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2016 Business Meeting Agenda & Recognition and Awards Ceremony Thursday, November 3, 2016

- I. Call to Order
- II. Adoption of the Agenda
- III. Establish a Membership Quorum
- IV. Review of 2015 Annual Business Meeting Minutes
- V. Fiscal Year Report
- VI. 2015-2016 Annual Report Presentations
 - a. Executive Committee
 - i. President
 - ii. President-Elect
 - iii. Past President
 - iv. Vice President
 - v. Secretary
 - vi. Treasurer
 - b. Committee Chairs
 - i. Bylaws
 - ii. Education
 - iii. Historian
 - iv. Membership
 - v. Program
 - vi. Public Relations
 - vii. Ways and Means
 - viii. Website
 - c. Liaison Reports
 - i. Indiana State Cancer Registry
- VII. Bylaw Amendments
- VIII. Awards Ceremony
 - a. Recognition of New CTRS
 - b. Recognition of 2015-2016 Board of Directors
 - c. President Award
 - d. Distinguished Member Award
- IX. Announcement of Elected 2016-2017 Board of Directors
 - a. Motion to destroy 2016-2017 election ballots
- X. Old Business
- XI. New Business
- XII. Meeting Adjournment

**2016 Installation Ceremony Agenda
Friday, November 4, 2016**

- | | |
|---|--------------------------|
| I. Welcome | Cassie Nobbe, CTR |
| II. President's Farewell Message | Cassie Nobbe, CTR |
| III. Installation of 2016-2017 Officers | Betty Jeffers, RHIT, CTR |
| IV. Presidential Message | Claudia Jenkins, CTR |

**INDIANA CANCER REGISTRARS ASSOCIATION
2015 ANNUAL BUSINESS MEETING/AWARDS PRESENTATIONS**

DATE: November 12, 2015
TIME: 12:25 PM-1:11 PM
LOCATION: Lily Conference Center, Indianapolis, IN

MEMBERS PRESENT:

2015 ICRA MEMBERS and Conference Attendees

CALL TO ORDER:

The 2015 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President, Nancy Whipple.

ADOPTION OF AGENDA:

The first order of business was the Adoption of the Agenda. The agenda was located in the Annual Report, on page 2. Motion to approve the agenda was made and passed by the membership.

QUORUM OF MEMBERSHIP:

Bylaws Committee Chair, Camille Foley, stated that a quorum was present.

2014 ANNUAL BUSINESS MEETING MINUTES:

Nancy Whipple asked if there were any additions or corrections regarding the 2014 Annual Business Meeting Minutes located on pages 4-9. Typos identified when scanning in documents into a pdf format will be corrected, no other concerns, questions or deletions were noted. Nancy asked for a motion to accept the minutes as written. Camille Foley motioned for the minutes be accepted as written. Cassie Nobbe seconded the motion, the membership voted and all were in favor.

EXECUTIVE COMMITTEE REPORTS:

President:

Nancy Whipple referenced her report on page 10, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. Nancy verbally identified that filling board positions in the future could put the organization in jeopardy if members aren't willing to serve. Nancy indicated that Bonnie Durham and Judi Stewart assisted her on the awards committee.

President-Elect& Audit:

Cassie Nobbe referenced her report on page 11, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. Verbally pointing out that

the ICRA audit report is on page 20. She also announced the dates for the 2016 conference as being Nov 3 and 4 at the Lilly Conference Center.

Past President/Nominations:

Jan Duncan referenced her report on pages 12 and 13, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. She noted her committee members for the Nomination Committee included: Joyce Larko and Emily Martinez.

Vice President/NCRA/COC Liaison:

Claudia Jenkins referenced her report on page 14, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Secretary:

Tammy Horvath referenced her report on page 15, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. A recommendation was made in the initial published report of purchasing a digital recorder, but the digital recorder was found prior to the annual meeting, hence the recommendation was rescinded.

Treasurer:

Sherry Dowling referenced her reports on pages 16 - 19, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. She reported that ICRA has currently met the goal of being financially sound.

COMMITTEE REPORTS:

Bylaws:

Camille Foley referenced her report on page 21, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Education:

Lisa LaGue referenced her report on page 22, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Historian:

Nancy Whipple referenced her report on page 23, which highlighted the goals and accomplishments of 2014 and recommendations for the next year.

