





Executive Committee

And

Board of Directors

Annual Report

2020

Submitted to membership on ICRA's Web
Site

November 19, 2020



Board of Directors, Committee Chairs and Liaisons

President

Valerie J. Vesich, RHIA, CTR

Past-President/Ways and Means

Joann Schultz, RHIT, CTR

President Elect/ Program Co-Chair

Tracy A. Paulus, CTR

Vice President/Program Co-Chair

Peggy Downs, CTR

Secretary/By-Laws

Emily Freeman, CTR, RHIT

Treasurer

Angela Koszyk, CTR

Webmaster

Cassandra (Cassie) Nobbe, CTR

Membership

Martha A. Hill, CTR, AAS

Education

Melissa Crow, RHIT, CTR

Historian

Patti Lawson, CTR RT(R)(MR)CTR MRI

Liaison

Samantha Kunz, CTR

Public Relations

LeAnn Capps, CTR

Distinguished Member

Emily Martinez, RHIT, CTR



EXECUTIVE COMMITTEE ANNUAL REPORTS



Position Title: President

Officer: Valerie Vesich, RHIT, CTR

Purpose of Position/Committee:

The president of ICRA shall be responsible for the activities of the association and receive from the membership the authority to program the activities to accomplish the objectives of the association while complying with the bylaws.

Goals as an ICRA Board Member:

- Understand responsibilities of President
- Lead ICRA members forward with positive diplomacy
- Encourage mentoring, self-education, collaboration
- Support our members as we take on challenges from our standard setters

My role as President this year:

- Presided at all board and educational meetings.
- ICRA Executive Committee and Board made the decision to cancel our Annual Fall Educational Workshop this November due to the global COVID-19 (Coronavirus) pandemic. Protecting the health, safety, and well-being of our members, and attendees, is paramount, and serves as the reason for our decision to cancel the ICRA Fall Workshop. Cancelling is the right thing to do during this historic time.
- Our Executive Board, Board of Directors and Annual Program Team have met frequently and planned several “Virtual Educational Series of Webinars” between August and December. Secured membership with GoToWebinar so that virtual sessions could happen for ICRA members.
- Tracy Paulus and Peggy Downs along with Melissa Craw (Education Chair) and Sam Kunz were pivotal in building the Line-up of educational opportunities to ICRA members. Please see details inside but thanks to Sam and Melissa for being educational speakers for our ICRA virtual event this summer.
- We’ve been successful in conducting our ICRA Nomination process thanks to Joann Schultz. These nominations and the election process will form the board for our incoming President Tracy Paulus! Thanks to all of you who sent in nominations. Keeping ICRA alive and active is crucial to the future of the cancer registrars of Indiana. Thanks Joann!



- Membership activity driven by Martha Hill has been a hit achieving our goal of having over 100 ICRA members.
- Leann Capps for being ICRA's Public Relations Chair. Leann keeps ICRA members informed of what we do by mastering ICRA's publication, The Abstract and helping us obtain contributions from outside vendors/companies for educational and membership support. Thanks Leann!
- Cassie Nobbe has done a fantastic job in helping me achieve another goal of mine – to strengthening **ICRA's electronic infrastructure**. Creating a functional website that will assist ICRA members is paying membership dues, have the liberty to extend your vote, register for educational events and many more functions
- Angela Koszyk, ICRA's Treasurer was pivotal in helping us build up our infrastructure as well securing a marriage of payment processing with our ICRA website using the abilities of the website to the fullest!
- Patti Lawson, our silent but powerful warrior, is working on Historian materials, cleaning house and making transitions easier...but keeping ICRA's history in tack. Patti also has done wonderful artful displays for ICRA volunteering time. Patti was the designer of the photo snap of ICRA's Board.
- Emily Freeman, my right-hand partner, handled Secretarial duties keeping me in line building agenda and power points and taking minutes. She also is ICRA's By-laws Chair with a lineup of discussions for 2021.
- Sam Kunz is our Liaison kept us all up to date on what's new very thoroughly. Sam has special connections bringing ICRA members news as it happens.
- Assign a committee chair to manage the Distinguished Member Award. Emily Martinez conducted the process for nominations, review of applicants and name the awards. Thanks to her committee members Kayla Mastey and Megan Block.
- Amid the pandemic we decided to continue with Presidential Awards and recognition of new CTR's.

