



**November 2021 – November 2022**

**Executive Committee**

**And**

**Board of Directors**

**Annual Report**

Submitted to Membership: November 3, 2022

# Indiana Cancer Registrars Association – Annual Report

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# 2021 ICRA Annual Business Meeting Minutes

## INDIANA CANCER REGISTRARS ASSOCIATION 2021 ANNUAL BUSINESS MEETING

Date: November 4, 2021

Location: Drury Plaza Hotel Indianapolis Carmel

### **Members Present:**

2021 ICRA Fall Conference Attendees

### **Call to Order:**

The 2021 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by the President, Tracy Paulus at 12:35pm.

### **Quorum of Membership:**

The Bylaws Committee Chair, Emily Freeman, confirmed a quorum was present by counting the membership voting cards raised by members.

### **Review of the 2019 Meeting Minutes:**

Because there was no annual business meeting in 2020, Tracy Paulus asked if there were any questions or amendments needed on the 2019 Annual Business Meeting Minutes. No concerns were expressed and there was a motion to approve. The members voted and the motion passed.

### **Executive Committee Reports:**

#### **President:**

Tracy Paulus referenced her report on page 11, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **President-Elect:**

Samantha Kunz referenced her report on page 12, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

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

Valerie Vesich referenced her report on page 13, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Vice President:**

Beth Otto referenced her report on page 14, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Secretary:**

Mandi Kraushaar referenced her report on page 15, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Treasurer:**

Martha Hill referenced her report on page 16, which highlighted the goals and accomplishments of

2021 and recommendations for the upcoming year. She also reviewed the Fiscal Year-End Report on page 17.

### **Committee Reports:**

#### **Bylaws:**

Emily Freeman referenced her report on page 19, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Education:**

Leslie Woodard referenced her report on page 20, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Historian:**

Peggy Downs referenced her report on page 21, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Liaison:**

Samantha Kunz referenced her report on page 22, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Membership:**

Martha Hill referenced her report on page 23, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Program:**

Mandi Kraushaar referenced the Program Committee report on behalf of herself and Samantha Kunz on page 24, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Public Relations:**

LeAnn Capps referenced her report on page 25, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Ways and Means:**

Joann Shultz referenced her report on page 26, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

#### **Website:**

Cassie Nobbe referenced her report on page 27, which highlighted the goals and accomplishments of 2021 and recommendations for the upcoming year.

### **Bylaws Amendments:**

Emily Freeman noted that the bylaw amendments were sent out with the Fall abstract. Emily reviewed the amendments to the bylaws, which have already approved by the Board of Directors. The Membership voted unanimously to approve the amendments to the bylaws.

INDIANA CANCER REGISTRARS' ASSOCIATION  
Proposed Bylaw Amendments  
To President – 7/28/2021  
To Board of Directors – 7/28/2021  
To Membership by – 9/2021 included in Fall Abstract publication