Membership:

Martha Hill referenced her report on page 24, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. She reported there were only 87 members for 2015, which included 9 new members.

Program:

Claudia Jenkins referenced her report on page 25, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Public Relations:

Brandy Lewis referenced her report on page 26, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. Special thanks to Andrea Evanoff and Kolleen Spencer for their help early in 2015.

Ways and Means:

Joann Schultz referenced her report on page 27, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. Paul Rice served as a committee member.

Website:

Cassie Nobbe referenced her report on page 28, which highlighted the goals and accomplishments of 2015 and recommendations for the next year. She reminded the membership that the website address is www.icra-indiana.net and the e-mail address is icra_indiana@yahoo.com.

LIAISONS:**American Cancer Society:**

Betty Jeffers referenced her report on page 29, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Indiana Health Information Management Association:

Brandy Lewis referenced her report on page 30, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

Indiana State Department of Health Cancer Registry Liaison:

Laura Ruppert referenced her report on page 31, which highlighted the goals and accomplishments of 2015 and recommendations for the next year.

2014-2015 Election Results:

Jan Duncan called for a motion was made to destroy the election ballots. Brandy Lewis made the motion and Sherrie Dowling seconded the motion. The membership voted and approved the motion to destroy the ballots from the 2015 election for the 2015-2016 executive committee.

Recognition of New CTRS

Claudia Jenkins recognized Leslie Woodard, (spring exam) LeAnn Capps, Tracy Paulus and Melissa Krug (summer exam) as a new CTRs in 2015. Congratulations to Melissa who gave birth to a baby girl this morning.

Presentation of Awards

Nancy Whipple presented each of her Board members with a certificate and thanked each person for her service. She awarded Sherry Dowling with the 2015 President's Award. The nominations for the Distinguished Member Award were announced and the 2015 winner was Cassie Nobbe.

With no further new or old business, Nancy Whipple asked for a motion to adjourn the 2015 ICRA Annual Business Meeting. Motion to adjourn was made, and the meeting was adjourned.

Respectfully Submitted,
Tammy Horvath, LPN, CTR
2014-2015 ICRA Secretary

2015-2016 ICRA Board of Directors Committee Chairs & Liaisons

President

Cassie Nobbe, CTR

President-Elect

Claudia Jenkins, CTR

Past President

Nancy Whipple, CTR

Vice President

Joann Schultz, RHIT, CTR

Secretary

Cassie Nobbe, CTR

Treasurer

Sherry Dowling, CTR

Committees

Bylaws Committee Chair

Camille Foley, RHIT, CTR

Education Committee Chair

Lisa LaGue, CTR

Historian

Nancy Whipple, CTR

Membership Committee Chair

Martha Hill, CTR

Program Committee Chair

Laura Ruppert, MHA and Cassie Nobbe, CTR

Public Relations Committee Chair / IHIMA Liaison

Brandy Lewis, AAGS, CTR

Ways and Means Committee Chair

Joann Schultz, RHIT, CTR

Website Committee Chair

Cassie Nobbe, CTR

Liaisons

Indiana State Department of Health

Laura Ruppert, MHA

Position/Committee Title: President

Officer or Committee Chair: Cassie Nobbe, CTR

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

Charges/Goals/Accomplishments:

- Attended and presided at all ICRA Board Meetings.
- Created/Approved meeting agenda(s).
- Increased communication with ICRA's membership through Presidential Messages.
- Submitted articles to the Indiana Abstract.
- Completed the Annual Report and Agenda for the Business Meeting.
- Selected a committee for the Distinguished Member Award which consisted of Tracy Paulus and LeAnn Capps.
- Prepared and sent the Distinguished Member call for nominations via e-mail.
- Ordered Distinguished Member Award and Presidential Award.
- Conducted Annual Business Meeting during the Fall Conference.
- Reviewed the policies, by-laws and liaison positions.
- Signed contracts for ICRA's partnership with other organizations for 2016 Regional Meetings.

