony on November 4, 2011

It is with great excitement and pride that I greet you as the New President of the Indiana Cancer Registrars Association. Your membership demonstrates your commitment and support for our professional organization.

I will be working with an exceptionally talented board of directors to implement my goals for the association which include:

- Improving communication with members
- Enhancing educational opportunities
- Encouraging professionalism

We, as cancer registrars, and ICRA have overcome multiple changes through the years. These changes although difficult at times have nurtured us and made us what we are today. The difficulties facing our cancer programs as we incorporate the new CoC standards will be challenging, yet these current challenges also provide an excellent opportunity for us to shine as professionals. As some of these standards will require clinical changes, multidisciplinary input is essential. As the healthcare community is embracing evidence based data we are in a unique position. Our data is becoming more valuable and with the help of NCDB and the CP3R we have years of evidence based data available.

Our profession is evolving and the changes are like rain, sometimes gentle and refreshing and other times difficult to deal with, coming at us like a flood, but always necessary for survival.

So, as we enter the New Year, embrace the changes, offer nourishment by supporting each other and we will bloom both as individuals and as an organization.

Remember we are professionals and it is "Our Time to Shine"!

Thank you!

Sherry Dowling, CTR
ICRA President

**INDIANA CANCER REGISTRARS ASSOCIATION
2011-2012 Board of Directors Roster**

President: Sherry Dowling, CTR
Schneck Medical Center
411 West Tipton Street
Seymour, IN. 47274
Office: 812-522-0475
Fax: 812-522-0195
Email: sdowling@schneckmed.org

**President-Elect/Audit/Ways & Means
Committee Chair:**
Joann Schultz, RHIT, CTR
Porter Regional Hospital
85 East US HWY 6
Valparaiso, IN 46383
Phone: 219-983-8646
FAX: 219-983-8083
E-Mail: joann.schultz@porterhealth.com

**Past President/Nomination
Committee Chair:**
Jan Duncan, RHIT, CTR
Community Hospital
901 MacArthur Blvd.
Phone: 219-836-4541
E-mail: jduncan@comhs.org

**Vice President/NCRA & CoC Liaison
Program Committee Chair:**
Nancy Whipple, CTR
Community Health Network
1500 N. Ritter Avenue
Indianapolis, IN 46219
Office: 317-355-4948
FAX: 317-355-6919
E-mail: nwhipple@ecommunity.com

Secretary/Website Committee Chair:
Cassandra (Cassie) Nobbe, CTR
Margaret Mary Community Hospital
24 Six Pine Ranch Road
Batesville, IN 47006
Office: 812-932-4673 Ext. 3120
Fax: 812-933-3774
E-mail: cassandra.nobbe@mmch.org

Treasurer: Kolleen Spencer, CTR
St. Vincent Medical Group/Navion
8402 Harcourt Road, Ste 721
Indianapolis, IN 46260
Office: 317-338-3819
FAX: 317-338-3565
E-mail: kksponce@stvincent.org

Public Relations Committee Chair:
Brandy Lewis, AAGS, CTR
St. Vincent Hospital
8402 Harcourt Road, Ste 721
Indianapolis, IN 46260
Office: 317-338-2937
FAX: 317-338-3565
E-mail: bllewis@stvincent.org

Education Committee Chair:
Janet Stengel, RHIA, CTR
Franciscan St. Francis Health
8111 S. Emerson Ave.
Indianapolis, IN. 46237
Office: 317-528-5786
Fax: 317- 528-5293
Email: Janet.Stengel@Franciscanalliance.org

2011-2012 BOARD OF DIRECTORS ROSTER AND COMMITTEE MEMBERS

Bylaws/Membership Committee

Chair: Judi Reininga, CTR

12440 Old State Road

Evansville, IN 47725

Phone: 812-867-6029

E-Mail: judi_reininga@insightbb.com

ACS Liaison:

Michele Hoskins, BA, CTR

Floyd Memorial Hospital

1850 State Street

New Albany, IN 47150

Office: 812-981-6605

Fax: 812-948-4337

Email: michele.hoskins@fmhhs.com

ISCR Liaison:

Stephanie Barnett LPN, CTR

Community Hospital Network

Cancer Registry, Bldg. 2-LL-22E

1500 N. Ritter Avenue

Indianapolis, IN 46219

Phone: 317-355-5561

Fax: 317-355-6919

E-mail: SBarnett2@ecomunity.com

IHIMA Liaison:

