

INDIANA CANCER REGISTRARS ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES

Date: August 10, 2019

Time: 9:00 AM – 1:25 PM

Location: St. Vincent, Education Room, Suite 330

Members Present:

Samantha Kunz Patti Lawson

Martha Hill Tracy Paulus

Emily Freeman LeAnn Capps

Cassie Nobbe Joann Schultz

Valerie Vesich Angela Kosyzk

Peggy Downs Lisa LaGue

Call to Order/Quorum:

Joann called the meeting to order at 9:00 AM. A quorum was present.

Review of Meeting Minutes:

A motion was made and seconded to accept the May meeting minutes. The motion passed.

Financial Report:

Angela presented the following:



Indiana Cancer Registrars Association				
Quarter 1: Fiscal Year 2019-2020; Quarter 2: Calendar Year 2019				
Beginning Balance				\$18,860.46
	April	May	June	
Income:				
Vendor Sponsorship/Exhibit		\$ -		\$ -
Membership - Check Payment	\$ 725.00	\$ 150.00	\$ 250.00	\$ 1,125.00
Membership - Telusys Payment	\$ 110.00		\$ 75.00	\$ 185.00
Cancelled Check #1251 Union Hospital (Re-write)	\$ -		\$ -	\$ -
				\$ -
Total Income:	\$ 835.00	\$ 150.00	\$ 325.00	\$ 1,310.00
Expense:				
Mileage - Board	\$ -	\$533.16	\$ -	\$ 533.16
Website Maintenance	\$49.99	\$49.99	\$49.99	\$ 149.97
Website-Hosting Fee	\$155.00			\$ 155.00
Cookbook for Ways and Means		\$352.00		\$ 352.00
Board Lunch		\$111.92		\$ 111.92
Total Expense:	\$ 204.99	\$1,047.07	\$ 49.99	\$ 1,302.05
Ending Balance				\$18,868.41
Balance Savings Account	\$ 10,164.50	\$ 10,164.67	\$ 10,164.84	
CD	\$ 10,349.39	\$ 10,349.39	\$ 10,349.39	
Total Assets for ICRA as of 6/30/2018:				\$39,382.64
Respectfully submitted 8/4/2019 by:				
Angela Koszyk, CTR				
2019-2020 ICRA Treasurer				

Executive Reports

President: Joann Schultz, RHIT, CTR

Joann announced that the Distinguished Member Award call for nominations were e-mailed to the membership. She noted that one nomination has been received to date and a reminder would be sent around August 18th. She noted the annual reports were due on October 1st. She stated a template would be e-mailed to the board members. She reported she listed to the NCRA Mentoring Webinar and noted that Sam Kunz was a mentor for NCRA.

Highlight Members in the Abstract. Discussion.

President Elect: Valerie Vesich, CTR

Valerie reported that she was researching a venue in Noblesville for next year's conference site. She noted tentative dates for the 2020 Fall Conference were November 5, 6. Angela volunteered to assist Valerie with this project. She stated she was working on selecting committee chairs for next year's Board. She stated she was re-vamping the installation ceremony.

Regional Meeting discussion occurred.

Vice President: Peggy Downs, CTR

Peggy reported no new updates.

Past-President: Martha Hill, CTR

Martha reported that the nominations for ICRA's Executive Committee were submitted to the membership via e-mail. She noted six members returned nomination forms. She stated she as contacted those who received multiple nominations. She reported each position, except for President-Elect has at least one person who has accepted their nomination. She stated she was working to have this year's vote to be electronic.

Secretary: Cassie Nobbe, CTR

Cassie reported no new updates.

Bylaws: Emily Freeman. RHIT, CTR

Emily presented no new updates. She noted she was working on information to send to membership prior to the Fall Conference.

Cookbook: Emily Freeman. RHIT, CTR

Emily reported the cookbooks have been proofed and ordered. She noted the total cost for the cookbook was \$705, which was \$3.53 per book. A discussion occurred about the price to sell the cookbooks. Each book has 200 recipes. The Board decided to sell the book for \$10 or 2 for \$15.

