



Executive Committee

And

Board of Directors

Annual Report

November 2023 – November 2024

Submitted to Membership:

November 08, 2024

ANNUAL REPORT

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2024 Business Meeting Agenda - Friday

November 8, 2024

I. Call to Order

II. Adoption of the Agenda

III. Establish Membership Quorum

IV. Review and Approval of the 2023
Annual Business Meeting Minutes

V. 2023-2024 Board of Directors &
Committee Chairs

VI. 2023-2024 Annual Report Presentation

a. Executive Committee Reports

i. President

ii. President Elect

iii. Past President

iv. Vice President

v. Secretary

vi. Treasurer

1. Fiscal Year End
Report

b. Committee Reports

i. By-Laws

ii. Education

iii. Historian

iv. Liaisons

v. Membership

vi. Program

vii. Public Relations

viii. Ways and Means

ix. Website

VII. By-law Amendments

VIII. Announcement of the Elected 2024-
2025 Board of Directors

IX. Old Business

X. New Business

XI. Motion to Adjourn

2024 Recognition and Installation Ceremony - Friday

November 8, 2024

I. Welcome

II. Recognition of New ODS's

III. Recognition of 2023-2024 Board of Directors

IV. 2024 Distinguished Member Award

V. 2024 President's Award

VI. President's Farwell Message

VII. Installation of 2024-2025 Executive Officers & Committee Chairs

VIII. 2024-2025 Presidential Message

IX. Conclusion of Ceremony

2023 ICRA Annual Business Meeting Minutes

Date: November 9, 2023

Time: 12:30 PM

Meeting location: Drury Plaza Hotel 9625 North Meridian St Indianapolis, IN 46290

CALL TO ORDER

Meeting called to order at 12:30 pm with quorum.

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from 2022 Annual Business meeting were passed around and approved.

ANNUAL REPORTS

Executive reports

- President – LeAnn Capps, BA, CTR

LeAnn's referenced report included the purpose of the President position, changes and goals for 2023. LeAnn was able to secure our 2023 Annual Conference location. LeAnn was also about to update the membership on last minute facility changes which saved the membership money. LeAnn did not have any recommendations for incoming president.

- Vice President – Danielle Deckard, BSW, CTR

Dani's referenced report included the purpose of the Vice President position. She reports no changes for the 2023 year and no recommendation for incoming Vice President

- President Elect – Emily Freeman, RHIT, CTR

Emily's referenced report included the purpose of the President Elect position and goals for 2023. Emily completed the annual Treasury audit, organized the transitional meeting as well as the instillation of the next Board of Directors. Emily's recommendations include the review and following of association policy and procedures and ideas for 2024 NCRA basket raffle.

- Past President – Samantha Kunz, CTA

Sam's referenced report included the purpose of the Past President position and goals for 2023. Sam highlighted the successful 2024 BOD elections. Sam also volunteered to represent Indiana to NCRA for the 2024 Conference. She did not have any recommendations for incoming Past President.

- Secretary – Hanna Starr, CTR

Hanna's referenced report included the purpose of the Secretary position and goals for 2023. Hanna included updating template/format for Date: November 9, 2023 Time: 12:30 PM Meeting location: Drury Plaza Hotel 9625 North Meridian St Indianapolis, IN 46290 meeting agenda/minutes. No recommendations as Hanna will be maintaining position.

- Treasurer – Martha Hill, CTR

Martha's referenced report included the purpose of the Treasurer position and goals for 2023. Martha was able to accomplish all of the goals she set forth for the year. Martha's report also included a 3rd Quarter savings balance of \$21,003.35. Recommendations for the incoming Treasurer includes looking into ways of investing to maintain financial stability.

Committee reports

- Bylaws – Mandi Kraushaar, RHIA, CTR

Mandi's referenced report included the purpose of the Bylaws Chair position and goals for 2023. Mandi's report also included recommendations for the incoming Bylaws Chair included review of the bylaws and update verbiage to include to Oncology Data Specialist name change.

- Education – Leslie Woodard, CTR

Leslie's reference report included the purpose of the Education chair and goals for 2023. Leslie's recommendations for next year include to continue webinar partnership and sharing an educational newsletter with important changes.

- Historian – Danielle Deckard, CTR

Danielle's referenced report includes the purpose of the Historian chair and goals for 2023. No recommendations were given for the incoming Historian.