Respectfully submitted by: Cassie Nobbe, CTR on October 10, 2016

Position/Committee Title: Past President

Officer or Committee Chair: Nancy Whipple, CTR

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

Committee Members: Bonnie Durham, LPN, CTR
Judi Stewart

Charges/Goals/Accomplishments:

1. Attended all meeting of the Board of Directors
2. Advised the Board and President as requested
3. Appointed Nomination committee members
4. Followed the written procedures for the nomination and election of officers
5. Updated past president and nomination committee policy and procedure manual
6. Prepared the Election report as follows:
Results will be on Thursday, October 27, 2016 and final report will be at the ICRA Fall Conference.
7. Submitted 1 articles to the Indiana Abstract
8. Prepared Annual Report

Respectfully submitted by: Nancy Whipple, CTR on October 24, 2016

Position/Committee Title: President-Elect

Officer or Committee Chair: Claudia Jenkins, CTR

Purpose of Position/Committee: To prepare for upcoming term of office. 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 chairperson for his/her term of office.

Charges/Goals/Accomplishments:

- Attended all ICRA Board meetings
- Assisted the President and Board when called upon to do so
- Represented ICRA at the National Cancer Registrars Luncheon
- Organized the ICRA State Basket for the NCRA Annual Conference in Las Vegas, NV
- Selected a Program Chairperson and meeting location for the 2017 Fall Conference
- Conducted the Audit of the Treasury
- Selected an individual to conduct the installation of Officers, Committee Chairs and Liaisons at the Fall Conference
- Selected individuals to serve as Committee chairpersons and Liaisons for 2016/2017
- 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: Claudia Jenkins, CTR on September 14, 2016

Position/Committee Title: Vice President/NCRA Liaison/COC Liaison
Officer or Committee Chair: Joann Schultz, RHIT, CTR
Purpose of Position/Committee: Assume the duties of the president in her absence and act as liaison to the National Cancer Registrars Association and the Commission on Cancer.

Charges/Goals/Accomplishments:

- Attended two Board of Directors meetings
- Prepared a budget for the position
- Submitted articles to The Indiana Abstract
- Assisted the program chair
- Coordinated the door prize give away at the Fall Conference
- Provided names of new CTRs.

Recommendations for Next Year:

- Continue to assist the President and Program Chair as needed.

Respectfully submitted by: Joann Schultz, RHIT, CTR on October 5, 2016

Position/Committee Title:

Secretary

Officer or Committee Chair:

Cassie Nobbe, CTR

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:

- Created and distributed the meeting agendas and reminders for the Board of Directors Meetings.
- Documented the minutes for each of the Board of Directors Meetings and electronic Voting (when applicable).
- 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).
- Distributed and ordered supplies (stationary, envelopes, cards, etc) as requested by the Board members.
- Reviewed/revised the secretary's policy and procedure.

Recommendations for Next Year:

- Continue to use the digital recorder to recording meeting minutes for ease in transcription.

Respectfully submitted by:

Cassie Nobbe, CTR on October 10, 2016

Position/Committee Title: Treasurer

Officer or Committee Chair: Sherry Dowling, CTR

Purpose of Position/Committee: To maintain the financial well being of the association.

Charges/Goals/Accomplishments:

- Attended all ICRA Board of Directors Meetings
- Complete the duties of the treasurer, in a timely and accurate manner, including all transactions (maintaining ledgers, spread sheets, reimbursing board members for expenditures, balancing check book and etc.) until end of term of office.
- Presented the IRS standard mileage rates at the first ICRA Board of Directors Meeting.
- Submitted check book and transaction ledger to President Elect for annual audit.
- Kept the President and Executive Board abreast of any concern/issues
- Prepared and submitted quarterly financial reports to ICRA Board of Directors
- Assisted other board members as needed
- Banking issue identified and resolved (Debit card established).
- Long standing address issue with Indiana Department of Revenue finally resolved.
- Prepared and submitted Annual Fiscal Year report to: ICRA Board of Directors, ICRA membership and State and Federal Departments of Revenue
- Completed forms and submitted to both the Indiana Department of Revenue and Internal Revenue Services
- Prepared and submitted reports for *The Indiana Abstract*
- Reviewed and updated Policy and Procedures to include: debit card usage, W-9 and 1099-Misc forms requirements.
- Prepared and provided W-9 form when requested.
- Prepared this Annual Report of activities.
- Assist new treasurer as needed with signature card at bank. CD/Bond signature should be addressed at this same visit (a separate signature card may be applicable for name transfer for the Certificate of Deposit/Bond).

