



Executive Committee

And

Board of Directors

Annual Report

November 2022- November 2023

Submitted to Membership:

November 10, 2023

Indiana Cancer Registrars Association Annual Report

2023 Business Meeting Agenda- Thursday

2024 Recognition and Installation Ceremony- Friday

2022 ICRA Annual Business Meeting Meetings

2022-2023 Board of Directors

Annual Reports- Executive Committee

President

President-Elect

Past President

Vice-President

Secretary

Treasurer

Fiscal Year End Report

Annual Reports- Committee

Bylaws Committee

Education Committee

Historian

Liaison

Membership Committee

Program Committee

Public Relations Committee

Ways and Means Committee

Website Committee

2022 ICRA Annual Business Meeting Minutes

Date: November 3, 2022

Location: Drury Plaza Hotel Indianapolis Carmel

Members Present: ICRA Fall Conference attendees

Call to Order:

The 2022 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by at 11:09 am by Samantha Kunz.

Adoption of agenda: JoAnn and Emily adopted and moved ahead.

Establish Membership Quorum: Quorum established by Samantha Kunz.

Review and Approval of 2021 Annual Business Meeting Minutes: Lynn and LeAnn motioned, second.

Executive Committee Reports:

President:

Samantha Kunz referenced her report on page 11, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. Asked the membership to please come forward with any ideas and suggestions. Leslie is great for our Education committee and we hope to continue offering webinars.

President-Elect:

LeAnn referenced her report on page 12, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Past President/Nominations:

Tracy could not be here with us today, so Samantha referenced her report on page 13, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Vice President:

Beth referenced her report on page 14, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Secretary:

Melissa Crow referenced her report on page 15, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Treasurer:

Martha Hill referenced her report on page 16, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. She also reviewed the Fiscal Year-End Report.

Committee Reports:**Bylaws:**

Mandi Kraushaar could not be here at the meeting today, however Samantha referenced her report, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Education:

Leslie Woodard referenced her report on page 20, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. Leslie is working on a cheat-sheet and asked for ideas to get sent her way to include.

Historian:

Dani Deckard referenced her report on page 21, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. She reminded the membership to get pictures today while you can as they will be thrown out if not claimed today.

Liaison:

Kristin referenced her report on page 22, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year.

Membership:

Martha referenced her report on page 23, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. She also reminded us that membership is what pays for day-to-day expenses. As membership drops, we lose money for our day-to-day expenses as a State Association. We as a State Association have listened and are offering more education, so we hope to up the numbers next year.

Program:

Emily Freeman referenced her report on page 24, which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. She thanked the Board members for their help and guidance.

Public Relations:

LeAnn referenced her report on page 25, which highlighted the goals and accomplishments of

2022 and recommendations for the upcoming year. Reminder to send her condolences requests. She was successful in securing sponsorship this year.

Ways and Means:

Joann Shultz referenced her report on page 26, Stephanie the co-chair's report is on page 27, both which highlighted the goals and accomplishments of 2022 and recommendations for the upcoming year. Stephanie is working on exploring new avenues to raise funds for ICRA.

Website:

Cassie referenced her report which was inadvertently left out of the Annual report; however she did highlight the goals and accomplishments of 2022 and recommendations for the upcoming year. A reminder to use the group rate for NCRA and it helps out the State Association as well as the membership.

Bylaw amendment:

Honorary member – the Board motioned to change the wording of the Bylaw as it was brought to our attention that clarification was needed. Motion to accept the Bylaw as amended by Samantha, all in attendance voted in favor.

Announcement of Elected 2022-23023 Board of Directors:

President: LeAnn

President-Elect: Emily

Vice President: Dani

Past President: Sam

Secretary: Hannah

Treasurer: Martha Hill, CTR, AAS

Old Business:

New Business:

Adjournment:

With no further new or old business, adjourned the 2022 Annual Business Meeting at 11:27 am.

Respectfully submitted,
Melissa Crow, RHIT, CTR
2022 ICRA Secretary

INDIANA CANCER REGISTRARS ASSOCIATION

Position/Committee Title: President

Officer or Committee Chair: LeAnn Capps, BA, CTR

Purpose of Position/Committee:

- President leads the membership and BOD throughout the year.
- Presides over Board of Directors/ Executive meetings throughout the year.
- Secures a venue for the upcoming Annual conference as well as catering for the conference attendees.