Amendment	Article/Section	Current Bylaw	Proposed Amendment	Rationale
#1	Article 3, Section 1, Letter C: Student	A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, and who is not actively employed in a cancer registry. A student members shall not vote, hold office, or chair a committee.	A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, and who is not actively employed in a cancer registry. A student members shall not vote, hold office, or chair a committee. <b>A student member will be paired with an ICRA member as a mentor.</b>	To mentor students in their journey to achieve their certification.
#2	Article 3, Section 1, Letter D: Honorary Membership	Honorary: a person who has made a significant contribution to the Cancer Registry or its related fields or has rendered distinguished service in the profession may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been recommended by the Board of Directors.	Honorary: a person who has made a significant contribution to the Cancer Registry or its related fields or has rendered distinguished service in the profession may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been recommended by the Board of Directors. <b>Past Presidents may become Honorary Life members when they no longer wish to be active within the association.</b>	To honor those members who have given of themselves in service to the growth of our association.
#3	Article 3, Section VII, letter B: Reinstatement	A former member whose membership has been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus \$10 reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.	<b>This by-law will be deleted</b>	ICRA would like to encourage all to join and benefit from the association.
#4	Article 4, Section VI, Letter E: Treasurer	The Treasurer shall be responsible for the receipt and disbursement of all funds of ICRA. A quarterly financial report shall be prepared for each Board of Director's meeting. Quarterly reports will be published in the Indiana Abstract and the ICRA Annual Report. A fiscal year report will be prepared and printed in the ICRA Annual Report. The Treasurer shall be responsible for filing Indiana/Federal Not-For-Profit Tax forms in the appropriate time frame.	The Treasurer shall be responsible for the receipt and disbursement of all funds of ICRA. A quarterly financial report shall be prepared for each Board of Director's meeting. Quarterly reports will be published in the Indiana Abstract and the ICRA Annual Report. A fiscal year report will be prepared and printed in the ICRA Annual Report. The Treasurer shall be responsible for filing Indiana/Federal Not-For-Profit Tax forms in the appropriate time frame. <b>The term of Treasurer shall be 2 years.</b>	By maintaining the position for 2 years, this allows for continuity of the records.

#5	Article 4, Section 3: Term of Office	Terms of Office: The term of office shall be one year or until a successor is elected. Officer shall assume office at the conclusion of the annual business meeting in the year in which they are elected. An individual may serve no more than two consecutive terms for the office elected to.	Terms of Office: The term of office shall be one year or until a successor is elected. Officer shall assume office at the conclusion of the annual business meeting in the year in which they are elected. An individual may serve no more than two consecutive terms for the office elected to. <b>The office of Treasurer will serve one 2 year term.</b>	With the treasurer serving only 1 two-year term, it aligns other offices serving 2 terms of 1 year.
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**2021-2022 Election Results:**

Tracy announced the results of the election. At the time of the election, there were 103 ICRA members and 96 were eligible to vote. 36 ballots were returned in the election (37% of members).

The 2021-2022 Executive Committee will be:

President: Samantha Kunz, CTR

President-Elect: LeAnn Capps, CTR

Vice President: Beth Otto, CTR

Past President: Tracy Paulus, CTR

Secretary: Melissa Craw, CTR & Cathy Haynes (Appointed – Assistant Secretary)

Treasurer: Martha Hill, CTR, AAS

**Adjournment:**

With no further new or old business, Tracy Paulus adjourned the 2021 Annual Business Meeting at 12:55pm.

Respectfully submitted,  
Mandi Kraushaar, RHIA, CTR  
2021 ICRA Secretary



## 2021 – 2022 BOARD OF DIRECTORS

### **Executive Board**

President	Samantha Kunz, CTR
Past-President	Tracy Paulus, CTR
President-Elect	LeAnn Capps, CTR
Vice-President	Beth Otto, CTR
Secretary	Melissa Craw, RHIT, CTR
Treasurer	Martha Hill, CTR, AAS

### **Committee Chairs**

Bylaws	
Education	Leslie Woodard, CHCM, CTR
Historian	Danielle Deckard, BSW, CTR
Liaison	Kristin Walsh, CTR
Membership	Martha Hill, CTR, AAS
Program	Tracy Paulus, CTR & Emily Freeman, RHIT, CTR
Public Relations	LeAnn Capps, CTR
Ways and Means	Joann Schultz, RHIT, CTR
Webmaster	Cassandra Nobbe, CTR

Distinguished Member Committee Members  
Meganne Shickles, CTR & Danielle Deckard, BSW, CTR

**2021-2022 ANNUAL REPORTS  
EXECUTIVE COMMITTEE REPORTS**

# **President**

**Position/Committee Title:** President

**Officer or Committee Chair:** Samantha Kunz, CTR

**Purpose of Position/Committee:**

The President of ICRA shall be responsible for activities of association and receive from the membership the authority to program the activities to accomplish objectives of association while complying with all bylaws. President also serves as Chairman of Awards Committee.

