

**EXECUTIVE COMMITTEE  
AND  
BOARD OF DIRECTORS  
ANNUAL REPORT  
NOVEMBER 2016 – NOVEMBER 2017**



**Submitted to the Membership**

**November 9, 2017**

# INDIANA CANCER REGISTRARS ASSOCIATION

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**2017 Business Meeting Agenda & Recognition and Awards Ceremony**

**Thursday, November 9, 2017**

- I. Call to Order
- II. Adoption of the Agenda
- III. Establish a Membership Quorum
- IV. Review of 2016 Annual Business Meeting Minutes
- V. Fiscal Year Report
- VI. 2016-2017 Annual Report Presentations
  - a. Executive Committee
    - i. President
    - ii. President-Elect
    - iii. Past President
    - iv. Vice President/NCRA/COC Liaison Annual Report
    - 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
    - ii. Indiana Health Information Management Association/ American Cancer Society
    - iii. National Cancer Registrars Association/CoC
- VII. Bylaw Amendments
- VIII. Awards Ceremony
  - a. Recognition of New CTRS
  - b. Recognition of 2016-2017 Board of Directors
  - c. President Award
  - d. Distinguished Member Award
- IX. Announcement of Elected 2017-2018 Board of Directors
  - a. Motion to destroy 2017-2018 election ballots
- X. Old Business
- XI. New Business
- XII. Meeting Adjournment

# **INDIANA CANCER REGISTRARS ASSOCIATION**

## **2017 Installation Ceremony Agenda**

**Friday, November 10, 2017**

- |      |                                    |                      |
|------|------------------------------------|----------------------|
| I.   | Welcome                            | Claudia Jenkins, CTR |
| II.  | President's Farewell Message       | Claudia Jenkins, CTR |
| III. | Installation of 2017-2018 Officers | Cassie Nobbe, CTR    |
| IV.  | Presidential Message               | Laura Ruppert, MHA   |

## **INDIANA CANCER REGISTRARS ASSOCIATION**

### **2016 ANNUAL BUSINESS MEETING/AWARDS PRESENTATION**

DATE: November 3, 2016  
LOCATION: Lily Conference Center, Indianapolis, IN

#### **MEMBERS PRESENT:**

2016 ICRA MEMBERS and Conference Attendees

#### **CALL TO ORDER:**

The 2016 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President, Cassie Nobbe.

#### **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.

#### **QUORUM OF MEMBERSHIP:**

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

#### **2015 ANNUAL BUSINESS MEETING MINUTES:**

Cassie Nobbe asked if there were any additions or corrections regarding the 2015 Annual Business Meeting Minutes located on pages 5-8. No concerns, questions or deletions were noted.

#### **EXECUTIVE COMMITTEE REPORTS:**

##### **President:**

Cassie Nobbe referenced her report on page 10, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

##### **President-Elect& Audit:**

Claudia Jenkins referenced her report on page 11, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

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

Nancy Whipple referenced her report on page 12, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

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

## **INDIANA CANCER REGISTRARS ASSOCIATION**

Joann Schultz referenced her report on page 13, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### **Secretary:**

Cassie Nobbe referenced her report on page 14, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### **Treasurer:**

Sherry Dowling referenced her reports on pages 15-17 which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### **COMMITTEE REPORTS:**

#### **Bylaws:**

Camille Foley referenced her report on page 18, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

#### **Education:**

Lisa LaGue referenced her report on pages 19, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

#### **Historian:**

Nancy Whipple referenced her report on page 20, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

#### **Membership:**

Martha Hill referenced her report on page 21, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

#### **Program:**

Cassie Nobbe referenced her report on page 22, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

#### **Public Relations:**

## INDIANA CANCER REGISTRARS ASSOCIATION

In the absence of Brandy Lewis, Cassie Nobbe referenced her report on page 23, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### Ways and Means:

Joann Schultz referenced her report on page 24, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### Website:

Cassie Nobbe referenced her report on page 25, which highlighted the goals and accomplishments of 2016 and recommendations for the next year. She reminded the membership that the website address is [www.icra-indiana.net](http://www.icra-indiana.net) and the e-mail address is [icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com).