I want to thank YOU ICRA, my Executive and Board of Directors for your commitment to ICRA

Recommendations for Next Year:

- Continue to manage and upgrade ICRA's electronic infrastructure
- Continue with virtual educational events in addition to the annual educational meeting

Respectfully submitted by:

Valerie J. Vesich, RHIA, CTR
valerie.vesich@franciscanalliance.org



Position/Committee Title: President-Elect

Officer or Committee Chair: Tracy Paulus, CTR

Purpose of Position/Committee: The President-Elect shall succeed to the office of President at conclusion of his/her term of office. The President-Elect shall appoint the committee chairperson for his/her term of office and secure a location for the annual conference.

Charges/Goals/Accomplishments:

- Attended all Board meetings
- Prepared goals and budget for 2020
- Assisted the President and Board when needed
- Conducted an audit of the treasury
- Secured location for 2021 Annual Conference
- Purchased and mailed a \$100 gift card to our winner of the NCRA State Raffle
- Selected individuals to serve as committee chairpersons for 2021
- Prepared and submitted articles for the Indiana Abstract

Recommendations for Next Year: Maintain communication with the Board and ICRA members and listen to suggestions for improvement.

Respectfully submitted by:

Tracy Paulus, CTR



Position/Committee Title: Past President/Nominations

Officer or Committee Chair: Nominations Committee

Purpose of Position Committee:

Serve as advisor to the President and Board as needed. Coordinate the officer nomination and election process.

Charges/Goals/Accomplishments

- Attended all meetings of the Board of Directors
- Advised the Board and President as requested
- Appointed Nomination committee member
- Followed the written procedures for the nomination and election of officers
- Prepared and sent out ballots via e-mail
- Created an election results report

Recommendations for next year:

Continue electronic voting

Respectfully submitted by:

Joann Schultz, RHIT, CTR



Position/Committee Title: Vice-President

Officer or Committee Chair: Co-Chair Program - Peggy Downs, CTR

Purpose of Position/Committee:

Assume the duties of the president in her absence.

Charges/Goals/Accomplishments:

- Attended board meetings
- Prepared a budget for the position
- Submitted articles to The Indiana Abstract

Recommendations for Next Year:

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

Respectfully submitted by:

Peggy Downs, CTR



Position/Committee Title: Secretary

Officer or Committee Chair:

Emily Freeman, RHIT, CTR

Purpose of Position/Committee:

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.

Charges/Goals/Accomplishments:

Record all BOD meeting minutes, organize agenda, and create PowerPoint presentations for all meetings.

Recommendations for Next Year:

Continue to create PowerPoint presentations for every BOD meeting to keep ICRA meetings organized and timely.

Respectfully submitted by:

Emily Freeman, RHIT, CTR



Position/Committee Title:

Treasurer

Officer or Committee Chair:

Angela Koszyk, CTR

Purpose of Position/Committee:

The Treasurer shall maintain the financial well-being of the association.

Charges/Goals/Accomplishments:

- Attended all ICRA Board Meetings
- Completed all duties of the treasurer as outlined in the policy and procedure manual
- Assisted all board members as needed
- Worked with ICRA's Web Site Vessio and with Webmaster Cassie Nobbe to improve electronic infrastructure.
- Completed and submitted state and federal tax forms
- Prepared and submitted W-9 form when requested
- Kept all ledger entries current

Recommendations for Next Year:

Keep current with all ledgers.

