



Executive Committee And

Board of Directors

Annual Report

November 2024 – November 2025

Submitted to

Membership:

November 07, 2025

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2025 Business Meeting Agenda

- I. Call to Order
- II. Adoption of the Agenda
- III. Establish a Membership Quorum
- IV. Review & Approval of the 2024 Annual Business Meeting Minutes
- V. 2023-2024 Board of Directors & Committee Chairs
- VI. 2024-2025 Annual Report Review
 - A. Executive Committee Reports
 - 1. President
 - 2. President Elect
 - 3. Past President
 - 4. Vice President
 - 5. Treasurer
 - a) Fiscal Year End Report
 - B. Committee Reports
 - 1. Bylaws
 - 2. Education
 - 3. Historian
 - 4. Liaisons
 - 5. Membership
 - 6. Program
 - 7. Public relations
 - 8. Ways & Means
 - 9. Website
- VII. Announcement of the Elected 2025-2026 Board of Directors
- VIII. Old Business
- IX. New Business
- X. Motion to Adjourn

2025 Recognition and Installation Ceremony Agenda

- I. Welcome
- II. Recognition of Newly Credentialed ODS-C Professionals
- III. Recognition of 2024-2025 Board of Directors
- IV. 2025 President's Award
- V. President's Farewell Message
- VI. Installation of 2025-2026 Executive Officers & Committee Chairs
- VII. 2025-2026 Presidential Message
- VIII. Conclusion of Ceremony

INDIANA CANCER REGISTRARS ASSOCIATION

2024 Annual Business Meeting Minutes



Date: November 8, 2024

Time: 12:20 PM

Meeting location: Virtual

call to order

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

approval of previous meeting minutes

Minutes from 2023 Annual Business meeting were passed around and approved.

Annual reports

Executive reports

- President – Emily Freeman, RHIT, ODS-C
 - Emily attended and represented ICRA at the NCRA annual education conference held in Indianapolis in 2024. She was appointed to the NCRA special committee. Emily also provided information about the ICRA association and on membership to NCRA members that came by the booth. Emily updated all policy and procedure documents to update the verbiage from CTR to ODS by delegating this responsibility to each committee chair. During 2024, Emily worked with our associations to provide a regional conference in the coming years! This is still early in the planning phase. For the upcoming year, Emily recommends continuing relationship and communication building with other associations for a Joint conference opportunity in the future.
- President Elect – Mandi Kraushaar, RHIA-ODS-C
 - Mandi gave her report of accomplishments for 2024. She supported the president, as needed. She also completed the treasury audit, attended NCRA in Indianapolis as well as the president's luncheon. This gave her an opportunity to network and learn from other state association board members. Mandi selected the committee chairs for the upcoming 2025 year. In addition, Mandi created a basket for the NCRA raffle. She also coordinated preliminary planning meetings with the Michigan and Ohio state associations to discuss a potential regional meeting in 2026. The NCRA basket this year was an inclusive basket representing Indiana items to highlight our state. However, she recommends minimizing the basket in the future as it was not profitable (cost vs proceeds from NCRA on basket tickets purchased).
- Past President – LeAnn Capps, BA, ODS-C

- o LeAnn was the nominations committee chair for the 2025 ICRA election year. New board members were voted on and elected. LeAnn does not have any recommendations for incoming past president.
- Vice President – Dani Deckard, BSW, ODS-C
 - o Dani supported the president and the board during 2024. She does not have any recommendations for 2025.
- Secretary – Hanna Starr, ODS-C
 - o Hanna maintained the minutes for each board meeting in 2024. She does not have any recommendations for the incoming secretary.
- Treasurer – Tracy Paulus, ODS-C
 - o Tracy gave her treasurer report. Due to medical limitations, Tracy could not take over the role as Treasurer until August 2024. Martha Hill, ODS-C graciously remained as Treasurer until Tracy was able to step into the position. Together, Tracy and Martha accomplished the following: attended all ICRA Board of Directors Meetings, completed the treasurer duties in a timely manner. This includes accurate transactions, ledgers, and spreadsheets. They completed forms and submitted them to both the Indiana Department of Revenue and Internal Revenue Services. The bank account was also updated to reflect the change of Treasurer. All policies and procedures were updated, as needed. Tracy also gave the treasurers report for Quarter 2, Fiscal Year 2024-2025. There are currently two outstanding checks totaling \$228.96.