### LIAISONS:

#### Indiana State Department of Health Cancer Registry Liaison:

Laura Ruppert referenced her report on pages 26 and 27, which highlighted the goals and accomplishments of 2016 and recommendations for the next year.

### Bylaw Amendments:

Camille Foley presented the five proposed by-law amendments (refer to table at the end of the document).

The membership voted to accept amendment one as presented. The membership voted to accept amendment two as presented. The membership voted to accept amendment three as presented. The membership voted to accept amendment four as presented. Lisa LaGue provided a revised version of amendment five which read: The Liaisons of ICRA shall be to the following organizations:

1. American Cancer Society (Secretary, Elective Position)
2. Indiana Health Information Management Association (Secretary, Elective Position)
3. Indiana State Cancer Registry
4. National Cancer Registrars Association (Vice President, Elective Position)
5. Commission on Cancer of the American College of Surgeons  
(Vice President, Elective Position)

The membership voted to accept amendment five as revised by Lisa LaGue.

## INDIANA CANCER REGISTRARS ASSOCIATION

### 2016-2017 Election Results:

A motion was made to destroy the election ballots. The motion was seconded. The membership voted and approved the motion to destroy the ballots from the 2016 election for the 2016-2017 executive committee.

Cassie Nobbe noted that the 2016-2017 Executive Committee would be:

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

### Recognition of New CTRS

Cassie Nobbe recognized the new Certified Tumor Registrars.

### Presentation of Awards

Cassie Nobbe presented each of her Board members, committee chairs, and committee members with a certificate and thanked each person for his or her service. She awarded Lisa LaGue with the 2016 President's Award. The nominations for the Distinguished Member Award were announced as Brandy Lewis and Lisa LaGue. She announced that Lisa LaGue was the 2016 Distinguished Member.

With no further new or old business, Cassie Nobbe adjourned the 2016 ICRA Annual Business Meeting.

Respectfully Submitted,  
Cassandra Nobbe, CTR  
2016 ICRA Secretary



## INDIANA CANCER REGISTRARS ASSOCIATION

### 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	Article IV Officers Section VI Letter D Secretary	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.	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.	To have the Secretary assume the Liaison duties for these two organizations.
#5	Article VII Committees and Liaisons Section I Item B	The Liaisons of ICRA shall be to the following organizations. 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)	The Liaisons of ICRA shall be to the following organizations. 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)	To place the duties of 2 Liaisons under office of the Secretary

# INDIANA CANCER REGISTRARS ASSOCIATION

## 2016-2017 ICRA Board of Directors

### Committee Chairs and Liaisons

#### **President**

Claudia Jenkins, CTR

#### **President Elect**

Laura Rupert, MHA

#### **Past President**

Cassie Nobbe, CTR

#### **Vice President**

Kolleen Spencer, CTR

#### **Secretary**

Martha Hill, AAS, CTR

#### **Treasurer**

Leslie Woodard, CHM, CTR

### **Committees**

#### **By-laws Committee Chair**

Camille Foley, RHIT, CTR

#### **Education Chair**

Lisa LaGue, CTR

#### **Historian**

Nancy Whipple, CTR

#### **Membership Committee Chair**

Martha Hill, AAS, CTR

#### **Program Committee Chair**

Sherry Dowling, CTR

#### **Public Relations Committee Chair**

LeAnn Capps, AAS, BA, 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

#### **Indiana Health Information Management Association and American Cancer Society**

Martha Hill, AAS, CTR

#### **National Cancer Registrars Association and Commission on Cancer**

Kolleen Spencer, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** President

**Officer or Committee Chair:** Claudia Jenkins, CTR

**Committee Members:**

**Distinguished Member:** Andrea Evanoff, RHIA, CTR, Betty Jeffers, RHIT, CTR

**Survey:** Martha Hill, AAS, CTR, 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).
- Secured a new Fall Conference venue with the assistance of the Program Chair.
- Communicated with ICRA's membership through Presidential Messages and email blasts.
- Submitted articles to the Indiana Abstract.
- Completed the Annual Report and Agenda for the Business Meeting.
- Selected a committee for the Distinguished Member Award.
- Selected a committee for an ICRA survey in regards to barriers serving on the ICRA Board. Compiled and sent out survey with assistance of the committee.
- Prepared and sent the Distinguished Member call for nominations via e-mail.
- Ordered Distinguished Member Award and Presidential Award plaques.
- Conducted Annual Business Meeting during the Fall Conference.
- Assisted Treasurer with a visit to the bank to update account information.
- Communicated with Illinois Cancer Registrar Association in regards to a possible Regional Conference in 2018.
- Sent welcome letters to new ICRA members.