**Charges/Goals/Accomplishments:**

- Presided over all ICRA Board Meetings
- Created all agendas and executed discussion of all items with Board
- Submitted articles for Indiana Abstract
- Coordinated and published the Annual Report
- Prepared/sent email for Call for Nominations.
  - Selected committee member for Distinguished Member Award.
- Selected Presidential Award recipient
- Ordered all awards
- Will preside over 2022 Annual Business Meeting and Recognition Ceremony

**Recommendations for Next Year:**

- Continuation of education webinars
- More communication with membership

**Respectfully submitted by:** Samantha Kunz, CTR

## **President-Elect**

**Position/Committee Title:** President Elect

**Officer or Committee Chair:** LeAnn Capps BA, CTR

**Purpose of Position/Committee:** Serve on the Board of Directors, Chairperson of the Audit committee and report any discrepancy in the Treasurer books. Represent ICRA at the NCRA conference. Appoint BOD for the following year.

**Charges/Goals/Accomplishments:**

- Appointed Committee Chairs for next year.
- 2023 venue and dates for the next year's conference secured
- Audit of Treasurer records from previous year completed
- Submitted 2 articles for the Newsletter
- Represented at NCRA in Washington DC and participated in Walk on the Hill

**Recommendations for Next Year:**

- None

**Respectfully submitted by:** LeAnn Capps BA, CTR

## **Past-President**

**Position/Committee Title:** Past President and Nominations Committee Chair

**Officer or Committee Chair:** Tracy Paulus, CTR

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

**Charges/Goals/Accomplishments:**

- Attended three of the four meetings of the Board of Directors
- Advised the Board and President as requested
- Provided two articles for The Abstract
- Followed written procedures for the nomination and election of officers
- Prepared and sent nominations request and notification that voting has opened according to a pre-determined schedule.
- Determined election results using electronic balloting via collaboration with Webmaster

**Recommendations for Next Year:**

- None

**Respectfully submitted by:** Tracy Paulus, CTR

## **Vice-President**

**Position/Committee Title:** Vice President

**Officer or Committee Chair:** Beth Otto, CTR

**Purpose of Position/Committee:** Assume the duties of the President in her absence, Serve on the Board of Directors, Perform other duties as assigned by the President and Board of Directors, and Review/Revise Vice President Policy and Procedure at end of term.

**Charges/Goals/Accomplishments:**

- Attended either virtual or in-person all Board of Director Meetings
- Submitted article for Newsletter
- Reviewed/Revised Policy and Procedure for Vice President

**Recommendations for Next Year:** None

**Respectfully submitted by:** Beth Otto, CTR

## **Secretary**

**Position/Committee Title:** Secretary

**Officer or Committee Chair:** Melissa Crow, 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.

**Charges/Goals/Accomplishments:**

- Attended 3/4 Board meetings this year.
  - Missed one due to maternity leave.
  - Arrange for my duties to be covered in my absence.
- Meeting materials were distributed to the Board members prior to each meeting in a timely manner
- Accurate minutes were taken for each meeting.
- Templates for both meeting agendas and meeting minutes were updated and saved for easy access for the incoming Secretary.

**Recommendations for Next Year:** Continue to update and save templates for meeting agendas/minutes to allow for a smooth transition of recordkeeping year to year, especially for those new to the Secretary position. These can be passed along via e-mail or housed electronically on the ICRA BOD Google drive account. PowerPoint presentations have been used in prior years by the Secretary to run the meetings and this was something I neglected to do this year. This could be beneficial next year if the Secretary and President feel it would be useful.