Lolita (Lee) Thompson, CTR

Franciscan St. Francis Health

8111 S. Emerson Ave.

Indianapolis, Indiana 46237

Phone: 317-924-3259

Email: lthompson6625@sbcglobal.net

Co-Historian: Katelyn (Katie) Elliott

Community Hospital Anderson

1340 North Madison Avenue

Anderson, IN 46011

Office: 765-298-4227

Fax: 765-298-4942

E-mail: katelyn.elliott@ecomunity.com

Co-Historian: Nancy Hunt, CTR

Community Hospital of Anderson

1515 North Madison Avenue

Anderson IN 46011

Phone: 765-298-1624

Fax: 765-298-3115

E-mail: nancy.hunt@ecomunity.com

COMMITTEE MEMBERS:

Awards Committee Members: Martha Hill, CTR and Danilee Thompson, CTR

Bylaw Committee Members: Jean Edwards, RHIT, CTR and Martha Hill, CTR

Education Committee Member: Lisa LaGue, CTR

Nominations Committee Members: Joy James, RHIT and Rosemarie Taylor, RHIT, CTR

Program Committee Members: The ICRA Board

Publish Relations Committee Members: Millicent Ahmad, CTR

Ways/Means Committee Members: Judi Reininga, CTR and Paul Rice, RHIT, CTR;
Jean Edwards, RHIT, CTR and Martha Hill, CTR

Cookbook Subcommittee Chair: Judi Reininga, CTR

ICRA MEMBERSHIP LIST 2012

Rhonda Andzejewski
 Constance Barker, CTR
 Stephanie Barnett, LPN, CTR
 Stacy M. Bayne, BS
 Shelley Boltinghouse, RHIA, CTR
 Jill Branning, RHIT, CTR
 Diane Bulla, RHIT, CTR**
 Mindy Burch, CTR
 Anita Butz, CTR
 Lori Carroll, CTR
 Vicky Carter, CTR
 Maria Cole, CTR
 Charla Dark, CTR
 Dawn Debolt, BS, RHIA, CTR
 Sherry Dowling, CTR
 Peggy Downs
 Jan Duncan, RHIT, CTR
 Bonnie Durham, LPN, CTR
 Shirley, Edlin
 Jean Edwards, RHIT, CTR
 Katelyn Elliott
 Kimberly Elliott, BS,
 Patty Farran, RN, OCN, CTR**
 Elaine Ferren, LPN
 Camille Foley, RHIT, CTR
 Andrea Foltz, RHIA
 April Fritz, RHIT, CTR*
 Amelia Emily Furst, RHIT, CTR
 Martha Graves, RHIA, CTR**
 Jacqueline Harber, RHIA, CTR
 Tammy Harper, RHIT, CTR
 Gail Henderson, LPN, CTR
 Martha Hill, CTR
 Michelle Hill, RN, CTR
 Tammy Horvath, LPN, CTR
 Michele Hoskins, CTR
 Nancy Hunt, CTR
 Karrie Kornell Ihrie
 Joy James, RHIT
 Betty Jeffers, RHIT, CTR
 Claudia Jenkins, CTR
 Jackie Kintz, RHIT, CTR
 Susan Kirby, RN, OCN
 Judy Kirkland, CTR
 Amanda Krauchaar, RHIA
 Lisa LaGue, CTR
 Joyce Larko, RHIT, CTR
 Angela M. Lee, BA, CTR
 Bonita K. Leet, CPC
 Carol Lesch
 Brandy Lewis, AAGS, CTR

Judy A. Libera, AAS, CTR
 Tamara Loar, CTR
 Amy Logan, CTR
 Nicki Luginbill
 Karlana Marsh
 Pam McCleave, CTR
 Karen McCracken, RHIT, CTR
 Emily McNutty, RN
 Melissa Mishler, RHIT, CTR
 Cassandra Nobbe, CTR
 Pat O'Leary, RHIT, CTR
 Deborah Oliver, CTR
 Elizabeth Patberg
 Evelyn Petrosky, RHIT
 Valerie Phillippe, LPN, CTR
 Phyllis Polarek, RHIA, RHIT, CTR
 Karol Poyser, CTR
 Judi Reininga, CTR
 Paul Rice, RHIT, CTR
 Rosemarie Schubert, RHIT, CTR
 Joann Schultz, RHIT, CTR
 Debra Seibert
 Linda Smith, CTR**
 Karen Snitchler, RHIT, CTR
 Sheila Snyder, CTR
 Valerie Spadt, CTR
 Kolleen Spencer, CTR
 Tamara Ellen Stanton**
 Janet Stengel, RHIA, CTR
 Judith A. Stewart
 Taylor Stortz, RHIA
 Rosemarie Taylor, RHIT, CTR
 Danilee Thompson, CTR
 Lolita Thompson, CTR
 Richard Tooley, RT(T), CTR
 Nancy Tucker, CTR
 Kimberly Turpin, RHIT
 Shawna Verkamp, RHIT, CTR
 Lorrie Walker, CTR
 Cheryl Wannemacher, RHIT
 Nancy Whipple, CTR
 Cynthia Williams, BS
 Joann Zeller, MBA, RTT, CTR**
 Kara Zeinner, CTR

*Denotes Honorary Member

**Denotes Associate Member

Revised 09/27/2012

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: President Elect

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: None

Purpose of Position/Committee:

The President Elect shall succeed to the office of President at the conclusion of his/her term of office. The President Elect shall appoint the committee chairpersons for his/her term of office.