Charges/Goals/Accomplishments:

- Secured the venue and catering for the annual conference.
- Lead the membership through another year of changes.

Recommendations for Next Year: None

Respectfully submitted by: LeAnn Capps, BA CTR

Position/Committee Title:

President Elect

Officer or Committee Chair:

Emily Freeman, RHIT, CTR

Purpose of Position/Committee:

Conduct Treasury audit, assist BOD and president as needed, appoint committee members for the following year, organize transitional meeting/agenda, and install committee/BOD for the following year at the ICRA conference.

Charges/Goals/Accomplishments:

Supported president and helped as needed with all tasks. Completed Treasury Audit and presented results to BOD and President. Attended and represented ICRA at NCRA this year and created an ICRA state basket for the NCRA auction. Appointed members for all committees next year.

Recommendations for Next Year:

Continue to provide support as needed to BOD and review and follow policy and procedures. NCRA state basket program: recommend if this is not in our state that we only do a gift card or a basket that can be transported by member attending NCRA. (Cost of shipping was high and could take away from the profit to ICRA in the future).

Respectfully submitted by:

Emily Freeman, RHIT, CTR

Position/Committee Title:

Samantha Kunz, CTR – Past-President

Officer or Committee Chair:

Officer

Purpose of Position/Committee:

Past-President serves as a guide to the current President and aides in anyway that the President instructs. Additionally, Past-Prez handles the nominations and elections process.

Charges/Goals/Accomplishments:

Successful election with 7 candidates who accepted their nominations. Attended all ICRA Board meetings. Aided the President in creating certificates for the Board. Also volunteered to be the Indiana representative to NCRA for the 2024 Indianapolis conference. I attended one NCRA meeting in person and several meetings remote.

Recommendations for Next Year:

None

Respectfully submitted by:

Samantha Kunz, CTR

Position/Committee Title: Vice President

Officer or Committee Chair: Dani Deckard, BSW, CTR

Purpose of Position/Committee: To support the President and Board

Charges/Goals/Accomplishments: No changes this year.

Recommendations for Next Year: Continue to support the President and Board.

Respectfully submitted by: Dani Deckard, BSW, CTR

Position/Committee Title: Secretary

Officer or Committee Chair: Hanna Starr, CTR

Purpose of Position/Committee: To accurately record and maintain ICRA board meeting minutes and to support the President as well as other members of the ICRA board.

Charges/Goals/Accomplishments: I have maintained minutes from each ICRA board meeting as well as creating a new template/outline for the meeting agenda and minutes.

Recommendations for Next Year: I am excited to continue my duties as Secretary for the ICRA BOD.

Respectfully submitted by: Hanna Starr, CTR

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

Date: October 29, 2023

| Indiana Cancer Registrars Association | | | | |
|--|---------------------|---------------------|---------------------|--------------|
| Quarter 2: Fiscal Year 2023-2024; Quarter 3: Calendar Year 2023 | | | | |
| | July | August | September | Total |
| Beginning Balance | \$ 15,193.18 | \$ 14,648.13 | \$ 14,523.63 | |
| | | | | |
| Income: | | | | |
| Membership - Check Payment | \$ 25.00 | \$ 25.00 | | \$ 50.00 |
| Membership - Stripe Payment | \$ 100.28 | \$ 260.55 | \$ 601.66 | \$ 962.49 |
| Fall Conference - Check Payment | | | | |
| Fall Conference - Stripe Payment | | | | |
| Vendor Sponsorship/Exhibit | | \$ 500.00 | \$ 1,007.05 | \$ 1,507.05 |
| NCRA Fall Conference State Basket Raffle | \$ 161.67 | | | \$ 161.67 |
| NCRA State Registration | | | | |
| | | | | |
| | | | | |
| Total Income: | \$ 15,480.13 | \$ 15,433.68 | \$ 16,132.34 | |
| | | | | |
| Expense: | | | | |
| Mileage - Board | | \$478.80 | | \$ 478.80 |
| Board lunch | | \$174.75 | | \$ 174.75 |
| Membership Refund | | \$75.00 | | \$ 75.00 |
| Website Maintenance | \$ 99.00 | \$ 99.00 | \$ 99.00 | \$ 297.00 |
| Website | \$ 455.00 | | | \$ 455.00 |
| NCRA: CEU | | \$ 75.00 | | \$ 75.00 |
| Surety bond | \$ 278.00 | | | \$ 278.00 |
| Refund Membership dues (duplicate pay) | | \$ 75.00 | \$ 25.00 | \$ 100.00 |
| Fall Conference Supplies (folders) | | \$ 7.50 | | \$ 7.50 |
| | | | | |
| | | | | |
| Total Expense: | \$ 832.00 | \$985.05 | \$ 124.00 | |
| | | | | |
| Ending Balance Checking | \$ 14,648.13 | \$ 14,523.63 | \$ 16,008.34 | |
| Balance Savings Account | \$ 21,002.55 | \$ 21,002.95 | \$ 21,003.25 | |
| Total Assets for ICRA as of 09/30/2023: | \$ 35,650.68 | \$ 35,526.58 | \$ 37,011.59 | |