**Respectfully submitted by:**

Melissa Crow, RHIT, CTR

## Treasurer

Position/Committee Title: Treasurer

Officer or Committee Chair: Martha A. Hill, CTR

Committee Members: None

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

Charges/Goals/Accomplishments:

- 1.) To attend all ICRA Board of Directors meeting – 3/3
- 2.) To complete the duties of treasurer, in a timely and accurate manner, including transactions, ledgers and spread sheets. - accomplished
- 3.) Open communication with the President and Executive Board of Directors to keep abreast of any concerns/issues. – accomplished
- 4.) Completed forms and submitted to both the Indiana Department of Revenue and Internal Revenue Services. – accomplished
- 5.) Held accountable to both Executive Board as well as membership at the ICRA Annual Business Meeting. – accomplished.
- 6.) Prepared and submitted articles for the “Indiana Abstract.” – accomplished
- 7.) Reviewed and update Policy and Procedures as needed. – accomplished

Recommendations for Next Year: Continue to look into ways of investments such as Certificates of Deposits to maintain stability.

Respectfully submitted by: Martha A. Hill, CTR  
October 23, 2022



**Fiscal Year-End Report 4/1/2021 – 3/31/2022**

**Indiana Cancer Registrars Association**  
**Fiscal Year End Report April 1, 2021 - March 31, 2022**

	1st	2nd	3rd	4th	Total
<b>Beginning Balance per Quarter</b>					
<b>Beginning Balance FY 4/2021 - 3/2022</b>	\$ 14,683.75	\$ 14,266.41	\$ 15,705.42	\$ 17,422.94	
<b>Income:</b>					
Membership - Check	\$ 135.00		\$ 391.76	\$ 590.00	\$ 1,116.76
Membership - Stripe	\$ 173.36	\$ 166.87		\$ 525.73	\$ 865.96
Fall Conference - check			\$ 1,230.00		\$ 1,230.00
Fall Conference - Stripe		\$ 1,288.82	\$ 4,747.44		\$ 6,036.26
NCRA Conference State Vitural Offering -Stripe				\$ 2,760.28	\$ 2,760.28
NCRA Conference Discount Rebate		\$ 450.00			\$ 450.00
Vendor Sponsorship/Exhibit		\$ 500.00	\$ 1,450.00		\$ 1,950.00
Ways & Means					
NCRA Fall Conference State Basket Raffle		\$ 332.09	\$ 334.00		\$ 666.09
Packet Printing			\$ 15.00		\$ 15.00
<b>Total Income per Quarter</b>	\$ 308.36	\$ 2,737.78	\$ 8,168.20	\$ 3,876.01	\$ 15,090.35
<b>Expenses:</b>					
Mileage - Board		\$ 502.20			\$ 502.20
Lunch - Board		\$ 109.96			\$ 109.96
Website Maintance	\$ 299.94	\$ 149.97	\$ 149.97	\$ 149.97	\$ 749.85
Website- Hosting fee				\$ 455.00	\$ 455.00
CNA Surety - Bond	\$ 278.00				\$ 278.00
Membership Refund	\$ 10.00	\$ 12.00			\$ 22.00
Membership Refund - Auto payment from system	\$ 77.76				\$ 77.76
Fall Conference Speakers			\$ 1,000.00		\$ 1,000.00
Fall Conference Breakfast Snacks			\$ 33.64		\$ 33.64
Drury Inn - Conference/Rooms/Misc			\$ 2,186.15		\$ 2,186.15
President's Awards/Gifts			\$ 64.00		\$ 64.00
Fall Conference Gift - 4 Imprint		\$ 409.64			\$ 409.64
NCRA CEU Hours		\$ 75.00	\$ 75.00	\$ 75.00	\$ 225.00
NCRA Gift Basket	\$ 100.00				\$ 100.00
NCRA Registration fees-2021				\$ 3,721.00	\$ 3,721.00
Fall Conference Refund			\$ 164.80		\$ 164.80
Jonathan Byrd - Catering Fall Conference			\$ 2,777.12	\$ 1,000.00	\$ 3,777.12
<b>Total Expenses per Quarter</b>	\$ 765.70	\$ 1,258.77	\$ 6,450.68	\$ 5,400.97	\$ 13,876.12
<b>Ending Balance per Quarter</b>	\$14,226.41	\$ 15,705.42	\$ 17,422.94	\$ 15,897.98	
Savings Account	\$ 20,993.97	\$ 20,994.85	\$ 20,995.91	\$ 20,996.95	
<b>Total ICRA Assets as of 03/31/2022</b>	\$35,220.38	\$36,700.27	\$38,418.85	\$36,894.93	
Respectfully submitted 05/13/2022 by:					
Martha A. Hill, AAS, CTR 2021-2022 ICRA Treasurer					