Recommendations for Next Year:

- Read the Treasury Policy and Procedures (available on the ICRA website) before the January meeting.
- Enter auto website payment into checkbook monthly
- Keep current with ledger entries
- Certificate of Deposit (CD) may need to be renewed during your term of office

Respectfully submitted by: Sherry Dowling, CTR on September 6, 2016

Indiana Cancer Registrars Association				
Quarter 2: Fiscal Year 2016-2017 (Quarter 3: Calendar Year 2016)				
Beginning Balance				\$ 9,415.97
	July	August	September	
Income:				
Membership	\$ 50.00			\$ 50.00
Education (OH Regional)	\$ 3,739.94			\$ 3,739.94
Public Relations			\$ 500.00	\$ 500.00
NCRA Basket		\$ 74.77		\$ 74.77
Total Income:	\$ 3,789.94	\$ 74.77	\$ 500.00	\$ 4,364.71
Expense:				
Website Maintance (Vessio)	\$ 49.99	\$ 49.99	\$ 49.99	\$ 149.97
Mileage - Board		\$ 359.50		\$ 359.50
Luncheon - Board		\$ -		\$ -
CNA Surety - Bond	\$ 278.00			\$ 278.00
Fall Conference Gift - 4 Imprint		\$ 505.80		\$ 505.80
Total Expense:	\$ 327.99	\$ 915.29	\$ 49.99	\$ 1,293.27
Ending Balance Checking				\$ 12,487.41
Balance Savings Account				\$ 10,147.26
Certificate of Deposit				\$ 10,110.61
Total Assets for ICRA as of 9/30/2016:				\$ 32,745.28
Respectfully submitted by:				
Sherry Dowling, CTR				
ICRA Treasurer				

Indiana Cancer Registrars Association					
Fiscal Year End Report April 1, 2015 - March 31, 2016					
Beginning Balance per Quarter	\$ 14,051.36	\$ 14,784.03	\$ 19,391.38	\$ 16,114.84	
Beginning Balance FY 4/2015 - 3/2016					\$ 14,051.36
	April - June	July- Sept	Oct - Dec	Jan - March	Fiscal YR Total
Income:					
Fall Conference Registration 2015		\$ 3,895.00	\$ 5,135.00		
Fall Conference Registration (returned check)					
Membership	\$ 1,430.00	\$ 685.00	\$ 100.00	\$ 1,300.00	
Sponsorships - Vendors (Public Relations)		\$ 1,140.00	\$ 900.00		
2015 NCRA Basket Program Proceeds		\$ 92.50			
Ways & Means (Sales/Auction/Dining)			\$ 470.73		
Total Income per Quarter	\$ 1,430.00	\$ 5,812.50	\$ 6,605.73	\$ 1,300.00	
Total Income FY 4/2015 - 3/2016					\$ 15,148.23
Expenses:					
Checks				\$ 32.99	
Board Expenses (Lunch)		\$ 80.00			
Board Expenses (Mileage)	\$ 155.70	\$ 278.42	\$ -	\$ 500.20	
Printing		\$ 52.00			
CAN Surety Bond		\$ 278.00			
Website Maintenance Fee		\$ 149.97	\$ 184.92		
2016 NCRA Registration				\$ 1,040.00	
CTR Pins		\$ 70.00			
2015 ISCR Workshop (doorprize/snacks)			\$ 96.35		
2015 Fall Conference - Martin House			\$ 8,691.35		
2015 Fall Conference - Refund				\$ 140.00	
2015 Fall conference Attendee Gift (4 Imprint)	\$ 541.63				
2015 Fall Conference Supply Expenses		\$ 13.50	\$ 74.55		
2015 Fall Conference Speakers			\$ 600.00	\$ 1,431.90	
2015 Fall Conference Speaker Hotel room fee		\$ 208.26			
2015 Fall Conference - Plaques			\$ 210.10		
2015 Fall Conference Historian Booth/Supplies			\$ 25.00		
2015 Fall Conference - NCRA for CEU Hours		\$ 75.00			
2016 N. Regional Workshop venue fee- Parkview				\$ 350.00	
2017 Fall Conference venue deposit- Palms				\$ 1,200.00	
Total Expenses per Quarter	\$ 697.33	\$ 1,205.15	\$ 9,882.27	\$ 4,695.09	
Total Expenses per FY 4/2015-3/2016					\$ 16,479.84
Ending Balance per Quarter	\$ 14,784.03	\$ 19,391.38	\$ 16,114.84	12,719.95	
Ending Balance Checking Account FY 4/2015-3/2016					\$ 12,719.95
Savings Account as of 03/31/2016	\$ 10,144.76	\$ 10,145.23	\$ 10,145.74	\$ 10,146.24	
Certificate of Deposit	\$ 10,110.61	\$ 10,110.61	\$ 10,110.61	\$ 10,110.61	
Outstanding Checks #1174 - \$200.00					
Total ICRA Assets as of 03/31/2016	\$ 35,039.40	\$ 39,647.22	\$ 36,371.19	\$ 32,976.60	
Respectfully submitted by:					
Sherry Dowling, CTR, ICRA Treasurer					