**Respectfully submitted by:** Claudia Jenkins, CTR on September 15, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** President-Elect

**Officer or Committee Chair:** Laura Ruppert, MHA

**Committee Members:** None

**Purpose of Position/Committee:** Serve on the Board of Directors to assist the President in preparation for the Presidency.

Serve as the Chairperson to the Audit Committee.

Report to the President, Executive Committee, Board of Directors and membership audit results. Represent ICRA at the National Cancer Registrars Association annual conference, if so appointed to do so by the Board of Directors.

Select individual(s) to perform the invocation and installation of incoming officers and Board of Directors at the annual ICRA Conference.

**Charges/Goals/Accomplishments:**

- Secure location for 2018 ICRA Fall Conference.
- Appoint Committee Chairs for 2018 Board of Directors.
- Represent ICRA at NCRA President's luncheon at NCRA Annual conference.
- Organize/Assemble ICRA's state basket for NCRA Annual conference raffle.
- Complete the Treasury Audit.
- Attend all Board Meetings.
- Submit articles for *The Indiana Abstract* per specified formats and time frames.
- The selection of the 2018 ICRA Fall Conference has been completed. The location will be at Primos South Banquet & Conference Center, 2615 National Avenue, Indianapolis, IN 46227.
- The Program Chair, Nancy Whipple, has been appointed for the 2018 ICRA Fall Conference.
- The Treasury Audit was completed in May, 2017.
- The ICRA's state basket was assembled, delivered, and raffled off at the 2017 NCRA conference. There was much excitement around the Vera Bradley brief case and all of its contents!

**Respectfully submitted by:** Laura P. Ruppert, MHA on September 1, 2017

**INDIANA CANCER REGISTRARS ASSOCIATION**  
**2017 ICRA Treasury Audit of 2016**

**Auditor: Laura Ruppert, MHA**

**Audit Date: April 30, 2017**

**Dates Examined: January 1, 2016-December 31, 2016**

**Examined:**

**Checking Account # [REDACTED]**

**Savings Account # [REDACTED]**

**Checking Account**

Balance in checkbook register, January 1, 2016	<b>\$16114.84</b>	
Balance on Bank Statement, January 1, 2016 (Ck 1174 replacement)	<b>\$16314.84</b>	(\$ 200.00)
Adjusted Checking Account balance adjusted	<b>\$16114.84</b>	
 Total Income 2016	 \$18444.71	
Total Expenses 2016	(\$21729.05)	
 Checkbook balance December 31, 2016	 <b>\$12830.50</b>	
Checking Account balance as of December 31, 2016	<b>\$12830.50</b>	

**Savings Account**

Balance on Bank Statement, January 1, 2016	<b>\$10145.74</b>
Balance on Bank Statement, December 31, 2016	<b>\$10147.60</b>

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Past President & Nomination Committee

**Officer or Committee Chair:** Cassie Nobbe, CTR

**Committee Members:** Stephanie Bulach, CMA  
Tammy Buehner, RN, OCN

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

**Charges/Goals/Accomplishments:**

- Attended all meeting of the Board of Directors
- Advised the Board and President as requested
- Appoint Nomination committee members
- Followed the written procedures for the nomination and election of officers
- Updated past president and nomination committee policy and procedure manual
- Prepared and mailed the election ballots.
- Created and election results report
- Submitted an article to the Indiana Abstract

**Recommendations for Next Year:**

- Provide a synopsis of the duties of each position to the nominated candidates for review.