# **Annual Reports – Committee**

**Bylaws Committee**

**Position/Committee Title:** Bylaws Chair

**Officer or Committee Chair:** Mandi Kraushaar, RHIA, CTR

**Purpose of Position/Committee:**

To ensure that the Board of Directors meetings and Annual Business Meeting are in line with the ICRA bylaws. Also, to ensure amendments to the bylaws are properly proposed and approved by the Board of Directors and membership.

**Charges/Goals/Accomplishments:**

One bylaw change was made this year to the article III, section I, letter D (see details attached).

**Recommendations for Next Year:**

To continue to advise the Board of Directors on bylaws related questions and assist with amendments, as needed.

**Respectfully submitted by:**

Mandi Kraushaar, RHIA, CTR

## **Education Committee**

**Position/Committee Title:** Education Chair

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

**Purpose of Position/Committee:** To provide educational content to ICRA members

**Charges/Goals/Accomplishments:**

- Attended all ICRA board meetings
- Provided two Category A CE webinars to ICRA members (February and May) for free
- Submitted articles for *The Indiana Abstract*
- Agreed to present 3 different sessions at the ICRA Fall Conference
- Answered questions from ICRA members via phone/email

**Recommendations for Next Year:**

- Continue to host at least 2 free webinars a year
- Present at the ICRA Fall Conference

**Respectfully submitted by:** Leslie Woodard, CTR

## **Historian**

**Position/Committee Title:** Historian

**Officer or Committee Chair:** Dani Deckard, CTR

**Purpose of Position/Committee:** Keeping the history of ICRA in order. Documenting new history via photos to be taken at 2022 conference.

**Charges/Goals/Accomplishments:**

- \$50- Historian game of 2 truths and a lie.
  - Goal of helping members get to know the BoD better.
- Discarding old physical photo albums and keeping everything digital.
- Will be taking photos at the 2022 conference and uploading to our digital account.

**Recommendations for Next Year:**

- None currently.

**Respectfully submitted by:** Dani Deckard, CTR

## **Liaison**

**Position/Committee Title:** Liaison

**Officer or Committee Chair:** Kristin Walsh, RHIA, CTR

**Purpose of Position/Committee:** Facilitate and enhance communication among ICRA board, membership, state, and NCRA.

**Charges/Goals/Accomplishments:**

- Attended all ICRA Board of Directors meetings.
- Updated board members about relevant updates from State and NCRA.
- Attended NCRA mentorship meetings.
- Contributed to NCRA mentorship “Getting Your Foot in the Door” presentation.

**Recommendations for Next Year:**

- Continue to help create and develop NCRA mentorship program along with ICRA program to train and inspire the up-and-coming registrars.
- Help develop and support new NCRA program to mentor registrar’s that may want to get into a central registry.

**Respectfully submitted by:** Kristin Walsh, RHIA, CTR

# Membership Committee

**Position/Committee Title:** Membership Committee

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

**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:**

1. Prepared budget for position.
2. E-mailed membership renewal/application forms to current and prospective new members.
3. Second notices were sent, followed by emails.
4. Copied checks and deposited in account with copies scanned and e-mailed to Treasurer.
5. E-mailed letters to members with lapsed memberships.
6. Updated membership list.
7. Attended three of three Board of Director Meetings and reported activities and status of membership.
8. Submitted articles to the spring and fall editions of *The Indiana Abstract*.
9. Provided Membership List to Nomination and Program Chairs.
10. Provided Membership listing for Distinguished Member mailing.
11. Updated the Website Membership Directory for the webmaster.
12. Prepared Annual Report.
13. Reviewed and updated Policy and Procedures

**Membership:**

93 ICRA members for 2022-2023 fiscal years to include: 90 active members 2 associate member and 1 student members. Four new members for 2022-2023. Decrease of 10 members from 2021-2022 fiscal year.