Committee reports

- Bylaws – Kelli Kratoska, ODS-C
 - o Kelli reported there were no bylaw changes proposed this year. Kelli recommends continuing to advise the Board of Directors on bylaws related questions and assist with amendments as needed.
- Education – Leslie Woodard, ODS-C
 - o Leslie reported on her accomplishments throughout the year. She attended the ICRA board meetings, provided three webinars to ICRA members. They were free of charge and worth three continuing education credits and two were category A. Leslie submitted articles for *The Indiana Abstract*. She also answered questions from ICRA members throughout the year via phone and email. In the upcoming year, Leslie recommends continuing the partnership with Registry Partners to host at least three free webinars. A goal is to schedule and submit all applications at one time to minimize the cost of applying for continuing education credits. Leslie also recommends sharing educational newsletters with significant changes.
- Historian – Samantha Kunz, ODS-C
 - o Sam attended the first NCRA conference held in Indiana. While at the conference, Sam took photos to highlight the conference. She is in the process of finalizing a presentation with pictures and facts to be shown at the 2024 Annual ICRA Virtual Conference. This will be used between speakers for entertainment and knowledge. Sam does not have any recommendations for next year.
- 2024 NCRA Indiana Conference Liaison, Special Appointment – Samantha Kunz, ODS-C
 - o Sam won the NCRA “theme” contest with “NEED FOR SPEED-Keeping up with Oncology Advancements.” Sam reported in her historian report, she attended the NCRA conference in Indiana and took photos. Sam also coordinated, worked, and sold items at the ICRA booth during the NCRA conference. She aided NCRA in securing local physicians as speakers, which included Dr. Raghavendra (melanoma) and Dr. Mensah (heme). Despite reaching out to over ten local doctors, a Urologist could not be

located. Sam also helped select educational sessions for the NCRA conference and participated as a poster judge. She moderated the last three sessions of the conference, which included reading speaker bios, coordinating the Q/A portion of presentations, and conference wrap-up. She does not have any additional recommendations.

- Liaison – Kristin Walsh, RHIA, ODS-C
 - Kristin attended the ICRA Board of Directors meetings in 2024. She updated board members about relevant updates from the state and NCRA. Kristin also attended the NCRA mentorship meetings and attended RAC meetings for the State Cancer Registry. Kristin had several recommendations for 2025. They include helping create and develop the NCRA mentorship program; as well as an ICRA program to train and inspire the up-and-coming oncology data specialists. She also recommends continuing to develop and support new oncology data specialists and those who may want to work in the central registry.
- Membership Committee – Martha A. Hill, AAS, ODS-C
 - Martha shared the following goals and accomplishments for 2024.
 - Prepared budget for position.
 - E-mailed membership renewal/application forms to current and prospective new members.
 - Second notices were sent, followed by emails.
 - Copied checks and deposited into account with copies scanned and e-mailed to Treasurer.
 - E-mailed letters to members with lapsed memberships.
 - Updated membership list.
 - Attended one of three Board of Director Meetings and reported activities and status of membership.
 - Submitted articles to the spring and fall editions of The Indiana Abstract.
 - Provided Membership List to Nomination and Program Chairs.
 - Provided Membership listing for Distinguished Member mailing.
 - Updated the Website Membership Directory for the webmaster.
 - Prepared Annual Report.
 - Membership Count for 2024-2025 = 75 ICRA members
 - Martha shared the following recommendations for next year.
 - Continue using broad cast e-mails for notifications of membership drive and reminders regarding membership drive closures.
 - Continue working with Web Master to receive the most updated information required by By-Laws to maintain the membership roster.
 - Use NCRA membership roster for potential members and send information regarding ICRA to them.
 - Work with the ISDH to gather information on Registrars at all Indiana Hospitals and forward membership information to the contact person.
 - Include membership dues with registration for the ICRA Annual Fall Conference.
- Program Chair – Mandi Kraushaar, RHIA, ODS-C
 - Mandi explained that due to NCRA being in Indianapolis this year, the board sent out a survey to membership to explore the option of a virtual annual meeting instead of an in-person meeting. Based on the feedback, the decision was made to host a 1-day virtual conference for ICRA this year. We look forward to feedback from the membership on this platform and requests for future conferences. In the future years, we will need to take the CEIP requirement by NCRA into consideration to ensure our conferences meet the needs of the members.