Charges/Goals/Accomplishments:

1. Attended all ICRA Board meetings
2. Assisted the President and Board when called upon to do so
3. Represented ICRA at the National Cancer Registrars Association Annual Education Conference in Washington, DC by attending the Presidents Breakfast
4. Organized the ICRA State Basket for the NCRA Annual Conference in Washington, DC
5. Selected a Program Chairperson and meeting location for the 2013 Fall Conference
6. Conducted the Audit of the Treasury –See Audit Committee Report
7. Selected individuals to conduct the installation of Officers, Committee Chairs and Liaisons at the Fall Conference
8. Selected individuals to serve as Committee chairpersons and Liaisons for 2012/2013
9. Prepared and submitted articles for the Indiana Abstract

Recommendations for Next Year:

Continue to maintain communication with the Board and ICRA members

Respectfully submitted by: Joann Schultz, RHIT, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Past-President & Nominations Committee

Officer/Committee Chair: Jan Duncan, RHIT, CTR

Committee Members: Joy James, RHIT
Rosemarie Taylor, RHIT, 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:

1. Attended all meetings of the Board of Directors.
2. Advised the Board and President as requested.
3. Followed the procedures for the nomination and election of officers.
4. Distributed the "Call for Nominations" to 91 members and received 12 replies for a 13% return rate.
5. Mailed election ballots to 93 members and received 51 valid ballots for a 55% return rate.
6. Notified each candidate of the results before announcing the results to the general membership.
7. Submitted articles to the Public Relations Chair for the *Indiana Abstract*.
8. Prepared a report of activities for inclusion in the Annual Report.

Recommendations for Next Year: Combine mailing of Call for Nominations with Nominations for Distinguished Member

Respectfully submitted by:

Jan Duncan, RHIT, CTR
(Signature)

November 01, 2012
(Date)

**INDIANA CANCER REGISTRARS ASSOCIATION
ANNOUNCEMENT OF ELECTION PROCESS AND OUTCOME
2013 OFFICERS
OCTOBER 23, 2012**

Position/Committee Title: Nomination Committee

Officer or Committee Chair: Jan Duncan, RHIT, CTR, Past President

Committee Members: Joy James, RHIT
Rosemarie Taylor, RHIT, CTR

Number of paid members for association year 2012: 93

Number of members eligible to vote: 93

Call for Nominations: July 6, 2012

Deadline for receipt of Nominations: July 20, 2012

Date ballots mailed: August 29, 2012

Deadline for receipt of ballots (postmarked): September 20, 2012

Date ballots counted: October 15, 2012

Ballots returned: 51

Invalid ballots: 0

Valid ballots: 51 (55% return)

**INDIANA CANCER REGISTRARS ASSOCIATION 2013 OFFICERS
TO BE INSTALLED NOVEMBER 2, 2012**

INCOMING PRESIDENT (PRESIDENT ELECT FOR 2011/2012): JOANN SCHULTZ, RHIT, CTR

PRESIDENT ELECT: JAN DUNCAN, RHIT, CTR

PAST PRESIDENT: SHERRY DOWLING, CTR

VICE PRESIDENT: NANCY WHIPPLE, CTR

SECRETARY: MARLA COLE, BA, CTR

TREASURER: MARTHA HILL, CTR

LOCATION FOR THE 2014 ANNUAL ICRA FALL CONFERENCE: INDIANAPOLIS, IN

Respectfully submitted: Jan Duncan, RHIT, CTR November 01, 2012
(Signature) (Date)

**INDIANA CANCER REGISTRARS ASSOCIATION
2012 ANNUAL REPORT**

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

Officer or Committee Chair: Nancy Whipple, CTR

Committee Members: ICRA Board

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.

Charges/Goals/Accomplishments:

1. Attended three Board of Directors meetings
2. Prepared a budget for the position
3. Submitted articles to The Indiana Abstract updating the membership on NCRA and COC activities
4. 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: Nancy Whipple, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Title: Secretary

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 and reminders for the Board of Directors Meetings.
2. Documented the minutes for each of the Board of Directors Meetings and electronic voting.
3. Created multiple broadcast e-mails and forwarded the information to the Website Committee Chair for distribution through ICRA's e-mail address (icra_indiana@yahoo.com).
4. Submitted articles to the Indiana Abstract.
5. Distributed and ordered supplies (stationary, envelopes, cards, etc) as requested by the Board members.
6. Scanned information from ICRA's previous meetings (1978-present) into portable document files (pdf) and created a log of the scanned information.
7. E-mailed the portable document files to icra_indiana@yahoo.com for on-line storage.
8. Reviewed/revised the secretary's policy and procedure.