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Camille Foley, 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 and an ad hoc Ethics Committee as needed.

Charges/Goals/Accomplishments:

- Prepared goals and budget and presented at first BOD meeting.
- Attended ICRA board meetings.
- Monitored Board of Directors meetings to ensure that ICRA By-laws were followed.
- Submitted articles to The Indiana Abstract.
- Reviewed current By-laws.
- Asked Board of Directors to recommend any amendments to the By-laws.
- Prepared Annual Report.
- Served as Parliamentarian for board meetings and annual meeting.
- Prepared proposed changes to the By-laws with the help of the Board members and presented same to President for distribution to the members of ICRA.

Recommendations for Next Year:

- Continue to compare Policy and Procedures with the ICRA By-laws for the offices and committees.

Respectfully submitted by: Camille Foley, CTR on October 24, 2016

Position/Committee Title: Education Committee

Officer or Committee Chair: Lisa LaGue, CTR

Committee Members: Jill Branning, RHIT, CTR
Michele Hoskins, BA, CTR
Jackie Kintz, RHIT, CTR
Melissa Mishler, RHIT, CTR
Laura Ruppert, MHA
Mary Sokolowski, R.T.T.

Purpose of Position/Committee: Develop and coordinate the educational activities of ICRA

Charges/Goals/Accomplishments:

- Attend all ICRA Board of Directors meetings. Attended January and May meetings, submitted report for August meeting since unable to attend due to personal conflict.
- Submit articles for The Indiana Abstract in a timely manner. Submitted articles for the Spring and Fall 2016 issues of The Indiana Abstract.
- Conduct a survey for interested CTR exam candidates and consider alternatives to the traditional "CTR prep workshop". Discussion regarding CTR prep workshop occurred during the May 6, 2016 ICRA Board of Directors meeting with consensus being ICRA is not obligated to conduct a CTR prep workshop and the Education Chair should provide resources to members preparing to take the CTR exam.
- Work with Indiana State Cancer Registry staff in planning educational workshops. Four ISCR workshops were held this year (April 29, June 16, July 21 and August 29).
- Continue working with Ohio and Kentucky to develop "regional" workshops to be held in 2016. Two regional workshops held this year (Indiana & Ohio Cancer Registrars Association Lung Cancer Regional Education Workshop in Fort Wayne, IN on May 25, 2016 and Kentucky-Indiana Regional Cancer Registrar Meeting presented by Kentucky Cancer Registry, ICRA and Indiana Cancer Consortium in Louisville, KY on September 8 & 9, 2016).
- Appoint committee members to assist with educational workshop. In addition to the ICRA members listed above as committee members, recognition goes to Heather Fisher, BA, CTR; Caleb Levell, BA; Tonya Brandenburg, MHA, CTR; Marynell Jenkins, BS, CCRP, CTR for their assistance with the regional workshops.

Recommendations for Next Year:

- Appoint at least one committee member to assist with planning activities.
- Conduct an educational needs assessment to determine: a) the need for CTR prep workshop, b) hospital support for educational activities, c) preferred day of the week for educational activities, d) subject matter for future workshops/webinars, and e) preferred educational format (in-person workshop, live webinar, recorded presentation, etc.)
- Continue communicating with registrar associations in Ohio and Michigan about possible tri-state collaboration for an educational workshop in 2017.