- Membership - Martha Hill, CTR

Matha's referenced report included the purpose of the Membership chair position as well as goals for 2023. Martha was able to complete a number of goals for the 2023 year as Membership chair. Recommendations for 2024 include continuing to use broad cast emails for membership drive, using NCRA membership roster to reach out to potential members and working with ISDH to gather information on CTRs working in Indiana hospitals.

- Program – LeAnn Capps, BA, CTR and Kelli Kratoska, CTR

LeAnn and Kelli's referenced report included the purpose of the Program chair position and goals for 2023. Accomplishments included selecting the topics and speakers for the 2023

Annual conference, obtaining 9.25 CEs, and managing registration for that Annual conference. No recommendations given to the incoming Program chair.

- Ways & Means – Joann Schultz, RHIT, CTR and Beth Otto (asst chair), CTR, AAS-MA, CMA

Joann and Beth’s referenced report includes purpose of the Ways & Means chair as well as goals for 2023. Joann and Beth’s accomplishments were also reported. Recommendations for next year include investigating possible Dining to Donate for 2024 Annual conference, reducing the current inventory of merchandise, and exploring new options for raising education funds.

- Public Relations – LeAnn Capps, CTR

LeAnn’s referenced report included purpose of the Public Relations chair as well as goals for 2023. Accomplishments for 2023 included publishing 2 ICRA newsletters, securing Proclamation from NCRW from Governor Eric Holcomb. No recommendations were given for the 2024 year.

- Webmaster – Cassie Nobbe, CTR

Cassie’s referenced report include purpose of the Webmaster chair and goals for 2023. Some of the 2023 accomplishments include assisting Membership and Program committee with online payments, registrations and membership applications, added payment section for vendors, as well as many others. Recommendation for next year is to continue to updated website content and possibility for online member discussion board.

- Liaison – Kristin Walsh, CTR

Kristin’s referenced report included purpose of the Liaison chair as well as goals for 2023. Her accomplishments for 2023 include attending ICRA BOD meetings and updating the Board on any updates as wells as attending NCRA mentorship meetings. Kristin also gave recommendations for new incoming Liaison to continue to help and develop NCRA mentorship program also with ICRA program.

OLD BUSINESS

No old business.

NEW BUSINESS

- Martha Hill, CTR – Membership chair proposed the recommendation for membership due increase. Current membership dues are as follows: Active member: \$25.00, Associate member: \$20.00, and Student member: \$10.00. Martha prosed

increasing membership dues to the following: Active member: \$ 35.00, Associate member: \$30.00, and student member: \$25.00. Martha's proposal highlighted the current income versus expenses. With the current membership dues ICRA will not be able to maintain financial stability. The free educational opportunities accessed by ICRA members were included in the benefits of membership. Increased ICRA membership dues would remain comparable to other state association dues. Following membership discussion proposal was accepted and agreed upon by all ICRA members in attendance.

• Moment of silence was observed to honor the passing of two ICRA members in the past year:

- Jolene Hurst - November 16, 2022
- Judy Kirkland – September 25, 2023

ADJOURNMENT

Meeting adjourned at 1:00 pm

Board of Directors 2023-2024

Executive Board

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

Committee Chairs

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

Distinguished Member Committee

- Autumn Currens, ODS-C
- Jan Stengel, ODS-C

Annual Reports - Executive Committee

2024 ANNUAL REPORT

Position/Committee Title: President

Officer or Committee Chair: Emily Freeman, RHIT, ODS-C

Purpose of Position/Committee:

- President has responsibility of all activities of the association and received from the membership the authority to program the activities to accomplish the objectives/goals of the association while complying with the bylaws.
- President will preside at all meetings
- President will appoint all standing committee chairs
- President shall delegate responsibility for any programs or activities outside the realm of standing committees.
- President shall serve as past president/nomination chairperson at the conclusion of his/her term.

Charges/Goals/Accomplishments:

- Attended and represented ICRA at NCRA annual education conference that was held in Indianapolis this year.
 - Appointed NCRA special committee
 - Provided information on our association and provided information on membership to NCRA members that stopped by our Booth.
- Updated all Policy/procedure documents from CTR to ODS by delegating this responsibility to each committee chair.
- Working with other associations to provide a regional conference in the coming years! This is still in the planning phase.

Recommendations for Next Year:

- Continue relationships and communications with other associations for a Joint conference opportunity in the future.