**Respectfully submitted by:** Cassie Nobbe, CTR on September 29, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Vice President/NCRA Liaison/CoC Liaison

**Officer or Committee Chair:** Kolleen Spencer, CTR

**Committee Members:** None

**Purpose of Position/Committee:** As Vice President, assist as needed. Serve as NCRA and CoC Liaisons.

**Charges/Goals/Accomplishments:**

- Attended Board of Director meetings
- Reviewed policies & procedures and performed the duties of the CoC liaison
- Reviewed policies & procedures and performed the duties of the NCRA liaison
- Reviewed the policy and procedure annually at the conclusion of this term-revisions are not warranted at the conclusion of this term
- Disseminated to the ICRA Board, information from the Commission on Cancer/NCRA/NAACCR/American College of Surgeons websites for pertinent information and changes that will be required to be implemented in the Cancer Registry workforce. New education requirements for 2017 and 2018
- Disseminated the above information to the ICRA membership through two articles submitted to the *The Indiana Abstract*
- Performed other duties as assigned by the president and Board of Directors-Posting of ICRA Fall workshop on the NCRA website

**Recommendations for Next Year:** Many changes will be implemented next year, communication to the ICRA Board and members will be vital.

**Respectfully submitted by:** Kolleen Spencer, CTR on September 26, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Secretary

**Officer or Committee Chair:** Martha Hill, AAS, CTR

**Committee Members:** None

**Purpose of Position/Committee:** The secretary is responsible for keeping records of all proceeds and general correspondence as directed by the President. The Secretary shall keep on file all Board of Directors Policies and Procedures and documents of the Indiana Cancer Registrars Association.

**Charges/Goals/Accomplishments:**

- Corresponded with President to create and distribute meeting agendas and reminders for the Board of Directors meeting.
- Documented meeting minutes for 2 of the 3 meetings. Cassie Nobbe recorded the third meeting.
- Distributed supplies (stationary, envelopes, cards, etc.) as requested by Board members.
- Reviewed and revised the secretary's policy and procedure.
- Prepared Secretary Binders and supplies to transfer to new secretary.

**Recommendations for Next Year:**

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

**Respectfully submitted by:** Martha A. Hill, AAS, CTR on September 21, 2017



## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Treasurer

**Officer or Committee Chair:** Leslie Woodard, CHCM, CTR

**Committee Members:** None

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

**Charges/Goals/Accomplishments:**

- Attended all but 1 ICRA board meeting.
- Completed all duties of the treasurer as outlined in the policy and procedures, and did so in a timely, accurate and professional manner.
- Discussed the current mileage reimbursement rate for ICRA board members vs. the 2017 IRS rate at the first board meeting of the year.
- Updated the policy and procedure manual for the treasurer and requested it to be updated on the ICRA website.
- Assisted other board members as needed.
- Kept all material in an organized and functional manner, limiting paper as much as possible.
- Notified the President and other board members of problems that were found with the savings account and had it corrected.
- Completed and submitted state and federal tax forms.
- Prepared and submitted reports for *The Indiana Abstract*
- Prepared and provided the W-9 form when requested.
- Kept all ledger entries current.
- Kept checkbook in balance at all times.
- Worked with Telusys and setup an online payment option for the ICRA Fall Conference.
- Will renew the Certificate of Deposit when it is due in October.

**Recommendations for Next Year:**

- Read the Policy and Procedures for the Treasurer prior to the first board meeting of the year.
- Keep current with all ledger entries.
- Discuss the option of using Telusys (online payment) again for the Fall Conference and start offering it as an option for membership.