Annual Reports 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:

No bylaw changes were proposed this year.

Recommendations for Next Year:

- To continue to advise the Board of Directors on bylaws related questions and assist with amendments, as needed.
- In 2024, the bylaws will need to be reviewed and amended to change the verbiage throughout to refer to Oncology Data Specialists in place of Certified Tumor Registrars to reflect the new credential name which will be going into effect in 2024 per NCRA.

Respectfully submitted by:

Mandi Kraushaar, RHIA, CTR

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 ICRA board meetings
- Provided three webinars to ICRA members for free (3 CEs, 2 of which were category A)
- Sent out an education article in March 2023
- Submitted articles for *The Indiana Abstract*
- Agreed to present at the ICRA Fall Conference
- Answered questions from ICRA members throughout the year via phone/email

Recommendations for Next Year:

- Continue webinar partnership with Registry Partners and host at least 2 free webinars
- Share educational newsletters with important changes

Respectfully submitted by: Leslie Woodard, CTR

Position/Committee Title: Historian

Officer or Committee Chair: Danielle Deckard, BSW, CTR

Purpose of Position/Committee: To keep the history of ICRA going by taking pictures and being present at board meetings.

Charges/Goals/Accomplishments: \$85 spent on gift cards for historian game for ICRA conference. This year we are having multiple winners and multiple activities to participate in.

Recommendations for Next Year: No recommendations at this time

Respectfully submitted by: Danielle Deckard, BSW, CTR

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.

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 new 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

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:

85 ICRA members for 2023-2024 fiscal years to include: 83 active members 1 associate member and 1 student members. Seven new members for 2023-2024. Decrease of 11 members from 2022-2023 fiscal year.

Recommendations for Next Year:

1. Continue using broad cast e-mails for notifications of membership drive and reminders regarding membership drive closures.
2. Use NCRA membership roster for potential members and send information regarding ICRA to them.
3. Work with the ISDH to gather information on Registrars at all Indiana Hospitals and forward membership information to the contact person

Respectfully submitted by: Martha Hill, AAS, CTR

Position/Committee Title: Program Co-Chairs

Officer or Committee Chair: LeAnn Capps BA, CTR & Kelli Kratoska, CTR

Purpose of Position/Committee: Program co-chairs are responsible for organizing and overseeing the Annual conference for the Indiana Cancer Registrars Association.

Charges/Goals/Accomplishments: Selected topics and speakers for 2023 Annual conference. Requested and obtained 9.25 CE credits from NCRA for Annual Conference sessions. Managed and organized registration- in-person and virtual. Following conference, will collect evaluations and summarize for Jan 2024 BOD meeting. Make any recommendations for 2024 Annual Conference based on evaluation/member feedback.

Recommendations for Next Year: None at this time

Respectfully submitted by: LeAnn Capps BA, CTR & Kelli Kratoska CTR

Position/Committee Title: Public Relations

Officer or Committee Chair: LeAnn Capps, BA, CTR

Purpose of Position/Committee:

- Obtain Proclamation from Governors office for Registrars week.
- Secure vendors/Sponsors for Annual Conference.
- Publish 2 ICRA newsletters, Spring and Fall of *Indiana Abstract*.
- Send condolence cards when requested.