Recommendations for Next Year:

1. Continues to archive ICRA's information using the scanner.
2. Continue to use the digital recorder to recording meeting minutes for ease in transcription.

Respectfully submitted by: Cassie Nobbe, CTR November 01, 2012
(Signature) (Date)

Position/Committee Title: Treasurer

Committee Members: Brandy Lewis, CTR

To maintain the financial well being of the association.

1. To attend all ICRA Board of Directors Meeting-3/3
2. To complete the duties of treasurer, in a timely and accurate manner, including, ledgers and spread sheets. Banking issues identified and in the process of being resolved.
3. Kept the President and Executive Board abreast of any concern/issues-accomplished
4. Completed forms and submitted to both the Indiana Department of Revenue and Internal Revenue Services-accomplished
5. Held accountable to both Executive Board as well as membership at the ICRA Annual Business Meeting.
6. Prepared and submitted articles for the "Indiana Abstract. -accomplished
7. Reviewed and update Policy and Procedures as needed.-accomplished

1. Certificate of Deposit information availability needs to be transferred to the incoming Treasurer.

24

INDIANA CANCER REGISTRARS TREASURER REPORT

2012 THIRD QUARTER	
Beginning Balance	\$ 15,143.10
Income:	July-Sept
Interest-checking	
Interest-savings	\$ 2.53
Interest-Maturity of Certificate of Deposit	
Memberships dues	\$ 275.00
CTR Workshop Registration Fee	\$ 350.00
Sponsorships -vendors	\$ 1,250.00
Third Quarter Income:	\$ 1,877.53
Expenses:	
Board Expenses (mileages/lunch)	\$ 480.30
CNA Surety Bond	\$ 278.00
Website Makeover/Monthly Update Fee/maintenance	\$ 250.00
Fall Conference/Umbrella's	\$ 470.06
Postage for return ballots	\$ 45.00
Postage for mailing ballots	\$ 45.50
Postage/Stamps	\$ 90.37
Stationary/Bennett Printing	\$ 120.00
Folders for Conference	\$ 34.00
CTR prep workshop reimburse/Jan Stengel	\$ 240.77
Third Quarter Expenses:	\$ 2,554.00
Balance of ICRA Checking Account	\$ 14,464.10
Certificate of Deposit = \$10,000-- Effective date 6/15/2011-Maturity date 6/15/2013 @ the rate of .75% per annum. Projected interest earned of \$150.00 at the date of maturity.	\$ 10,000.00
Saving Account:	\$ 10,074.63
Total Revenue:	\$ 34,538.73

Presented at the ICRA Board-Fall Conference 11/01/2012

Kolleen Spencer, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

Position/Committee Title: Audit Committee
Officer or Committee Chair: Joann Schultz, RHIT, CTR, ICRA President-Elect
Committee Members: None

2012 AUDIT REPORT OF 2011 TREASURY

Date of Audit: January 27, 2012

Various financial records were examined. All reports submitted by the Treasurer (Lori Carroll, CTR) represent the financial position of the Indiana Cancer Registrars Association and the financial transactions were made according to approved procedures.

January 1, 2011 thru December 31, 2011

Balance on hand 1/1/11	\$33,243.61
Total Expenses 2011	\$15,493.10
Total Income & Interest 2011	\$17,275.10
Balance on hand 12/31/11	\$35,025.61

**** Certificate of Deposit statements not available for review****

Respectfully submitted by: Joann Schultz, RHIT, CTR November 01, 2012
(Signature) (Date)

27

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members: Jean Edwards, RHIT, CTR
Martha Hill, 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 budget and goals for presentation at January DOB meeting.
2. Selected committee members.
3. Attended 3 ICRA BOD meetings and reported activities of committee.
4. Monitored the Board of Directors meetings to ensure that ICRA bylaws were followed.
5. Submitted articles to the spring and fall *The Indiana Abstract*.
6. Reviewed current bylaws and made recommendations for amendments.
7. Requested committee members to review and make recommendations for amendments.
8. Met with committee members to finalize recommendations for amendments.
9. Sent amendment recommendations to President July 24, 2012.
10. Presented amendment recommendations to BOD on September 7, 2012.
11. Recommendations sent to ICRA Membership September 10, 2012.
12. Reviewed Policy and Procedure for position.
13. Prepared Annual Report.