**Respectfully submitted by:** Leslie Woodard, CHCM, CTR on September 29, 2017

# INDIANA CANCER REGISTRARS ASSOCIATION

## Indiana Cancer Registrars Association Quarter 2: Fiscal Year 2017-2018

<b>Beginning Balance</b>					<b>\$15,666.98</b>
	<b>July</b>	<b>August</b>	<b>September</b>		
<b>Income:</b>					
Membership	\$ 35.00	\$ 70.00	\$ 155.00	\$	260.00
ICRA Fall Conference Registration			\$ 2,577.50	\$	2,577.50
Telusys Fall Conference Registration			\$ 300.00	\$	300.00
<b>Total Income:</b>	<b>\$ 35.00</b>	<b>\$ 70.00</b>	<b>\$ 3,032.50</b>	<b>\$</b>	<b>3,137.50</b>
<b>Expense:</b>					
Website Maintance (Vessio)	\$ 49.99	\$ 49.99	\$ 49.99	\$	149.97
Mileage - Board		\$ 603.62		\$	603.62
Luncheon - Board		\$ 108.85		\$	108.85
CNA Surety - Bond	\$ 278.00			\$	278.00
Fall Conference Gift - 4 Imprint		\$ 447.57		\$	447.57
Savings Account Transfer		\$ 1.00		\$	1.00
Membership Overpayment Reimbursed	\$ 10.00			\$	10.00
ISCR Snacks for ICRA Workshop			\$ 25.41	\$	25.41
Fall Conference Overpayment Reimbursed			\$ 16.49	\$	16.49
<b>Total Expense:</b>	<b>\$ 337.99</b>	<b>\$ 1,211.03</b>	<b>\$ 91.89</b>	<b>\$</b>	<b>1,640.91</b>
<b>Ending Balance Checking</b>					<b>\$17,163.57</b>
<b>Balance Savings Account</b>					<b>\$ 10,150.29</b>
<b>Certificate of Deposit</b>					<b>\$10,110.61</b>
<b>Total Assets for ICRA as of 9/30/2017:</b>					<b>\$ 37,424.47</b>

Respectfully submitted 10/10/2017 by:  
Leslie Woodard, CHCM, CTR  
2017 ICRA Treasurer

# INDIANA CANCER REGISTRARS ASSOCIATION

Indiana Cancer Registrars Association  
Fiscal Year End Report April 1, 2017 - March 31, 2018

Beginning Balance per Quarter	\$ 34,985.84	\$ 15,666.98			
Beginning Balance FY 4/2017 - 3/2018					
	April - June	July - Sept	Oct - Dec	Jan - March	Fiscal YR Totals
Income:					
Membership	\$ 1,009.00	\$ 280.00			
ICRA Fall Conference Registration		\$ 2,377.30			
Telkeys Fall Conference Registration		\$ 300.00			
Total Income per Quarter	\$ 1,009.00	\$ 3,137.30	\$ -	\$ -	
Total Income FY 4/2017 - 3/2018					\$ 4,142.50
Expenses:					
Mileage - Board	\$ 71.10	\$ 603.62			
Postage	\$ 9.80				
State Meeting Snacks	\$ 32.01				
2017 NCRA State Basket	\$ 21.40				
Vista Print - Membership Cards	\$ 33.48				
Website Maintenance	\$ 148.97	\$ 148.97			
Bereavement Card Reimbursement	\$ 6.10				
Luncheon - Board		\$ 108.85			
CNA Surety - Bond		\$ 278.00			
Fall Conference Gift - 4 Imprint		\$ 447.37			
Savings Account Transfer		\$ 1.00			
Membership Overpayment Reimbursed		\$ 10.00			
ISCR Snacks for ICRA Workshop		\$ 23.43			
Fall Conference Overpayment Reimbursed		\$ 16.48			
Total Expenses per Quarter	\$ 321.86	\$ 1,648.91	\$ -	\$ -	
Total Expenses per FY 4/2017-3/2018					\$ 1,964.77
Ending Balance per Quarter	\$15,666.98	\$ 17,163.57			
Ending Balance Checking Account FY 4/2017-3/2018					\$ 15,666.98
Savings Account as of 3/31/2017	\$ 10,148.83	\$ 10,130.29			
Certificate of Deposit	\$ 10,110.81	\$ 10,110.81			
Total ICRA Assets as of 03/31/2017	\$35,926.54	\$37,424.47	\$0.00	\$0.00	
Respectfully submitted 10/10/17 by:					
Leslie Woodward, CHCM, CTR					
2017 ICRA Treasurer					

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Bylaws Committee

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

**Committee Members:** None

**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.

**Charges/Goals/Accomplishments:**

- Prepared goal and budget and presented at first BOD meeting.
- Attended two ICRA board meetings.
- Submitted article to the Indiana Abstract.
- Monitored Board of Directors meeting to ensure that ICRA By-laws were followed.
- Reviewed current By-laws.
- Served as Parliamentarian board meeting and annual meeting.