**Recommendations for Next Year:**

1. Review student category to align with NCRA
2. Continue using broad cast e-mails for notifications of membership drive and reminders regarding membership drive closures.
3. Send final notices via US Postal Service.
4. Use NCRA membership roster for potential members and send information regarding ICRA to them.

**Respectfully submitted by:** Martha A. Hill, AAS, CTR  
(Signature)

October 23, 2022  
(Date)



## **Program Committee**

**Position/Committee Title:** Program Committee

**Officer or Committee Chair:**

Emily Freeman, RHIT, CTR – Program Co-Chair & Tracy Paulus, CTR – Program Co-Chair

**Purpose of Position/Committee:**

The purpose of the program committee is to organize and oversee a successful and educational Annual Conference.

**Charges/Goals/Accomplishments:**

- Secured excellent speakers to present on current registry related topics
- Provided 9 NCRA continuing education credits. 6 hours meeting the Category A requirement from NCRA!
- Readjusted after 2 speakers bowed out less than 1 month before the conference
- Organized food/beverage
- Attended all ICRA Board meetings
- Printed all materials for conference
- Created meeting brochure
- Helped guide speaker content

**Recommendations for Next Year:**

Policy and procedure for Program committee could use a little updating.

**Respectfully submitted by:** Emily Freeman, RHIT, CTR

## **Public Relations Committee**

**Position/Committee Title:** Public Relations Chairperson

**Officer or Committee Chair:** LeAnn Capps BA, CTR

**Purpose of Position/Committee:** To bring ICRA to the attention of the public and other allied health professionals; to keep the members informed and abreast of current cancer registry and ICRA issues through publication of *The Indiana Abstract*; and offer condolences upon the death of family members of ICRA members.

### **Charges/Goals/Accomplishments:**

- Published 2 issues of *The Indiana Abstract* newsletter, in March and September
- Submitted and maintained sponsorship requests
- Attended ICRA Board meetings,(two in-person and one virtually)
- Mailed sympathy cards as requested- 2 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 October 17,2022

## **Ways and Means Committee**

**Position/Committee Title:** Ways and Means

**Officer or Committee Chair:** Joann Schultz, RHIT, CTR

**Purpose of Position/Committee:** As defined in Webster's seventh new collegiate dictionary, Ways and Means: methods and resources for accomplishing something and especially for defraying 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 members early bird registration to NCRA's Annual Conference.

### **Charges/Goals/Accomplishments:**

- Attended all Board of Directors meetings.
- Coordinated all aspects of Ways & Means Booth at Fall Conference
- Submitted articles to Indiana Abstract for Spring and Fall issues
- Coordinated door prizes at Fall Conference
- Coordinated a Dining to Donate at Texas Roadhouse at Fall Conference

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

- Investigate a Dining to Donate for Fall Conference 2023
- Reduce the inventory
- Explore new options for raising funds for education

**Respectfully submitted by:** Joann Schultz, RHIT, CTR

**Position/Committee Title:** Ways and Means

**Officer or Committee Chair:** Assistant-Chair Stephanie Darringer

**Purpose of Position/Committee:** To assist Chairperson with fundraising for ICRA.

**Charges/Goals/Accomplishments:** To set up fundraising dine out nights at fall conference and JoAnn secured that. I was able to set up a RaiseRight account for our organization so that we can earn while we shop or dine out at places using gift cards. I attempted to sign us up for more of fundraising events but we must be 5013c and we are not, I have been told.

**Recommendations for Next Year:** Hopefully COVID will be a thing of the past and we will be able to gain more membership and have more people attend in person and participate in our fundraising events.