Respectfully submitted by:

Emily Freeman, RHIT, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: President Elect

Officer or Committee Chair: Mandi Kraushaar, RHIA, ODS-C

Purpose of Position/Committee: Conduct treasury audit, assist the BOD and president as needed, appoint committee members for upcoming year, organize a transitional meeting for the BOD, installation of new committee members and BOD for upcoming year

Charges/Goals/Accomplishments: Supported the president, as needed. Completed the treasury audit. Attended NCRA, including the president's luncheon to network and learn from other state association board members. Selected committee chairs for upcoming year. Created a basket for NCRA raffle. Began coordinating preliminary meetings with the Michigan and Ohio state associations to discuss a potential regional meeting in 2026.

Recommendations for Next Year: With NCRA in Indiana this year, it was nice to do an inclusive basket with Indiana items to showcase our state. However, for future meetings, I would minimize the basket, as it was not profitable (cost vs proceeds from NCRA on basket tickets).

Respectfully submitted by:

Mandi Kraushaar, RHIA, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Past President

Officer or Committee Chair: LeAnn Capps BA, ODS-C

Purpose of Position/Committee: Help transition of incoming President, Nominations Chair for next year election

Charges/Goals/Accomplishments: Nominations committee chair for following year election, new officers were elected

Recommendations for Next Year: None

Respectfully submitted by:

LeAnn Capps, BA, ODS-C 10/18/2024

**INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT**

Position/Committee Title: Vice President

Officer or Committee Chair: Dani Deckard

Purpose of Position/Committee: To support the president and board.

Charges/Goals/Accomplishments: None

Recommendations for Next Year: None

Respectfully submitted by: Dani Deckard, BSW, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Secretary

Officer or Committee Chair: None

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.

Recommendations for Next Year: None

Respectfully submitted by:

Hanna Starr, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

Position/Committee Title: Treasurer

Officer or Committee Chair: Tracy Paulus, ODS-C

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

Charges/Goals/Accomplishments:

Due to a medical issue, I was unable to take over the role as Treasurer until August 2024. Martha Hill, ODS-C graciously remained as Treasurer until I was ready to step into the position. Together, we accomplished the following:

- Attended all ICRA Board of Directors Meetings
- Completed the duties of treasurer, in a timely and accurate manner, including transactions, ledgers, and spreadsheets.
- Completed forms and submitted to both the Indiana Department of Revenue and Internal Revenue Services.
- Updated banking account information to reflect the change of command
- Reviewed and updated Policy and Procedures as needed.

Recommendations for Next Year:

Continue to maintain all duties of the treasurer

Respectfully submitted by:

Tracy Paulus, ODS-C

Date: 10/18/2024

Indiana Cancer Registrars Association				
Quarter 2: Fiscal Year 2024-2025; Quarter 3: Calendar Year 2024				
	July	August	September	Total
Beginning Balance	\$ 17,269.01	\$ 17,642.01	\$ 16,938.12	
Income				
Membership - Check Payment	-	-	-	\$ -
Membership - Stripe Payment	-	\$ 185.22	\$ 420.00	\$ 605.22
Conference Registration - Check Payment	-	-	-	\$ -
Conference Registration - Stripe Payment	-	\$ 254.40	\$ 864.51	\$ 1,118.91
Vendor Sponsorship/Exhibit	-	-	-	\$ -
Ways and Means	-	-	-	\$ -
NCRA - Basket Raffle	-	\$ 185.19	-	\$ 185.19
NCRA - State Association Fundraiser	\$ 750.00	-	-	\$ 750.00
Refunds		-	-	\$ -
Total Income:	\$ 750.00	\$ 624.81	\$ 1,284.51	\$ 2,659.32
Expenses				
Board - Mileage	-	\$ 352.80	-	\$ 352.80
Board - Lunch	-	\$ 261.90	-	\$ 261.90
Website - Maintenance	\$ 99.00	\$ 99.00	\$ 99.00	\$ 297.00
Website - Upgrade	-	\$ 455.00	-	\$ 455.00
NCRA - CEU	-	\$ 125.00	-	\$ 125.00
NCRA - Basket	-	-	-	\$ -
NCRA - Registration	-	-	-	\$ -
Refund - Duplicate Pay / Payment	-	\$ 35.00	\$ 80.00	\$ 115.00
CAN Surety Bond	\$ 278.00	-	-	\$ 278.00
Annual Conference (see breakdown)	-	-	-	\$ -
Misc. - Postage/Shipping	-	-	-	\$ -
Total Expense:	\$ 377.00	\$ 1,328.70	\$ 179.00	\$ 1,884.70
Ending Balance Checking	\$ 17,642.01	\$ 16,938.12	\$ 18,043.63	
Balance Savings Account	\$ 21,006.77	\$ 21,007.13	\$ 21,007.47	
Total	\$ 38,648.78	\$ 37,945.25	\$ 39,051.10	