Respectfully submitted by:

Angela Koszyk, CTR

Indiana Cancer Registrars Association				
Quarter 2: Fiscal Year 2020-2021; Quarter 3: Calendar Year 2020				
Beginning Balance	\$ 13,836.90	\$ 13,823.26	\$ 13,250.54	\$ 13,836.90
	July	August	September	
Income:				
Membership - Check Payment	\$ 25.00			\$ 25.00
Membership - Stripe Payment	\$ 11.35	\$ 37.27	\$ 63.19	\$ 111.81
Vendor Sponsorship/Exhibit		\$ 100.00	\$ 100.00	\$ 200.00
NCRA Fall Conference State Basket Raffle				\$ -
Total Income:	\$ 36.35	\$ 137.27	\$ 163.19	\$ 336.81
Expense:				
Mileage - Board			\$ -	\$ -
Board lunch				\$ -
Website Maintenance	\$49.99	\$49.99	\$49.99	\$ 149.97
Cookbook for Ways and Means				\$0.00
CNA Surety - Bond		\$ -	\$ -	\$ -
CTR Pins				\$ -
Postage and Envelopes		\$ 13.90		\$ 13.90
LogMeIn		\$ 646.10		\$ 646.10
Fall Conference Gift - 4 Imprint	\$ -			\$ -
Transfer to Savings				\$ -
Total Expense:	\$ 49.99	\$709.99	\$ 49.99	\$ 809.97
Ending Balance Checking				\$ 13,363.74
Balance Savings Account	\$ 10,168.04	\$ 10,168.21	\$ 10,168.38	
Certificate of Deposit	\$ 10,349.39	\$ 10,349.39	\$ 10,349.39	
Total Assets for ICRA as of 10/01/2020:				\$ 33,881.51
Respectfully submitted 10/01/2020 by:				
Angela Koszyk, CTR				
2020-2021 ICRA Treasurer				



COMMITTEE ANNUAL REPORTS



Nominations/Election

Position/Committee Title: Nomination Committee

Officer or Committee Chair: Joann Schultz, RHIT, CTR, Past President

Committee Member: Cassie Nobbe, CTR

Number of paid members for the association year 2020: 100

Number of members eligible to vote: 100

Call for nominations: July 1, 2020

Deadline for receipt of Nominations: July 20, 2020

Date of ballots e-mailed: August 21, 2020

Deadline for receipt of ballots: September 13, 2020

Date Ballots verified: September 15, 2020

Ballots returned: 28

Invalid ballots: 0

Valid ballots: 28

Percentage: 60% returned ballots

Percentage of members who had accessed the website and could vote: 46%

2020-2021 Elections Results

President: Tracy Paulus, CTR

President-elect: Samantha Kunz, CTR

Vice President: Beth Otto, CTR, AAS-MA, CMA

Past President: Valerie Vesich, RHIA, CTR

Secretary: Mandi Kraushaar, RHIA, CTR

Treasurer: Martha Hill, AAS, CTR

Respectfully submitted by:

Joann Schultz, RHIT, CTR



Position/Committee Title:

Bylaws Committee Chair

Officer or Committee Chair:

Emily Freeman

Members: Martha Hill, CTR

Purpose of Position/Committee:

Ensure that the Board of Directors meetings and Annual business meeting are in line with ICRA By-laws. Robert's Rules of Order, 11th Edition governs ICRA in all cases in which they are applicable and when they are not in conflict with our ICRA By-Laws. Serve as the ad hoc ethics committee as needed. Amendments to the By-laws can be proposed by individual voting members or the Board of Directors.

Charges/Goals/Accomplishments:

Goal for ICRA 2020 was to make updates/amendments to the current Bylaws in order to modernize the Bylaws to better serve ICRA members. This goal unfortunately is placed on hold this year due to the cancellation of the ICRA annual conference.

Recommendations for Next Year:

Proposed amendments will be continued in 2021 and be presented to the membership at the annual conference.