Recommendations for Next Year:

1. Review Code of Ethics.

Respectfully submitted by: Judi Reininga, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Education Committee

Officer or Committee Chair: Janet Stengel, RHIA, CTR

Committee Members: Lias LaGue, CTR

Purpose of Position/Committee:

The purpose of this position is to facilitate and enhance the communication and training of new coding rules as well as reinforce the application of current coding practices to both the ICRA Board of Directors and the members of ICRA; and to serve as an educational resource for all registrars.

Charges/Goals/Accomplishments:

1. Communicate relevant information about the latest coding changes and those that require reinforcement of correct coding techniques.
Accomplished through attendance at ICRA Board of Directors meetings, Collaborative Stage Training Workshop, CTR Prep Workshop, and The Indiana Abstract newsletter.
2. Provide educational workshops for registrars in conjunction with ICRA.
A CS v02.03 Coding Workshop was conducted March 2012. Changes to Myeloma Plasma Cell Disorders; Colon, Rectum and Appendix, as well as Stomach, EGJ, and Esophagus were presented. A number of sample exercises were done as a group. This allowed for a lively exchange of ideas and increased learning.
3. Provide a CTR Prep Workshop.
Accomplished July 2012. Attendees were from all over the state as well as one person from Ohio and a group from Kentucky who are purchasing the materials only. The topics covered included all the areas listed on the NCRA CTR Prep Website. Martha Hill, Lisa LaGue, and Karen McCracken each presented at least one topic. Stephen Nygaard allowed us to use his presentation on computer principles in his absence.
4. Attend all ICRA Board of Directors meetings.
Attended January 2012 meeting. Unfortunately, I had a conflict in my work and personal calendar for the May and September meeting dates.

**EDUCATION COMMITTEE
2012 ANNUAL REPORT CONTINUED**

5. Submit articles for the Indiana Abstract newsletter in a timely manner.
Submitted two articles for The Indiana Abstract in 2012.
6. Provide presentations at the ICRA Annual Fall Educational conference.
Two sessions are planned for the 2012 Fall Educational Conference. As NPCR Core Education Trainer, I learned the results of the NPCR audits for 2011. Collaborative Stage for lung had the most errors overall based on the CS Reliability Study. We will go over several lung exercises to highlight the CS coding for lung. In addition, a session on coding challenges will be presented as in years past.

Recommendations for Next Year:

1. CTR Prep Workshop was a success. In addition, it is recommended that it be held bi-annually as Ohio has their workshop bi-annually with their workshop currently on opposite years from Indiana. This will serve both states well.
2. A "Back to Basics" workshop should be held to review and reinforce basic coding rules and principles.
3. Continue communication about new coding changes and updates via the ICRA Website.
4. Encourage educational workshops for reporters of cancer registry data to the ISDH via free presentations of Webinars and ICRA- or ISDH-sponsored workshops in 2012-2013.

Respectfully submitted by: Janet Stengel, RHIA, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Historian

Co-Chairs: Katie Elliott and Nancy Hunt, CTR

Committee Members: None

Purpose of Position/Committee:

Gather and organize appropriate historical material through term of duty and to display material at ICRA Fall Conference.

Charges/Goals/Accomplishments:

1. Collected memorabilia pertaining to ICRA members.
2. Created a game and display for the ICRA Fall conference.
3. Attended Executive Committee meetings and reported on activities.
4. Submitted annual report to the President.
5. Submitted article for *The Indiana Abstract*.

Recommendations for Next Year:

1. Continue to condense saved material that is no longer needed.
2. Continue to scan photos for easier access.

Respectfully submitted by: Nancy Hunt, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 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.
13. Reviewed Policy and Procedures

95 ICRA 2012-2013 members to date: 1 Honorary Member; 12 New members; 6 Associate

Please join me in welcoming 10 new members for 2012-2013:

Rhonda Andrzejewski, Hendricks Regional Health; Marla Cole, CTR, IU Health Goshen Center for Cancer Care; Kimberly Elliott, BS, Indiana University Health Cancer Radiation Center; Michelle Hill, RN, CTR, IU Health LaPorte Hospital; Amanda Kraushaar, RHIA, Saint Francis Health; Emily McNulty RN, Decatur County Memorial Hospital; Karol Poyser, CTR, Bluffton Regional Medical Center; Judith Stewart, Community Health Network; Taylor Stortz, RHIA, Franciscan Saint Francis Health; Nancy Tucker, CTR, Memorial Hospital; Kara Zeinner, CTR, Independent Consultant; Joann Zeller, MBA, RT(T), CTR, Chancellor Center For Oncology.

Recommendations for Next Year:

1. Contact potential members to increase number of ICRA memberships.

Respectfully submitted by: Judi Reininga, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 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 Committee is to organize and oversee a successful and informative Annual Fall Conference.