2 outstanding checks totaling 228.96

Respectfully submitted:
Tracy Paulus, ODS-C
10/18/2024

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Bylaws Chair

Officer or Committee Chair: Kelli Kratoska, ODS-C

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:

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

Respectfully submitted by:

Kelli Kratoska, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Education Chair

Officer or Committee Chair: Leslie Woodard, ODS-C

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)
- Submitted articles for *The Indiana Abstract*
- Answered questions from ICRA members throughout the year via phone/email

Recommendations for Next Year:

- Continue the webinar partnership with Registry Partners and host at least 3 free webinars
 - Try to schedule all at once and submit as one CE application to minimize cost
- Share educational newsletters with important changes as time allows

Respectfully submitted by:

Leslie Woodard, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Historian

Officer or Committee Chair: Samantha Kunz, ODS-C

Purpose of Position/Committee:

- Document ICRA activities throughout the year via photograph.
- Maintain archive of ICRA photographs and memories.

Charges/Goals/Accomplishments:

- Attended the first NCRA conference in Indiana (2024) and took photos.
- Finalizing a presentation with pictures and facts that will be shown during the 2024 Annual ICRA Virtual Conference.
 - Used between speakers for entertainment and knowledge.

Recommendations for Next Year:

- None

Respectfully submitted by:

Samantha Kunz, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

Position/Committee Title: Special Appointment – 2024 NCRA Indiana Conference Liaison

Officer or Committee Chair: Samantha Kunz, ODS-C

Purpose of Position/Committee:

- 2024 NCRA Program Committee – representing Indiana as the host state
- Support NCRA in their pursuit of a successful Indianapolis annual conference.

Charges/Goals/Accomplishments:

- Won the NCRA “theme” contest.



-
- Attended the first NCRA conference in Indiana (2024) and took photos.
- Coordinated and worked ICRA booth at NCRA conference.
 - Sold ICRA items.
- Aided NCRA in securing local physicians as speakers.
 - Dr. Raghavendra – melanoma
 - Dr. Mensah – heme
 - Could not located Urology doctor despite reaching out to >10 local doctors.
- Helped select educational sessions for NCRA conference.
- Poster judge.
- Moderated the last three sessions of the conference.
 - Read speaker bios.
 - Coordinated the Q/A portion of the presentations.
 - Wrapped up the conference.

Recommendations for Next Year:

- None

Respectfully submitted by:

Samantha Kunz, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

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 ICRA Board of Directors meetings.
- Updated board members about relevant updates from State and NCRA.
- Attended NCRA mentorship meetings.
- Attended RAC meetings for State Cancer Registry.

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 oncology data specialists.
- Continue to help develop and support new NCRA program to mentor new oncology data specialists.
- Continue to help develop and support new NCRA program to mentor oncology data specialists that may want to get into a central registry.

Respectfully submitted by:

Kristin Walsh, RHIA, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

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 one 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.

Membership:

73 ICRA members for 2024-2025

Recommendations for Next Year:

1. Continue using broad cast e-mails for notifications of membership drive and reminders regarding membership drive closures.
2. Continue working with Web Master to receive the most updated information required by By-Laws to maintain the membership roster.
3. Use NCRA membership roster for potential members and send information regarding ICRA to them.
4. Work with the ISDH to gather information on Registrars at all Indiana Hospitals and forward membership information to the contact person
5. Include membership dues with registration for the ICRA Annual Fall Conference.

Respectfully submitted by: Martha A. Hill, AAS, ODS-C

(Signature)

October 14, 2024

(Date)

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

Position/Committee Title: Program Chair

Officer or Committee Chair: Mandi Kraushaar, RHIA, ODS-C

Purpose of Position/Committee: Organizing and overseeing the annual conference for ICRA.

Charges/Goals/Accomplishments: With NCRA in Indianapolis this year, the board was concerned that we may have low attendance if we planned an in person conference in the same year. A survey was sent out to membership and confirmed that many would not be able to attend due to also attending NCRA. Therefore, the decision was made to host our first ever 1 day, fully virtual conference. We have had excellent registration numbers and I look forward to hearing the feedback on this conference. In a virtual setting, we were able to secure a variety of speakers that may not have been able to travel to us in person, which has been one advantage of this platform. However, we will miss the in-person interaction and networking aspect of the conference. Following the conference, we will request feedback in the form of a survey and will provide this feedback to the future program chair for planning of the upcoming annual conference in 2025.