- Public Relations – LeAnn Capps BA, ODS-C
 - LeAnn informed the committee that three condolence cards were sent this year. She also helped secure sponsors for the conference; proclamation was secured from the Governors office and sent to the NCRA to list on their website. There were also two newsletters sent to members of ICRA – Spring and Fall copies. LeAnn does not have any recommendations for 2025.
- Ways and Means – Joann Schultz, RHIT, ODS-C & Beth Otto, ODS-C, AAS-MA
 - Joann provided an update of all goals and accomplishments this year. They included attendance at all Board of Directors meetings. They also submitted articles to the Indiana Abstract for the spring and fall issues. They assisted with the ICRA booth at NCRA and helped the president as needed. Recommendations for 2025 are investigating a “Dining to Donate” for the fall 2025 conference. Additionally, try to reduce inventory and explore new options for raising funds for education.
- Website – Cassie Nobbe, ODS-C
 - Cassie outlined her goals and 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.
 - There were no recommendations given for 2025.
- Nomination Committee – LeAnn Capps, BA, ODS-C
 - The 2024-2025 election results were shown to the committee. They are listed below:
 - President – Mandi Kraushaar
 - President Elect- LeAnn Capps
 - Past President- Emily Freeman
 - Vice President- Hanna Starr
 - Secretary- Taylor Parker
 - Treasurer- Tracy Paulus
 - Seventeen ballots were returned as part of the election (4.5% of membership)

Old business

No old business.

New Business

No new business.

Adjournment

Meeting adjourned at 12:50 pm

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>Bylaws</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 & LeAnn Capps, ODS-C
<u>Ways and Means</u>	Beth Otto, ODS-C & Sara Mitchell, ODS-C
<u>Webmaster</u>	Cassie Nobbe, ODS-C

Annual Reports - Executive Committee

President

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

Purpose of Position/Committee:

- The president shall have the responsibility of all activities of the association and receives from the membership the authority to program the activities to accomplish the objectives of the association while complying with the bylaws.
- The president shall preside at all meetings.
- The president shall appoint all standing committee chairperson, liaison and task force chairperson positions.
- The president shall delegate responsibility for any programs or activities outside the realm of a standing committee.
- The president shall serve as Past President/Nomination chairperson at the conclusion of his/her term of office.

Charges/Goals/Accomplishments:

- Led multiple board of director and committee meetings (virtual and in person)
- Explored options utilized by other cancer registry state associations and brought this information back to the ICRA board for consideration

Recommendations for Next Year:

- Continue to explore other options to streamline the board of directors
- Seek feedback from membership on their needs from ICRA while being mindful of the budget and funds available
- Look into other payment & registration options with lower fees and easier management from the BOD.

Respectfully submitted by: Mandi Kraushaar, RHIA, ODS-C

President Elect

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

Purpose of Position/Committee:

Conduct Treasury audit

Assist BOD and president as needed

Appoint committee members for the following year

Organize transitional meeting/agenda, 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 a 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: LeAnn Capps BA, ODS-C

Past President

Officer or Committee Chair: Emily Freeman

Purpose of Position/Committee:

- The past president shall serve as an advisor to the president.
- Serve as chair of the nomination committee.

Charges/Goals/Accomplishments:

Assisted in the transition of the incoming president and board. Nominations' chair duties were executed as required and election was held and new board notified of results.

Recommendations for Next Year:

Update the Policy and procedure as needed.

Respectfully submitted by: Emily Freeman, RHIT, ODS-C

Vice President

Officer or Committee Chair: Hanna Starr

Purpose of Position/Committee:

- The Vice President shall assume the duties of the president in his/her absence.
- Consult with the program chair regarding the annual conference.

Charges/Goals/Accomplishments:

Assist and support the President. Make myself available to help all other members of the ICRA board when needed.

Recommendations for Next Year:

Continue to support both the President as well as the ICRA BoD.

Respectfully submitted by: Hanna Starr, ODS-C

Secretary

Officer or Committee Chair: Taylor Parker, RHIA, ODS-C

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:

During 2025 I revised the formatting on the ICRA meeting minutes and agenda. I also supported the president by assisting with the creation of the ICRA meeting agendas. In addition, I have maintained the meeting minutes from each ICRA board meeting.

Recommendations for Next Year:

Proactively complete the meeting minutes during the ICRA meeting with completion of minutes right after each meeting. This will ensure a stronger accuracy of the dialogue discussed during each meeting.

Respectfully submitted by: Taylor Parker, RHIA, ODS-C

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:

I actively participated in all Indiana Cancer Registrars Association (ICRA) Board of Directors meetings. In my role as Treasurer, I consistently fulfilled all responsibilities in a timely and accurate manner, including managing financial transactions, maintaining ledgers, and preparing spreadsheets. Additionally, I completed and submitted all required tax documentation to both the Indiana Department of Revenue and the Internal Revenue Service.