Respectfully submitted by: Lisa LaGue, CTR on October 2, 2016

Position/Committee Title: Historian

Officer or Committee Chair: Nancy Whipple, CTR

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:

- Attended all meeting of the Board of Directors.
- Submitted articles to the Indiana Abstract as needed
- Prepared a game for the Fall Conference

Respectfully submitted by: Nancy Whipple, CTR on October 24, 2016

Position/Committee Title: Membership

Officer or Committee Chair: Martha A. Hill, CTR, AAS

Committee Members: None

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

Charges/Goals/Accomplishments:

- Attend all Board of Directors meetings: Accomplished
- Obtain 100+ members: 98 members for 2016
- Renewals e-mailed to membership in January: Accomplished
- Invitations sent to non-members attending 2015 ICRA Fall Conference: Accomplished
- Prepared letters and sent information to all Indiana hospitals with listing provided by ISDH: Accomplished
- Reviewed and Processed membership applications in timely manner: Accomplished
- Deposited membership dues for treasurer in timely manner: Accomplished
- Recruited new members: 10 new members recruited for 2016
- Notified webmaster of changes to Membership Directory: Accomplished
- Submitted 2 articles for the *Indiana Abstract*: Accomplished
- Provided membership listings to the following chairs: Education, Program, Nominations and President-elect

Recommendations for Next Year:

- Continue working with the ISDH obtaining a list of all hospitals in Indiana to send ICRA membership information.
- Work with current program chairman to obtain a list of attendees at the ICRA Fall Conference who currently is not members. Information will be forwarded to them regarding ICRA membership.
- Continue to seek new members for our association.

Respectfully submitted by: Martha A. Hill CTR on October 11, 2016

Position/Committee Title: Program
Officer or Committee Chair: Cassie Nobbe, CTR
Committee Members: Laura Ruppert, MHA
Purpose of Position/Committee: The purpose of the Program Chair is to organize and oversee a successful and informative Annual Fall Conference.

Charges/Goals/Accomplishments:

- Prepared preliminary budget for 1st ICRA Board Meeting
- Selected topics and speakers by reviewing old program agendas and conference evaluations
- Made arrangements with the Marten House Hotel and Lilly Conference Center regarding meeting spaces, meals, and audio-visual needs
- Submitted articles for the Indiana Abstract
- Prepared name tags, meeting packets and sign-in sheets
- Collected and deposited registration fees
- Sent confirmation receipts to all registered conference attendees
- Requested continuing education credit from the National Cancer Registrars Association
- Will collect conference evaluation and provide a summary of the feedback to the new ICRA Board of Directors at the first meeting in 2017.

Respectfully submitted by: Cassie Nobbe, CTR on October 11, 2016

Position/Committee Title: Public Relations
Officer or Committee Chair: Brandy Lewis, CTR
Committee Members: None
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 October
- Electronic distribution of The Governor’s Proclamation to ICRA membership for National Cancer Registrars Week
- Submitted and maintained sponsorship requests
- Attended ICRA Board meetings
- Mailed sympathy cards as requested
- Assisted ICRA Webmaster with ICRA information to be included on the website
- Reviewed the policy and procedures manual and developed a timeline for ICRA goals

Recommendations for Next Year:

- Continue to find new grant opportunities and increase sponsorship partners.

Respectfully submitted by: Brandy Lewis, CTR on October 11, 2016

Position/Committee Title: Ways & Means

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: 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(s) early bird registration to NCRA's Annual Conference

Charges/Goals/Accomplishments:

- Coordinated all aspects of the Ways & Means Booth at the Fall Conference
- Working on a Dining to Donate evening in conjunction with the Fall Conference
- Submitted articles to the Indiana Abstract for the Spring and Fall issues
- Maintained an inventory list with accurate cost per item
- Coordinated the Fall Conference Gift
- Coordinated the drawing for the early bird member registration for NCRA's Annual Conference
- Coordinated the drawing for a free registration for an ICRA member to attend our Annual Fall Conference.

Recommendations for Next Year:

- Dinner both Wednesday & Thursday evenings
- Reduce the inventory

Respectfully submitted by: Joann Schultz, RHIT, CTR on October 7, 2017

Position/Committee Title: Website

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 and icra_indiana@yahoo.com).