Recommendations for Next Year: Take membership feedback into account when planning the 2025 annual conference and make a determination on how and where to host the next conference. ICRA will need to take into account the new Continuing Education In-Person (CEIP) requirement that is being implemented by NCRA, which may support annual or bi-annual in person meetings moving forward.

Respectfully submitted by:

Mandi Kraushaar, RHIA, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Public Relations

Officer or Committee Chair: LeAnn Capps BA, ODS-C

Purpose of Position/Committee: Condolence cards to family members of ICRA, Secure sponsors for Annual Conference, Proclamation for Registrars week from Governor's office, Bi-Annual copies of ICRA's newsletter, fall and spring.

Charges/Goals/Accomplishments: 3 condolence cards were sent, sponsors were secured for conference, proclamation was secured from Governors office and sent to NCRA to list on their website, 2 newsletters were sent out to the members of ICRA- Spring and Fall copies.

Recommendations for Next Year: None

Respectfully submitted by:

LeAnn Capps BA, ODS-C 10/18/2024

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

Position/Committee Title: Ways and Means

Officer or Committee Chair: Joann Schultz, RHIT, ODS-C & Beth Otto, ODS-C, 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. Attended all Board of Directors meetings.
2. Submitted articles to the Indiana Abstract for the spring and Fall issues
3. Assisted with the ICRA booth at NCRA
4. Assisted the president as needed

Recommendations for Next Year:

1. Investigate a Dining to Donate for the Fall conference 2025
2. Reduce the inventory
3. Explore new options for raising funds for education

Respectfully submitted by:

Joann Schultz, RHIT, ODS-C

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

Position/Committee Title: Website

Officer or Committee Chair: Cassandra (Cassie) Nobbe, ODS-C

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 2024 Fall Conference and Membership.
- Created an on-line membership application and payment process for the membership drive.
- Added a Donations section to the sponsorship portion of the website.
- Organized the electronic voting for the 2024-2025 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.

Respectfully submitted by:

Cassie Nobbe, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2024 ANNUAL REPORT

Position/Committee Title: Nomination Committee

Officer or Committee Chair: LeAnn Capps BA, ODS-C

Committee member(s): None

ICRA Membership

Nomination/Election Timeline

Call for nominations: July 26, 2024

Deadline for receipt of nominations: August 9, 2024

Date of Ballots e-mailed: Sept 26,2024

Deadline for receipt of ballots: Oct 4/2024

Date ballots verified: Oct 5,2024

Tally of Ballots

Ballots returned: 17

Invalid ballots: 0

Valid ballots: 17

Percentage: 4.5% based on 73 members for 2024

2024/2025 Election results

President – Mandi Kraushaar

President elect- LeAnn Capps

Past President- Emily Freeman

Vice President- Hanna Starr

Secretary- Taylor Parker

Treasurer- Tracy Paulus

Respectfully submitted by: LeAnn Capps BA, ODS-C 11/4/2024

INDIANA CANCER REGISTRARS ASSOCIATION

2024 ANNUAL REPORT

2024-2025 Board of Directors

Executive Board

<u>President</u>	Mandi Kraushaar, RHIA, ODS-C
<u>Past-President</u>	Emily Freeman, RHIT, ODS-C
<u>President Elect</u>	LeAnn Capps, ODS-C
<u>Vice President</u>	Hanna Star, ODS-C
<u>Secretary</u>	Taylor Parker, ODS-C
<u>Treasurer</u>	Tracy Paulus, ODS-C

Committee Chairs

<u>By-Laws</u>	Kelli Kratoska, ODS-C
<u>Education</u>	Leslie Woodard, ODS-C
<u>Historian</u>	Hanna Star, ODS-C
<u>Liaison</u>	LeAnn Capps, ODS-C
<u>Membership</u>	Nancy Whipple, ODS-C
<u>Program</u>	Samantha Kunz, ODS-C & Emily Freeman, RHIT, ODS-C
<u>Public Relations</u>	Mandi Kraushaar, RHIA, ODS-C
<u>Ways and Means</u>	Beth Otto, ODS-C & Sara Mitchell, ODS-C
<u>Webmaster</u>	Cassie Nobbe, ODS-C