**Recommendations for Next Year:** None

**Respectfully submitted by:** Camille Foley, RHIT, CTR on October 20, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Education Committee

**Officer or Committee Chair:** Lisa LaGue, CTR

**Committee Members:** Emily Freeman, RHIT, CTR  
Marsha Lundy  
Laura Ruppert, MHA

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

**Charges/Goals/Accomplishments:**

- Attend all ICRA Board of Directors meetings. *Attended all three meetings in 2017.*
- Submit articles for *The Indiana Abstract* in a timely manner. *Submitted articles for the Spring and Fall 2017 issues of The Indiana Abstract.*
- 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. *Informal assessment done through personal communications with ISCR staff and ICRA members; decision made to forego planning any future CTR prep workshops and focus instead on mentoring connections; no clear consensus on other issues including the ideal training format.*
- Work with Indiana State Cancer Registry staff in planning at least four educational workshops in 2017 in conjunction with NAACCR webinars. *Three ISCR workshops were held in conjunction with NAACCR webinars in 2017 (March 2, May 4 and September 7).*
- Continue communicating with registrar associations in Ohio and Michigan about a possible tri-state collaboration for an educational workshop in 2017. *Ohio and Michigan have been conducting regional workshops on a biennial basis since 2013 so they already had plans for 2017 partnership.*
- Communicate with Kentucky Cancer Registry to determine aspirations and expectations for future collaborative workshops. *Follow-up discussions indicated a lack of interest in holding regional meetings outside of Kentucky so nothing further planned at this point in time.*
- Appoint at least one committee member to assist with planning activities. *Received substantial assistance from Marsha Lundy in conducting ISCR workshops; Laura Ruppert provided snacks for workshops; Emily Freeman served as a mentor for CTR exam candidate.*
- Revise the policy and procedure for the Education Committee. *P&P revised.*

**Recommendations for Next Year:**

- Appoint at least one committee member to assist with planning activities.

Continued on next page

## INDIANA CANCER REGISTRARS ASSOCIATION

- Conduct a formal 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 surrounding state associations about the possibilities of collaborating on future regional workshops.

**Respectfully submitted by:** Lisa LaGue, CTR on October 6, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Historian

**Officer or Committee Chair:** Nancy Whipple, CTR

**Committee Members:** None

**Purpose of Position/Committee:** Serve as advisor to the President and Board as needed.

**Charges/Goals/Accomplishments:**

- Attended meetings of the Board of Directors
- Updated historian policy and procedure manual
- Prepared Annual Report

**Respectfully submitted by:** Nancy Whipple, CTR on September 29, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

<b>Position/Committee Title:</b>	Membership
<b>Officer or Committee Chair:</b>	Martha Hill, AAS, CTR
<b>Committee Members:</b>	None

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

**Charges/Goals/Accomplishments:**

- Prepared budget for position.
- Mailed membership renewal/application forms to current and prospective new members.
- Second notices were sent, followed by emails.
- Copied checks and deposited in account with copies scanned and e-mailed to Treasurer.
- E-mailed letters to members with lapsed memberships.
- Updated membership list and mailing labels.
- Mailed dues receipt with membership cards and website log-on information.
- Attended two Board of Director Meetings and reported activities and status of membership. Update was submitted for the third meeting.
- Submitted articles to the spring and fall editions of *The Indiana Abstract*.
- Provided Membership List to Nomination and Program Chairs.
- Provided Labels to the Program Committee.
- Provided Membership listing for Distinguished Member mailing.
- Updated the Website Membership Directory for the webmaster.
- Prepared Annual Report.
- Reviewed Policy and Procedures

103 ICRA members for 2017-18 fiscal years to include: 1 Honorary Member; 15 new members; 3 Associate members and 3 student members

**New Members Include:**

Susan Arthur, RHIT, Good Samaritan Hospital, Vincennes  
Stasia Bassett, RHIT, Parkview Health Cancer Institute, Fort Wayne  
Michelle M. Brietner, BS, CTR, Community Health & Wellness Center, Bryan, OH  
Virginia Brooks, Franciscan Health, Indianapolis  
Kimberly Cardin RN, RHIT, Lutheran Health, Fort Wayne  
Kristi Dietz, CTR, CHAMPS Oncology  
Heather Graham, CTR  
Brenda Gray, Hendricks Regional Health, Avon  
Amanda Kraushaar, RHIA, CTR Registry Partners  
Marsha Lundy, Indiana State Department of Health  
Julie Machowiak, BA, CTR, ATOS North America

Continued on next page



## INDIANA CANCER REGISTRARS ASSOCIATION

### **New Members Continued:**

Damon, Moorman, BA, Marion General  
Kellie Price, RHIT, Franciscan, Crown Point  
Christine Racey, CTR, NTHRIVE,  
Meganne Shickles, BA, Franciscan Health

### **Recommendations for Next Year:**

- Contact potential members to increase number of ICRA memberships.
- Continue to use e-mail notifications of membership drive as well as postal service.
- Update membership application with more clarity.
- Send names and contact information of the new members as they come in to the President so that a welcome email can be sent.