Respectfully submitted by:

Emily Freeman, RHIT, CTR

Bylaws committee Chair 2020



Position/Committee Title: Education Committee

Officer or Committee Chair: Melisa Crow, RHIT, CTR

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

Charges/Goals/Accomplishments:

- **Attend all ICRA Board of Directors meetings.** *Attended all meetings except for 1.*
- **Monthly Webinars for ICRA Membership.** *I did not manage to coordinate webinars each month. ICRA had a virtual webinar series with four webinars; two were open to the public and two were for ICRA members only.*
- **Join with a nearby state to participate in a regional meeting.** *It was not possible to have a regional meeting this year due to the coronavirus. This could be something to explore for next year.*
- **Educational newsletter or membership educational blasts.** *I managed to get two educational blasts out to the ICRA membership covering various topics.*

Recommendations for Next Year: Now that ICRA has the capability to host virtual webinars, I recommend that the Education Chair utilizes this and hosts 4 quarterly webinars or send out educational blast emails to the membership quarterly. I also recommend there being an Education Co-Chair or Education Committee to assist the Education Chair in hosting and organizing educational activities for the ICRA membership.

Respectfully submitted by:

Melissa Crow, RHIT, CTR



Position or Committee Title: Historian Committee

Officer or Committee Chair: Patti Lawson

Purpose of Position/Committee:

Possess the documented history of ICRA, keeping the documentation up-to-date and displaying it at annual meeting

Charges/Goals/Accomplishments:

Unfortunately, mostly all my duties for Historian require a in person conference 😞 We all know how that went down. Insert 20 Corona pounds to my hips, pre-school teacher, middle school teacher, and constant cooking for kids who just ate 5 minutes ago. I am sure we can all relate in some way on how this year has affected us, but I ground myself and think of all our cancer patients and how this has significantly affected their diagnosis and treatment. Bring on 2021!!!

All pictures from our amazing 2019 ICRA conference have been saved digitally and preserved so that in 20 years we can all look back and see how young and thin we were. Unfortunately, my dazzling balloon skills were not able to be showcased this year – but if anyone wants private lessons just to let me know

Recommendations for Next Year:

Keep ICRA's history safe and organized.

Respectfully submitted by:

Patti Lawson, RT(R)(MR)CTR MRI

Historian



Position or Committee Title: Membership Committee

Officer or Committee Chair: Martha Hill

Purpose of Position/Committee:

Approve and process the applications for membership, conduct membership drives, be responsible for coordinating the membership directory.

Membership Report
October 28, 2020

Active Members: 97

Associates Members: 1

Student Member: 4

Total Members to date: 102

New Members: 16

- One member notified that they would not be renewing membership
- Eight members did not renew from 2019. Letters were sent both e-mail and USP with membership renewal information to all members not renewing.
- Multiple blast e-mails were sent via the webmaster. I also sent out a final USP mailing to all members who had not renewed. Every hospital that reports to ISDH was mailed a flyer (unless members), as well all non-members who attended ICRA Fall Conference. I also gleaned from the attendees of the ISDH Lunch and Learn and sent information to those that I was able to obtain e-mail address to.
- Reviewed and updated the Policy and Procedure and included for approval.
- Created the ICRA membership Directory

Respectfully submitted,
Martha Hill, CTR, AAS
2020 ICRA Membership Chair



Position/Committee Title: Program Chairs

Officer or Committee Chair: Tracy Paulus, CTR & Peggy Downs, CTR

Purpose of Position/Committee: The purpose of the Program Chair is to organize and oversee a successful and informative Annual Conference

Charges/Goals/Accomplishments:

- Attended all Board meetings
- Prepared goals and preliminary budget for 2020
- Prepared and submitted articles for the Indiana Abstract
- Reviewed 2019 conference evaluations and analyzed educational needs
- Selected topics and speaker for the annual conference
- Planned with The Drury Inn regarding meeting space and hotel accommodations
 - Transferred arrangements to 2021 due to the pandemic
- Planned with Jonathan Byrd's Catering for meals
 - Transferred arrangements to 2021 due to the pandemic
- Due to the pandemic, we had to cancel our annual conference and business meeting
- Organized 2020 Educational Webinar Series in place of annual conference using GoToWebinar
- Requested continuing education credits from NCRA for each of the 5 webinars
- Moderated each webinar provided

Recommendations for Next Year: Maintain communication with the Board and ICRA members. Continue quarterly educational webinars. Be ready for change because we don't know what the next year holds.