Charges/Goals/Accomplishments:

- Continued partnership with Vessio, LLC (Website Maintenance Wire) to host, update and maintain ICRA's website.
- Renewed ICRA's website domain.
- Created a new user name and password for the member's only section as requested by the President for the current membership year.
- Updated website content as needed.
- Checked the e-mail account (icra_indiana@yahoo.com) regularly and responded or forwarded the requests to the appropriate board member(s) as applicable.
- Sent out broadcast e-mails as requested by the Board of Directors.
- Reviewed/revised the website policy and procedure.

Recommendations for Next Year:

- Update educational opportunities/calendar of events on are more routine basis.

Respectfully submitted by: Cassie Nobbe, CTR

Position/Committee Title:	Indiana State Department of Health Liaison
Officer or Committee Chair:	Laura Ruppert, MHA
Committee Members:	None
Purpose of Position/Committee:	To ensure updates from the state are shared with the Board and statewide Certified Tumor Registrars (CTR).

Charges/Goals/Accomplishments:

- The Indiana State Cancer Registry (ISCR) purchased the 2016-2017 North American Association of Central Cancer Registries (NAACCR) webinar series. This series is available at no cost to individual certified tumor registrars. If you would like more information, please contact Marsha Lundy at 317-233-7158.
- As a result of the high quality data gathered and reported to the ISCR from CTRs across the state, Indiana received both the Registry of Distinction award from the NPCR and the Gold Standard award from NAACCR. This allows Indiana's data to be included in both the *Cancer Incidence in North America* and *United States Cancer Statistics* publications.
- Steve Nygaard, ISCR programmer, retired at the end of June 2016. The ISCR welcomes Padmini Pasam to the role of programmer. Ms. Pasam had the benefit of working alongside her predecessor for one month prior to his retirement.
- The ISCR is finishing up its Death Clearance process to ready data for November's Call for Data.
- The ISCR participated in the first regional cancer registry meeting between Indiana and Ohio in Ft. Wayne, IN, on May 25, 2016. The focus of this meeting was lung cancer.
- The ISCR hosted the 2016 Rocky Mountain Cancer Data System's 2016 annual meeting in Indianapolis, IN, August 31-September 1, 2016.
- As a result of the high quality data gathered and reported to the ISCR from CTRs across the state, the following presentations were possible:
 - The Cancer Surveillance Section Director, Laura Ruppert, and Health Education and Communications Director, Dawn Swindle presented, *Using Cancer Registry Data to Enhance Comprehensive Cancer Control Communication Efforts and Populating Hospital Cancer Registry Data into Survivorship Care Plans: A Test Run*, at the National Cancer Registrars Association (NCRA) annual conference held in Las Vegas, NV, April 10-14, 2016.
 - Cancer Early Detection Director, Kate Tewanger, Cancer Surveillance Section Director, Laura Ruppert, both at the Indiana State Department of Health (ISDH), along with Evaluator, Cynthia Cunningham, from Community Solutions, Inc., presented a poster at the 2016 NAACCR annual conference, June 11-16, 2016,

held in St. Louis, MO, entitled, *Using Geographic Information Systems to Analyze Data to Expand the Reach of the Indiana Breast and Cervical Cancer Program (IN-BCCP)*.

- ISDH representatives presented to partners in Public Health Districts 1 & 2 on June 27, 2016, regarding respective regional cancer burdens.
- The Kentucky Cancer Registry, Indiana Cancer Registrars Association, and the Indiana Cancer Consortium (ICC) collaborated on the first Kentucky-Indiana Regional Cancer Registrars Meeting held in Louisville, KY, September 8-9, 2016. Laura Ruppert, Cancer Surveillance Section Director, presented at this meeting.
- The ISDH Cancer Sections collaborated on four poster presentations at the Indiana Public Health Conference held in Indianapolis, IN, on September 15, 2015:
 - *Strategies to Improve the Quality and Duration of Life Among Cancer Survivors at Hancock Regional Cancer Center*; Linda Zerr, RN, and Emily Jones, BS
 - *Strategies to Improve the Quality and Duration of Life Among Cancer Survivors at St. Vincent Cancer Care*; Missy Andres, BSN, RN, OCN, Jane Berby-Todd, MHA, RT (R)(T), and Emily Jones, BS
 - *Using Cancer Data to Educate Partners About the State's Cancer Burden*; Dawn Swindle, BS, and Laura Ruppert, MHA
 - *Using Geographic Information Systems to Analyze Data to Expand the Reach of the Indiana Breast and Cervical Cancer Program (IN-BCCP)*; Kate Tewanger, MPA, Cynthia Cunningham, BS, and Laura Ruppert, MHA
- The ISDH Cancer Sections and ICC submitted an abstract, *How Indiana's Use of Cancer Registry Data Guides Planning, Marketing, Education and Needs Assessments*, to the NCRA for their 2017 annual conference, which will be held April 5-8, 2017, in Washington, DC. Acceptance is pending.