**Respectfully submitted by:** Martha A. Hill, AAS, CTR on September 17, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Program Committee

**Officer or Committee Chair:** Sherry Dowling, CTR

**Committee Members:** Martha Hill, AAS,CTR, Cassie Nobbe, CTR

**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:**

- Attended all ICRA Board of Directors meetings
- Prepared and presented preliminary budget at the first ICRA Board of Directors Meeting.
- Assisted president to secure new conference venue
- Review venue and hotel contacts
- Correlated conference theme with president
- Reviewed past conference evaluation, topic and speaker suggestions.
- Contacted potential speakers and correlated speaker presentations, CV, AV needs and fees
- Prepared conference registration flyers, on-line forms and submitted for board approval
- Mailed flyers and sent confirmation receipts to all registered attendees
- Submitted forms to NCRA to request conference CE hours; include four category A credits
- Prepared daily agendas and evaluation forms
- Prepared registration rosters, attendance list, CE forms and name tags
- Organized and made copies of speaker notes and other packet enclosures
- Arranged registration table volunteers
- Selected and got CV to people introducing the speakers
- Met with venue to finalize arrangements and menus
- Reviewed venue invoice with president for accuracy
- Submitted all financial transactions to the treasurer.
- Prepared and submitted articles for the "Indiana Abstract".
- Reviewed and updated the Policy and Procedures as needed.
- Will prepare summary of evaluations and forward to past president and 2018 program chair for presentation at first 2018 ICRA board meeting.

**Recommendations for Next Year:** Delegate some responsibilities to others. Secure your primary speaker early.

**Respectfully submitted by:** Sherry Dowling, CTR on August 29, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Public Relations

**Officer or Committee Chair:** LeAnn Capps, AAS, BA, 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 March and September
- Electronic distribution of 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- 6 cards
- Assisted ICRA Webmaster with ICRA information to be included on the website
- Reviewed the policy and procedures manual and revised timeline for ICRA goals

**Recommendations for Next Year:**

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

**Respectfully submitted by:** LeAnn Capps, AAS, CTR on September 26, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Ways and 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 or members early bird member registration to NCRA's Annual Conference

**Charges/Goals/Accomplishments:**

- Coordinated all aspects of the Ways & Means Booth at the Fall Conference.
- Coordinated a Dining to Donate in conjunction with the Fall Conference.
- Coordinated a 50/50 raffle at the Fall Conference.
- Submitted articles to the Indiana Abstract for the Spring & Fall issues
- Coordinated the Fall Conference Gift
- Coordinated the drawing for the early bird member registration for NCRA's Annual Conference
- Coordinated the drawing for a ICRA member registration to ICRA's Fall Conference

**Recommendations for Next Year:**

- Dining to Donate both Wednesday and Thursday evenings in conjunction with the Fall Conference
- Reduce the inventory
- Explore new options for raising funds for education

**Respectfully submitted by:** Joann Schultz, RHIT, CTR on September 26, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

<b>Position/Committee Title:</b>	Website
<b>Officer or Committee Chair:</b>	Cassie Nobbe, CTR
<b>Committee Members:</b>	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](http://www.icra-indiana.net) and [icra\\_indiana@yahoo.com](mailto: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.
  - Added information to on-line registration and payment for this year's conference.
- Checked the e-mail account ([icra\\_indiana@yahoo.com](mailto: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.
  - Abstracts
  - Membership
  - ICRA/NCRA Scholarships
  - Educational Opportunities
  - Nomination Requests for ICRA offices and Distinguished Member Award
- 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 on October 1, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**Position/Committee Title:** Liaison: American Cancer Society

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

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

**Charges/Goals/Accomplishments:**

- Maintain open communication with the representatives of ACS, working together for the good of the patients and their families. Keep members abreast of opportunities to use ACS materials and programs within their own cancer programs

**Recommendations for Next Year:**

- Continue open communications between both organizations.