Respectfully submitted by:

Tracy Paulus, CTR



Position/Committee Title: Public Relations

Officer or Committee Chair: LeAnn Capps, 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 to NCRA for posting on national website
- Submitted and maintained sponsorship requests
- Attended ICRA Board meetings, (one in-person and virtually)
- Mailed sympathy cards as requested- 6 cards
- Assisted ICRA Webmaster with ICRA information to be included on the website

Recommendations for Next Year:

Continue to find new grant opportunities and increase sponsorship partners.

Respectfully submitted by:

LeAnn Capps, BA, CTR on October 8, 2020



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, 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 and Means Committee are used to fund ICRA's educational programs and to help fund an ICRA member or member's early bird members registration for NCRA's Annual Conference.

Charges/Goals Accomplishments:

Due to the pandemic all Ways and Means activities are on hold for the year.

Recommendations for Next Year:

- Coordinate a Dining to Donate both Wednesday and Thursday evenings in conjunction with the Fall Conference
- Reduce the inventory
- Explore hosting an ICRA booth at NCRA ~ Indy in 2021.

Respectfully submitted by:

Joann Schultz, RHIT, CTR



Position/Committee Title: Website

Officer or Committee Chair: Cassie Nobbe, CTR

Committee Members: Angela Koszyk, CTR, Martha Hill, CTR

Purpose of Position/Committee:

The Website Committee is responsible for maintaining the official website and e-mail address of the Indiana Cancer Registrar's Association.

Charges/Goals/Accomplishments:

- Continued partnership with Vessio, LLC (Website Maintenance Wire) to host, help update and maintain ICRA's website.
- Worked with Vessio to gain administration access to the website to be able to update our content in real time
- Worked with Vessio, LLC to update the website to include:
 - On-line membership registration and payment
 - On-line voting
 - Individual logins and passwords for Members Only Section
- Renewed ICRA's website domain: www.icra-indiana.net.
- Created more content in the Members Only Section
 - More resource information
 - Access to ICRA Webinar Information
 - Added more historical information: previous annual reports and editions of the Indiana Abstract
 - Added a section with copies of ICRA's blast e-mails
- Checked the e-mail account (icra_indiana@yahoo.com) regularly and responded or forwarded the requests to the appropriate board member(s) as applicable.
- Created two extra e-mail accounts for ICRA using g-mail
 - Treasurer account
 - ICRA Education account
- Sent out broadcast e-mails as requested by the Board of Directors.
- Submitted information to ICRA's Facebook page.
- Reviewed/revised the website policy and procedure.

Recommendations for Next Year:

- Continue to update content.

Respectfully submitted by:

Cassie Nobbe, CTR



Position/Committee Title: Distinguished Member

Officer or Committee Chair: Emily Martinez, RHIT, CTR

Members: Megan Block, Kayla Mastey

Purpose of Position/Committee:

Special Committee called on by President

Charges/Goals/Accomplishments:

Send request for nominations out to members, due 10/31/2020

Review applications and determine distinguished member based on criteria.

Consideration for nominations:

Personal Characteristics as evidenced in at least one or more of the following areas as it relates to the registry profession:

- Caring – Considerate – Friendly – Helpful – Knowledgeable

Service to Registry Profession as evidenced in at least one or more of the following areas as it relates to the registry profession:

- ICRA participation including serving as an ICRA board member, committee chair, task force chair, committee member, and/or task force member.
- Education leadership as evidenced in at least one or more of the following areas: Presenter or co-presenter at a local, state, regional or national workshop/meeting/seminar/conference.
- Contributor to publications in at least one or more of the following areas: Publication of written material in "The Indiana Abstract", and/or registry professional articles in state and/or national journals.
- Other contributions to registry profession not specified above

Service to Community as evidenced in at least one or more of the following areas:

- Work with cancer patients and/or families
- American Cancer Society
- Support Groups

Recommendations for Next Year: Continue this distinguished member award

Respectfully submitted by:

Emily Martinez, RHIT, CTR