Charges/Goals/Accomplishments:

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 Fishers Hospitality & Conference Center that included projected pricing, keynote speaker
4. Contact was made with the A/V department recommended by Fishers Hospitality & Conference Center and equipment was reserved for the fall educational workshop.
5. Hotel pricing was secured with the Hilton Garden Inn.
6. Hotel arrangements were made for April Fritz.
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. Attended three board meetings.
10. Registration folders were purchased for the fall educational conference.
11. Site visit to Fishers Hospitality & Conference Center.
12. List of conference attendees was prepared and copied.
13. Speaker notes were obtained and copies made.
14. Name tags were made for attendees, speakers and vendors.
15. Registration sign in sheets were made and placed on registration table
16. Daily Speaker and Overall Conference evaluations forms were prepared.
17. Organized registration packet information and notified ICRA board of preparation of time.
18. 2012 Fall Educational Conference financial statement will be finalized and presented to the ICRA board in January 2013.
19. Summary of evaluation forms will be submitted to the ICRA board in January 2013.
20. Remain available for comments/discussion/support etc to incoming program committee.

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

Respectfully submitted by: Nancy Whipple, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Public Relations

Officer or Committee Chair: Brandy Lewis, CTR

Committee Members: Millicent Ahmad, CTR

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:

1. Published two issues of *The Indiana Abstract* newsletter, one in April and one in September distributed The Governor's Proclamation to ICRA membership for NCR Week
2. Submitted grant and sponsorship requests
3. Attended all ICRA Board meetings
4. Mailed (1) sympathy card
5. Assisted ICRA Web master with ICRA information to be included on the ICRA Website
6. Updated the policy and procedures manual and developed a timeline for ICRA goals.
7. Maintained sponsorship from ERS, HRH, CHAMPS and Registry Partners; pending sponsorship from Eli Lilly, Elekta, Sanofi-aventis and Onco.

Recommendations for Next Year:

1. Continue to find new grant opportunities
2. Increase sponsorship partners

Respectfully submitted by:

Brandy Lewis, CTR
(Signature)

November 01, 2012
(Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 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 help fund an ICRA member or members early bird members registration to NCRA's Annual Conference.

Charges/Goals/Accomplishments:

1. Coordinated all aspects of the Ways & Means Booth at the Fall Conference.
2. Coordinated a Dining to Donate evening at Applebee's in conjunction with the Fall Conference
3. Submitted articles to the Indiana Abstract for the Spring & Fall issues
4. Maintained an inventory list with accurate cost per item
5. Coordinated the Fall Conference Gift
6. Coordinated the drawing for the early bird member registration for NCRA's Annual Conference

Recommendations for Next Year:

1. Dinners both Wednesday & Thursday evenings
2. Reduce inventory

Respectfully submitted by: Joann Schultz, RHIT, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Ways & Means Committee
Cookbook Subcommittee

Committee Chair: Joann Schultz, RHIT, CTR
Subcommittee Chair: Judi Reininga, CTR

Subcommittee Members: Jean Edwards, RHIT, CTR and Martha Hill, CTR
and 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 Directors meetings.
2. Prepared status reports for Board of Directors 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
9 Books donated to IHIMA & NCRA
303 Books Sold (135 books need to be sold to cover printing and shipping)
8 Books Left to be sold

\$2419.00 Total Money taken in (1075.87 to cover shipping and printing)

\$1383.13 Total profit to be used for NCRA Scholarship

Recommendations for Next Year:

1. Sell remaining cookbooks.

Respectfully submitted by: Judi Reininga, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Website Committee

Officer or Committee Chair: Cassie Nobbe, CTR

Committee Members: None

Purpose of Position/Committee:

The Website Committee is responsible for maintain the official website and e-mail address of the Indiana Cancer Registrar's Association (www.icra-indiana.net & icra_indiana@yahoo.com).

Charges/Goals/Accomplishments:

1. Partnered with Website Maintenance Labs to update and maintain ICRA's website.
2. Created a member's only (password protected) section for the website.
3. Created a user name and password for the member's only section.
4. Launched the updated website in January/February 2012.
5. Updated website content as needed on a weekly-monthly basis.
 - a. Calendar of Events
 - b. Annual Fall Conference
 - c. Membership Application
 - d. Membership Roster
 - e. Board of Directors Policies and Procedures
6. Checked the e-mail account (icra_indiana@yahoo.com) daily and responded or forwarded the requests to the appropriate board member(s) as applicable.
7. Requested that the website link on the Indiana State Department of Health's website be updated to reflect the new site.