Education: Lisa LaGue, CTR

Lisa reported on the new COC Standards and registrar education. She noted the Indiana State Cancer Registry was working on releasing a Learning Management System where they could provide more education for registrars. A discussion occurred about the educational needs of the membership. The Board decided to create a survey to send to the members regarding future educational needs.

An Education Committee position discussion occurred.

Historian Chair: Patty Lawson

Patty noted she was working on ideas for the Historian display for the fall conference. A discussion occurred on game ideas for the Fall Conference.

Membership Chair: Martha Hill, CTR

Martha reported that there are 85 members consisting of 79 active members, 2 associate members, and 4 students. She noted ICRA has 6 new members and 5 members have retired. She stated members who did not renew were asked to explain why. A discussion occurred about membership. She stated she would like to include the membership renewal form in the Fall Conference packets and provide two free memberships as a prize during the Fall Conference. She noted that the membership drive for 2019-2020 closes 60 days before the Fall Conference.

Program Chair: Samantha Kunz, CTR and Tracy Paulus, CTR

Samantha and Tracy reported on the working agenda for the conference. Valerie stated she would check with Nancy on specific topics. They noted they were working on CEUs for conference. Joann stated she would contact Mindy Burch to inquire if she would provide COC Updates. A discussion occurred about topics for Jim Hofferkamp. A discussion on fees for Nancy. The Board decided to reimburse her flights and hotel stay.

A discussion occurred on food for the Fall Conference.

A registration fee discussion occurred. The Board decided to set the rate of the conference at \$160 for Membership for the full conference and \$100 for one day. The rate for Non-Members was set at \$210 for the full conference and \$150 for one day.

A discussion occurred about mailing the conference brochure/registration form. The Board decided to send via electronic mail the brochure/registration flyer to membership. The Board decided to ask the Indiana State Cancer Registry to send the flyer to their list of hospital contacts.

A discussion occurred about the Fall Conference gift discussion. The Board decided to purchase a mousepad with the information about the Allred score for breast cancer as the gift.

Tracy noted that she spoke with the Colorado State Registrars Association during the NCRA Annual conference. She noted that the 2021 Conference in Indianapolis would be held at the Downtown Marriott. She stated the state association is not required to provide a gift, but if the association would like to provide a gift to plan on ordering approximately 1400.

Ways & Means Chair: Joann Schultz, RHIT, CTR

Joann reported there would be Silent Auction, 50/50 raffle and 12 hours of Christmas raffle during the Fall Conference. She noted she was working on a Dining to Donate with Texas Roadhouse for Wednesday and Thursday night. She stated she would organize door prize goody bags.

Public Relations: LeAnn Capps, CTR

LeAnn reported she has reached out to the fifteen vendors on our list. She noted that Ciox would not participate this year. She noted that Registry Partners is the only vendor to commit. She stated the articles for Fall Edition of the Indiana Abstract were due by September 1.

Website Chair: Cassie Nobbe, CTR

Cassie reported no new updates regarding the website.

Liaison Reports: Samantha Kunz, CTR

Samantha presented Commission on Cancer updates. She noted the new standard were complete and a tentative date for publication was noted for the fall of 2019. She noted the free survivorship software Journey Forward will end in December. She noted the next Cancer Forum Live would be on September 25. She noted updates on the Date of Regional Lymph Node Dissection. She discussed NCRA's e-mail requesting applications for the 2021 NCRA Annual Conference in Indianapolis. She discussed the NCRA's Mentorship program and the need to more local mentors.

Old Business

No old business was discussed.

New Business

Annette Guerttini-Nauth the new Cancer Surveillance Section Director for the Indiana State Cancer Registry reported the metafile is complete, but there are still some IT issues. She noted the State is working to resolve the issues and hopes to be able to accept cases starting in September. She reported the state is currently working on Death Clearance.

Adjournment:

Joan adjourned the meeting at 1:25 PM,