**Respectfully submitted by:** Stephanie Darringer, Ways and Means Assistant-Chair

## **Website Committee**

**Position/Committee Title:** Website

**Officer or Committee Chair:** Cassie Nobbe, 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 the partnership with Vessio, LLC to host, help update and maintain ICRA's website.
- Created an on-line Registration Form and payment process for the Fall Conference.
- Created an on-line registration and payment for the NCRA Group Association Rate for the 2022 conference.
- Created on on-line survey regarding the Fall Conference.
- Organized the electronic voting for the 2022-2023 ICRA Board of Directors elections.
- 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 and uploaded a copy of the e-mail to the website
- Reviewed/revised the website policy and procedure.

**Recommendations for Next Year:**

- Continue to update content.

**Respectfully submitted by:** Cassie Nobbe, CTR

# Bylaw Amendments

INDIANA CANCER REGISTRARS' ASSOCIATION

Proposed Bylaw Amendments

To President – 6/6/2022

To Board of Directors – 8/19/2022

To Membership by – 9/19/2022 in the Indiana Abstract – Fall Edition

Amendment	Article/Section	Current Bylaw	Proposed Amendment	Rationale
#1	Article III, Section I, Letter D	<p>A person who has made a significant contribution to Cancer Registry or its related fields or has rendered distinguished service in the profession may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been recommended by the Board of Directors. Past Presidents may become Honorary Life members when they no longer wish to be active within the association.</p> <p>Honorary members are inactive members who shall be exempt from dues and shall possess none of the rights and privileges of other classes of membership. An honorary member shall not hold any other class of membership in ICRA.</p>	<p>A person who has made a significant contribution to Cancer Registry or its related fields or has rendered distinguished service in the profession may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been <b>nominated by the Board of Directors.</b></p> <p>Honorary members are inactive members who shall be exempt from dues and shall possess none of the rights and privileges of other classes of membership. An honorary member shall not hold any other class of membership in ICRA.</p>	<p>To clarify that honorary members will be nominated by the Board of Directors.</p> <p>A previous example that was included in this section was removed, as it caused confusion among members regarding the intention and process for nomination for honorary membership.</p>

2022 Bylaws Committee:

Mandi Kraushaar, RHIA, CTR

## Announcement of Election Process and Outcome

### ICRA Membership

Number of paid members for the association year 2022: 93

Number of members eligible to vote: 87

### Nomination/Election Timeline

Call for nominations: July 13, 2022

Deadline for receipt of Nominations: July 30, 2022

Date of ballots e-mailed: September 6, 2022

Deadline for receipt of ballots: October 1, 2022

Date Ballots verified: October 7, 2022

### Tally of Ballots

Ballots returned: 32

Invalid ballots: 0

Valid ballots: 32

Percentage: 36% based on 87 Active Members

### 2022 Election Results

*President: LeAnn Capps, BA, CTR*

*President-elect: Emily Freeman, CTR*

*Vice President: Danielle Deckard, CTR*

*Past President: Samantha Kunz, CTR*

*Secretary: Hannah Star, CTR*

*Treasurer: Martha Hill, AAS, CTR*

## **2022-2023 Board of Directors**

### **Executive Board**

President	LeAnn Capps, CTR
Past-President	Samantha Kunz, CTR
President-Elect	Emily Freeman, RHIT, CTR
Vice-President	Danielle Deckard, BSW, CTR
Secretary	Hannah Star, CTR
Treasurer	Martha Hill, AAS, CTR

### **Committee Chairs**

Bylaws	Mandi Kraushaar, RHIA, CTR
Education	Leslie Woodard, CTR
Historian	Dani Deckard BSW, CTR
Liaison	Kristin Walsh, CTR
Membership	Martha Hill AAS, CTR
Program	Kelli Kratoska CTR
Public Relations	LeAnn Capps BA, CTR
Ways and Means	Joann Schultz RHIT, CTR and Beth Otto CTR, AAS-MA, CMA
Webmaster	Cassie Nobbe, CTR