WEBSITE COMMITTEE 2012 ANNUAL REPORT CONTINUED

8. Sent out broadcast e-mails as requested by the Board of Directors including:
 - a. Website
 - b. Membership Renewal
 - c. Spring Abstract
 - d. Membership Renewal Reminder
 - e. CTR Prep Workshop
 - f. CTR Prep Workshop Reminder
 - g. Distinguished Member Nominations
 - h. Bylaws
 - i. 2012 Fall Conference
 - j. 2012 Fall Conference Reminder
 - k. Fall Abstract
9. Reviewed/revised the website policy and procedure.
10. Updated the Website Committee Manual.

Recommendations for Next Year:

1. Continue partnership with Website Maintenance Labs to update and maintain the website.
2. Remove the old website.

Respectfully submitted by: Cassie Nobbe, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: American Cancer Society Liaison

Officer or Committee Chair: Michele Hoskins, B.A., C.T.R.

Committee Members: None

Purpose of Position/Committee: To communicate relevant information about the American Cancer Society to the I.C.R.A. Board of Directors and members and serve as a resource for American Cancer Society programs that can be helpful to the cancer programs in Indiana hospitals.

Charges/Goals/Accomplishments:

1. Discussed the Relay for Life events held in Indiana. Participated in the Floyd County Relay for Life on the Floyd Memorial Cancer Center Team and served as the A.C.S. Mission and Advocacy Chair on the Committee Board.
2. Discussed the American Cancer Society Cancer Action Network (A.C.S.-C.A.N.) at board meetings along with the efforts in the Smoke Free Indiana campaign. The bill was signed into law and went into effect July 1, 2012. I am an active member of A.C.S.-C.A.N.
3. Discussed American Cancer Society grants in Indiana for cancer research and cancer prevention totaling \$3,539,000.
4. Contacted A.C.S. representatives in each of the six Great Lakes Division offices and one Mid-South Division office to exchange information and request information for a booth at the fall conference.
5. Discussed the third nationwide cancer study sponsored by the A.C.S. enrolling up to 500,000 people. The study is open to those ages 30-65 with no personal history of cancer other than localized basal or squamous cell cancer of skin. Blood will be drawn and waist measurements taken looking at genetics and environmental factors. Initial results are expected to be published in the fall of 2012 looking at patterns that may affect cancer incidence. Study participants will be followed for 20 years and will be asked to complete a questionnaire every 2 years during that timeframe.
6. I was the only I.C.R.A. member to sign up for the "Walk on the Hill" during N.C.R.A. in Washington D.C.
7. I have reviewed and summarized the 2010-2014 Indiana Cancer Control Plan and presented it to the Board at the September meeting.

Recommendations for Next Year: Encourage more involvement in A.C.S. programs at the local level and joining A.C.S.-C.A.N. to promote funding and changes in current legislation.

Respectfully submitted by: Michele Hoskins, B.A., C.T.R. November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Indiana Health Information Management Association Liaison

Officer or Committee Chair: Lolita (Lee) Thompson, CTR

Committee Members: None

Purpose of Position/Committee:

To keep IHIMA informed of the mission of ICRA and to provide assistance to their organization as needed.

Charges/Goals/Accomplishments:

1. Communication was ongoing with the IHIMA Central Office Coordinator.
2. Information on ICRA educational activities were relayed to the IHIMA coordinator.
3. ICRA Board members were kept abreast of IHIMA educational activities, as well as ICRA members through *The Indiana Abstract Newsletter*.
4. Attended (2) two of the ICRA Board of Directors Meetings
5. Wrote (2) two articles published in the Spring and Fall *The Indiana Abstract Newsletter*.
6. Revised the Policy and Procedures for the IHIMA Liaison.

Recommendations for Next Year:

Continue communication with the IHIMA Central Office Coordinator. Review and revise the IHIMA Liaison Policy and Procedures as necessary.

Respectfully submitted by: Lolita (Lee) Thompson, CTR November 01, 2012
(Signature) (Date)

INDIANA CANCER REGISTRARS ASSOCIATION 2012 ANNUAL REPORT

Position/Committee Title: Indiana State Department of Health Liaison

Officer or Committee Chair: Stephanie Barnett, LPN, CTR

Committee Members: None

Purpose of Position/Committee:

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

Charges/Goals/Accomplishments:

1. Attended two ICRA Board of Directors meetings.
2. Communicated relevant information about the Indiana State Cancer Registry to the ICRA Board of Directors and members.
3. Served as a resource for State Cancer Registry requirements and activities.
4. Submitted articles for *The Indiana Abstract* newsletter.
5. Will provide an update of State Cancer Registry activities at the annual ICRA Fall Conference, if needed.

Recommendations for Next Year:

1. Introduce yourself to the new ISDOH Director and maintain communication as needed to keep ICRA informed of requirements, activities and educational opportunities.
2. Review and revise the ICRA ISDOH Liaison Policy and Procedures as necessary.