**Respectfully submitted by:** Martha A. Hill, AAS, CTR on October 21, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

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

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

**Purpose of Position/Committee:** To keep the Indiana Health Information Management Association (IHIMA) informed of the mission of the Indiana Cancer Registrars Association and to provide assistance to their organization as needed.

**Charges/Goals/Accomplishments:**

- To have open communication regarding events between both organizations.

**Recommendations for Next Year:**

- To review Policy and Procedure to see if this position is still pertinent to ICRA. If this position is deemed pertinent to this association, move that it be maintained by a member of IHIMA, which may allow for more communication between the organization.

**Respectfully submitted by:** Martha A. Hill, AAS, CTR on October 21, 2017

## INDIANA CANCER REGISTRARS ASSOCIATION

**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 2017-2018 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.
- 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.
- The ISCR is finishing up its Death Clearance process to ready data for November's Call for Data.
- The Cancer Surveillance Section Director, Laura Ruppert served as the lead author of a manuscript entitled, *Linkage of Indiana State Cancer Registry and Indiana Network for Patient Care Data*, which was published in the Journal of Registry Management, Winter edition, 2017. This paper explored the value of linking EMR data with Cancer Registry data. Additionally, the project looked at the completeness of the ISCR.

<https://20tqtx36s1la18rvn82wcmprn-wpengine.netdna-ssl.com/wp-content/uploads/2017/04/Linkage-of-Indiana-State-Cancer-Registry-and-Indiana-Network-for-Patient-Care-Data.pdf>

- The ISDH Cancer Sections and Indiana Cancer Consortium presented a poster entitled, *How Indiana's Use of Cancer Registry Data Guides Planning, Marketing, Education and Needs Assessments*, at the 2017 NCRA annual conference, held April 5-8, 2017, in Washington, DC.
- The Cancer Surveillance Section Director, Laura Ruppert along with other ISDH representatives presented to partners in Public Health Districts 3 on June 15, 2017 and Public Health District 5 on June 29, 2017, regarding respective regional cancer burdens.
- The Cancer Surveillance Section Director, Laura Ruppert gave an oral presentation at the 2017 NAACCR annual conference entitled, *Linkage of Indiana State Cancer Registry and Indiana Network for Patient Care Data*, based on the published manuscript bearing the same name.

**Recommendations for Next Year:** None

**Respectfully submitted by:** Laura Ruppert, MHA on September 1, 2017



## INDIANA CANCER REGISTRARS ASSOCIATION

**Proposed Changes to the Bylaws of ICRA:** None

## INDIANA CANCER REGISTRARS ASSOCIATION



### ANNOUNCEMENT OF ELECTION PROCESS & OUTCOME OF 2017-2018 OFFICERS OCTOBER 20, 2017

Number of members eligible to vote: (Excluded: students, honorary members)	97
Call for Nominations:	July 17, 2017
Deadline for receipt of Nominations:	August 15, 2017
Date ballots mailed:	September 27-28, 2017
Deadline for receipt of ballots (postmarked):	October 11, 2017
Ballots returned:	53 (55% return rate)
Invalid ballots:	1
Valid ballots:	52

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#### INDIANA CANCER REGISTRARS ASSOCIATION 2017-2018 OFFICERS TO BE INSTALLED NOVEMBER 10, 2017

PRESIDENT: **LAURA RUPPERT, MHA**  
PRESIDENT ELECT: JOANN SCHULTZ, RHIT, CTR  
PAST PRESIDENT: CLAUDIA JENKINS, CTR  
VICE PRESIDENT: MARTHA HILL, CTR, AAS  
SECRETARY: SAMANTHA KUNZ, CTR  
TTREASURER: LESLIE WOODARD, CTR, CHCM

LOCATION FOR THE 2019 ANNURAL ICRA FALL CONFERENCE: INDIANAPOLIS, IN

Respectfully submitted, Cassie Nobbe, CTR Past President/Nomination Chair