Respectfully submitted by:

Laura Ruppert, MHA on October 13, 2016

Proposed Changes to the By-laws of ICRA

Amendment	Article/Section	Current By-law	Proposed Amendment	Rationale
#1	Article V Meetings of the Membership Section III Quorum	The quorum shall be two-thirds of the voting membership present at any meeting	A quorum shall be established at the beginning of any meeting. A quorum shall be two-thirds of the registered members.	To clarify the requirement for a quorum.
#2	Article VI Board of Directors Section III Meetings of the Board of Directors	A quorum shall be seventy-five (75%) of members of the Board of Directors present at any meeting.	A quorum shall be established at the beginning of any meeting. A quorum shall be two-thirds of the Board of Directors for the transaction of business.	To clarify the requirement for a quorum.
#3	Article VII Committees and Liaisons Section III Eligibility	An active or associate member in good standing for one full year prior to appointment shall be eligible for the appointment as a chair to a committee or Liaison position.	An active or associate member in good standing shall be eligible for the appointment as a chair to a committee or Liaison position.	To allow new members to serve as committee chairs or Liaisons.

#4	<p>Article IV Officers</p> <p>Section VI Letter D Secretary</p>	<p>Secretary: The Secretary shall be responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA. The Secretary shall keep on file all Board of Directors policies and procedures and documents of the Association.</p>	<p>Secretary: The Secretary shall be responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA. The Secretary shall keep on file all Board of Directors policies and procedures and documents of the Association. The Secretary shall serve as the Liaison to the American Cancer Society and the Indiana Health Information Management Association.</p>	<p>To have the Secretary assume the Liaison duties for these two organizations.</p>
#5	<p>Article VII Committees and Liaisons</p> <p>Section I Item B</p>	<p>The Liaisons of ICRA shall be to the following organizations.</p> <ol style="list-style-type: none"> 1. American Cancer Society 2. Indiana State Cancer Registry 3. Indiana Health Information Management Association 4. National Cancer Registrars Association (Vice President, Elective Position) 5. Commission on Cancer of the American College of Surgeons (Vice President, Elective Position) 	<p>The Liaisons of ICRA shall be to the following organizations.</p> <ol style="list-style-type: none"> 1. Indiana State Cancer Registry 2. National Cancer Registrars Association (Vice President, Elective Position) 3. Commission on Cancer of the American College of Surgeons (Vice President, Elective Position) 	<p>To place the duties of 2 Liaisons under office of the Secretary</p>

**ANNOUNCEMENT OF ELECTION PROCESS AND OUTCOME
2016-2017 OFFICERS**

Number of paid members for association year 2016:	98
Number of members eligible to vote:	98
Call for Nominations:	August 15, 2016
Deadline for receipt of Nominations:	September 15, 2016
Date ballots mailed:	October 11, 2016
Deadline for receipt of ballots (postmarked):	October 24, 2017
Date ballots counted:	October 27, 2016
Ballots returned:	52
Invalid ballots:	1
Valid ballots:	52 (53% return)

**INDIANA CANCER REGISTRARS ASSOCIATION 2016-2017 OFFICERS
TO BE INSTALLED NOVEMBER 4, 2016**

President	Claudia Jenkins, CTR
Past President	Cassie Nobbe, CTR
President-Elect	Laura Ruppert, MHA
Vice President	Kolleen Spencer, CTR
Secretary	Martha Hill, CTR, AAS
Treasurer	Leslie Woodard, CHCM, CTR

Location for the 2018 Fall Conference Indianapolis