Respectfully submitted by: Stephanie Barnett, LPN, CTR November 01, 2012
(Signature) (Date)

**INDIANA CANCER REGISTRARS ASSOCIATION
2012 PROPOSED BYLAW AMENDMENTS**

Amendment	Article	Current Bylaw	Proposed Amendment	Rationale
#1	Article II Purpose Page 1	The <u>major</u> purpose of ICRA is to provide educational opportunities for its membership as well as other interested parties in order to increase the effectiveness of registry personnel.	The purpose of ICRA is to provide educational opportunities for its membership as well as other interested parties in order to increase the effectiveness of registry personnel.	Committee did not feel denotation of major or minor was necessary
#2	Article IV Section VI Letter A Page 4	President: Unless specified otherwise, the President shall appoint all <u>standing committee chairmen</u> and Liaisons.	President: Unless specified otherwise, the President shall appoint all <u>Committee Chairmen</u> and Liaisons.	President appoints all committee chairmen.
#3	Article IV Section VI Letter B Page 5	President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect shall appoint the <u>standing committee chairmen</u> and Liaisons for his/her term of office.	President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect shall appoint the <u>Committee Chairmen</u> and Liaisons for his/her term of office.	President Elect appoints all committee chairmen.
#4	Article V Section I Letter A Page 5	The annual-business meeting of ICRA shall be held in conjunction with the annual Fall Conference in <u>November</u> .	The annual business meeting of ICRA shall be held in conjunction with the annual Fall Conference.	This allows the annual business meeting to be held in conjunction with the Fall Conference no matter which month the Conference is held.
#5	Article V Section IV Page 6	Cancellation: In the event of an emergency or other circumstances prohibiting holding of the official meeting, the Board of Directors may cancel the meeting and notice thereof shall be given to all members by the ICRA as soon as possible.	Cancellation: In the event of an emergency or other circumstances prohibiting holding of the official meeting, the Board of Directors may cancel the meeting and notice thereof shall be given to all members by the ICRA <u>Executive Committee</u> as soon as	Clarification of who the notification is coming from

**INDIANA CANCER REGISTRARS ASSOCIATION
2012 PROPOSED BYLAW AMENDMENTS**

Amendment	Article	Current Bylaw	Proposed Amendment	Rationale
#6	Article IX Section III Page 8	<u>The</u> two-thirds vote of the voting membership present at any meeting of the membership shall be required to adopt any amendment. Unless stated otherwise, the amendment shall become effective upon the next calendar year.	Two-thirds vote of the voting membership present at any meeting of the membership shall be required to adopt any amendment. Unless stated otherwise, the amendment shall become effective upon the next calendar year.	Unnecessary Verbage
#7	Article III Membership Section 7, B Page 3	B. A former member whose membership had been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus a \$5 reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.	B. A former member whose membership had been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus a <u>\$10</u> reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.	ICRA depends on Membership dues income to operate the association. Cost of supplies and postage are not fully covered by \$5. It is hoped that a stiffer penalty will motivate members to pay dues on time so the association can continue to function and provide benefits to paid members. Unpaid dues result in the member's name not being available for Office/Distinguished Member nomination or committee chair selection.
2012 Bylaw Committee: Jean Edwards, RHIT, CTR; Martha Hill, CTR; Judi Reininga, CTR, Chair				

**INDIANA CANCER REGISTRARS ASSOCIATION
2012-2013 ICRA BOARD OF DIRECTORS**

ELECTED OFFICERS:

President: Joann Schultz, RHIT, CTR
President-Elect: Jan Duncan, RHIT, CTR
Vice President: Nancy Whipple, CTR
Past President: Sherry Dowling, CTR
Secretary: Marla Cole, CTR
Treasurer: Martha Hill, CTR

COMMITTEE CHAIRS:

Audit: Jan Duncan, RHIT, CTR
Awards: Joann Schultz, RHIT, CTR
Bylaws: Judi Reininga, CTR
Education: Janet Stengel, RHIA, CTR
Historian: Claudia Jenkins, CTR
Membership: Judi Reininga, CTR
Nominations: Sherry Dowling, CTR
Program: Jan Duncan, RHIT, CTR
Public Relations: Brandy Lewis, CTR
Ways & Means: Joann Schultz, RHIT, CTR
Website: Cassandra (Cassie) Nobbe, CTR

LIAISONS:

ACS Liaison: Kolleen Spencer, CTR
IHIMA Liaison: Brandy Lewis, CTR
ISDH Liaison: Kimberly Turpin, RHIT
NCRA Liaison: Nancy Whipple, CTR
CoC Liaison: Nancy Whipple, CTR