Charges/Goals/Accomplishments:

- Secured Proclamation for Registrars week from Gov. office.
- Published 2 ICRA newsletters- Spring and Fall.
- 3 condolence cards sent as requested this year.
- Secured 4 vendor/sponsors for annual conference as of 10/30/2023.

Recommendations for Next Year: None

Respectfully submitted by: LeAnn Capps BA, CTR

Position/Committee Title: Ways and Means

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Beth Otto, CTR, AAS-MA

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:

1. Attend all Board of Directors meetings.
2. Coordinated all aspects of the Ways & Means Booth at the Fall Conference
3. Submitted articles to the Indiana Abstract for the Spring and Fall issues
4. Coordinated door prizes at the Fall Conference
5. Assisted the President as needed

Recommendations for Next Year:

1. Investigate a Dining to Donate for the Fall Conference 2024
2. Reduce the inventory
3. Explore new options for raising funds for education
4. Help organize and coordinate a booth at NCRA 2024

Respectfully submitted by: Joann Schultz, RHIT, CTR

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 and Membership.
- Added a Payment Section to the Website for Vendors.
- Organized the electronic voting for the 2023-2024 ICRA Board of Directors elections.
- Checked the e-mail account (icra_indiana@yahoo.com) regularly and responded or forwarded the requests to the appropriate board member(s) as applicable.
- Assisted Membership and Program committee with on-line payments, registrations, and membership applications.
- 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

2023-2024 Board of Directors

Executive Board

| | |
|------------------------|----------------------------|
| <u>President</u> | Emily Freeman, RHIT, CTR |
| <u>Past-President</u> | LeAnn Capps, CTR |
| <u>President Elect</u> | Mandi Kraushaar, RHIA, CTR |
| <u>Vice President</u> | Dani Deckard, CTR |
| <u>Secretary</u> | Hanna Starr, CTR |
| <u>Treasurer</u> | Tracy Paulus, CTR |

Committee Chairs

| | |
|-------------------------|---------------------------------------|
| <u>By-Laws</u> | Kelli Kratoska, CTR |
| <u>Education</u> | Leslie Woodard, CTR |
| <u>Historian</u> | Samantha Kunz, CTR |
| <u>Liaison</u> | Kristin Walsh, CTR |
| <u>Membership</u> | Martha Hill, CTR |
| <u>Program</u> | Mandi Kraushaar, RHIA, CTR |
| <u>Public Relations</u> | LeAnn Capps, CTR |
| <u>Ways and Means</u> | JoAnn Shultz, CTR & Beth Otto, CTR |
| <u>Webmaster</u> | Cassie Nobbe, CTR |
| <u>NCRA – Indy</u> | Samantha Kunz, CTR |
| | Committee members: Nancy Whipple, CTR |

Distinguished Member Committee Members: TBD

2023 Business Meeting Agenda -Thursday

November 9, 2023

1. Call to Order
2. Adoption of the Agenda
3. Establish Membership Quorum
4. Review and Approval of 2022 Annual Business Meeting Minutes
5. 2022-2023 Board of Directors & Committee Chairs
6. 2022-2023 Annual Report Presentation
 - a. Executive Committee Reports
 - i. President
 - ii. President Elect
 - iii. Past President
 - iv. Vice President
 - v. Secretary
 - vi. Treasurer- Fiscal year-end report
 - b. Committee Reports
 - i. By-Laws Committee
 - ii. Education Committee
 - iii. Historian Committee
 - iv. Liaisons Committee
 - v. Membership Committee
 - vi. Program Committee
 - vii. Public Relations Committee
 - viii. Ways & Means Committee
 - ix. Website Committee
7. Announcement of 2023-2024 Board of Directors
8. Old Business
9. New Business
10. Motion to Adjourn

2023 Recognition and Installation Ceremony – Friday

November 10, 2023

1. Welcome
2. Recognition of New CTR's
3. President's Farewell Message
4. Installation of 2023-2024 Executive Officers & Committee Chairs
5. 2023-2024 Presidential Message
6. Conclusion of Ceremony