Recommendations for Next Year:

To continue to uphold the responsibilities of Treasurer by ensuring accurate financial management and timely reporting. Review and update policies and procedures to maintain compliance and support the organization's operational effectiveness.

Respectfully submitted by: Tracy Paulus, ODS-C

Fiscal Year-End Report 4/1/2024-9/30/2025

Indiana Cancer Registrars Association
Fiscal Year End Report April 1, 2024 - March 31, 2025

	1st Qtr Apr - Jun	2nd Qtr Jul - Sep	3rd Qtr Oct - Dec	4th Qtr Jan - Mar	Fiscal YR Totals
Beginning Balance per Quarter	\$17,383.33	\$ 17,269.01	\$ 18,043.63	\$ 20,965.67	

Income:

Membership - Check Payment	\$ 35.00	\$ -	\$ 335.00	\$ 30.00	\$ 400.00
Membership - Stripe Payment	\$ 412.48	\$ 605.22	\$ 840.00	\$ 679.02	\$ 2,536.72
Conference Registration - Check Payment	\$ -	\$ -	\$ 450.00	\$ -	\$ 450.00
Conference Registration - Stripe Payment	\$ -	\$ 1,118.91	\$ 2,411.55	\$ -	\$ 3,530.46
Vendor Sponsorship/Exhibit	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Ways and Means	\$ 95.00	\$ -	\$ -	\$ 20.00	\$ 115.00
NCRA - Basket Raffle	\$ -	\$ 185.19	\$ -	\$ -	\$ 185.19
NCRA - State Association Fundraiser	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00
Refunds	\$ -	\$ -	\$ 148.96	\$ -	\$ 148.96
Total Income per Quarter	\$ 542.48	\$ 2,659.32	\$ 4,385.51	\$ 729.02	\$ 8,316.33

Total Income FY 04/2024 - 03/2025 \$ 8,316.33

Expenses:

Board - Mileage	\$ -	\$ 352.80	\$ -	\$ 588.15	\$ 940.95
Board - Lunch	\$ -	\$ 261.90	\$ -	\$ 224.14	\$ 486.04
Website - Maintenance	\$ 297.00	\$ 297.00	\$ 297.00	\$ 297.00	\$ 1,188.00
Website - Upgrade	\$ -	\$ 455.00	\$ -	\$ 455.00	\$ 910.00
NCRA - CEU	\$ 125.00	\$ 125.00	\$ 125.00	\$ 375.00	\$ 750.00
NCRA - State Basket	\$ 214.80	\$ -	\$ -	\$ -	\$ 214.80
NCRA - Registration	\$ -	\$ -	\$ -	\$ 990.00	\$ 990.00
NCRA - Misc	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00
Refund - Duplicate Pay / Payment	\$ -	\$ 115.00	\$ 18.55	\$ -	\$ 133.55
CNA Surety Bond	\$ -	\$ 278.00	\$ -	\$ -	\$ 278.00
Annual Conference (see breakdown)	\$ -	\$ -	\$ 922.92	\$ -	\$ 922.92
Misc - Postage/Shipping	\$ -	\$ -	\$ 100.00	\$ 425.85	\$ 525.85
Total Expenses per Quarter	\$ 656.80	\$ 1,884.70	\$ 1,463.47	\$ 3,355.14	\$ 7,360.11

Total Expenses per FY 04/2024 - 03/2025 \$ 7,360.11

Ending Balance per Quarter - Checking	\$17,269.01	\$ 18,043.63	\$ 20,965.67	\$ 18,339.55
Ending Balance per Quarter - Savings	\$21,006.41	\$ 21,007.47	\$ 21,008.53	\$ 21,009.57
Totals	\$38,275.42	\$39,051.10	\$41,974.20	\$39,349.12

Total ICRA Assets as of 03/31/2025 \$39,349.12

Respectfully submitted by:

Tracy Paulus, ODS

5/15/2025

Presented to ICRA Board of Directors

5/16/2025

Indiana Cancer Registrars Association
Fiscal Year End Report April 1, 2025 - March 31, 2026

	1st Qtr Apr - Jun	2nd Qtr Jul - Sep	3rd Qtr Oct - Dec	4th Qtr Jan - Mar	Fiscal YR Totals
Beginning Balance per Quarter	\$18,339.55	\$ 18,729.43	\$ -	\$ -	

Income:

Membership - Check Payment	\$ -	\$ 65.00	\$ -	\$ -	\$ 65.00
Membership - Stripe Payment	\$ 316.98	\$ 491.02	\$ -	\$ -	\$ 808.00
Conference Registration - Check Payment	\$ -	\$ 300.00	\$ -	\$ -	\$ 300.00
Conference Registration - Stripe Payment	\$ -	\$ 1,653.80	\$ -	\$ -	\$ 1,653.80
Vendor Sponsorship/Exhibit	\$ 507.05	\$ 507.05	\$ -	\$ -	\$ 1,014.10
Ways and Means	\$ -	\$ -	\$ -	\$ -	\$ -
NCRA - Basket Raffle	\$ -	\$ 125.77	\$ -	\$ -	\$ 125.77
NCRA - State Association Fundraiser	\$ 205.00	\$ -	\$ -	\$ -	\$ 205.00
Refunds	\$ 425.85	\$ 200.00	\$ -	\$ -	\$ 625.85
Total Income per Quarter	\$ 1,454.88	\$ 3,342.64	\$ -	\$ -	\$ 4,797.52

Total Income FY 04/2025 - 03/2026 \$ 4,797.52

Expenses:

Board - Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Board - Lunch	\$ -	\$ -	\$ -	\$ -	\$ -
Website - Maintenance	\$ 455.00	\$ -	\$ -	\$ -	\$ 455.00
Website - Upgrade	\$ 297.00	\$ 297.00	\$ -	\$ -	\$ 594.00
NCRA - CEU	\$ -	\$ -	\$ -	\$ -	\$ -
NCRA - State Basket	\$ -	\$ -	\$ -	\$ -	\$ -
NCRA - Registration	\$ -	\$ -	\$ -	\$ -	\$ -
NCRA - Misc	\$ -	\$ -	\$ -	\$ -	\$ -
Refund - Duplicate Pay / Payment	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00
CNA Surety Bond	\$ 278.00	\$ -	\$ -	\$ -	\$ 278.00
Annual Conference (see breakdown)	\$ -	\$ -	\$ -	\$ -	\$ -
Misc - Postage/Shipping	\$ -	\$ 125.00	\$ -	\$ -	\$ 125.00
Total Expenses per Quarter	\$ 1,065.00	\$ 422.00	\$ -	\$ -	\$ 1,487.00

Total Expenses per FY 04/2025 - 03/2026 \$ 1,487.00

Ending Balance per Quarter - Checking	\$18,729.43	\$ 21,650.07	\$ -	\$ -	
Ending Balance per Quarter - Savings	\$21,010.61	\$ 21,111.67	\$ -	\$ -	
Totals	\$39,740.04	\$42,761.74	\$0.00	\$0.00	

YTD Respectfully submitted by:
Tracy Paulus, ODS
10/24/2025

Annual Reports - Committees

Bylaws Committee

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

Education Committee

Officer or Committee Chair: Leslie Woodard, ODS-C

Purpose of Position/Committee:

- ICRA educational activities shall include workshops as deemed necessary to disseminate information to the membership on new registry guidelines, staging systems and other updates to the cancer registry field as recommended by the Indiana State Cancer Registry (ISCR), Commission on Cancer, and National Program of Cancer Registries.
- The Education Committee is responsible for coordinating all ICRA educational activities, with the exception of the Annual Fall Conference.
- The Education Chair may handle all the arrangements or delegate tasks to committee members.
- Committee members may serve as location coordinators being responsible for room and audio-visual reservations and menu selections if appropriate.
- The Education Committee collaborates with ISCR staff, particularly the designated Education and Training Coordinator, to promote training opportunities offered by ISCR.
- The Education Chair will be the point of contact for registrars throughout Indiana to connect with mentors. The chair will maintain a list of registrars who are willing to act as mentors and will share those names when asked.
- The Education Chair will maintain a list of all current cancer registry reference materials, including CTR exam prep resources.

Charges/Goals/Accomplishments:

- Attended ICRA board meetings
- Provided three webinars to ICRA members for free (3 CEs, all of which were category A)
- Speaker at the NCRA Conference and ICRA Fall Conference
- 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
- Share educational newsletters with important changes as time allows

Respectfully submitted by: Leslie Woodard, ODS-C

Historian

Officer or Committee Chair: Hanna Starr

Purpose of Position/Committee:

- Attend all meetings of the Board of Directors.
- Prepare “required reports” in a timely manner.
- Gather and organize all historical material through term of duty.
- Maintain and safeguard historical memorabilia
- Take photographs throughout the year
- Display historical memorabilia at the annual meeting.
- Develop Fall Conference activity for members

Charges/Goals/Accomplishments:

Maintain and safeguard historical memorabilia, including Shutterfly account. Take photographs throughout the year. Develop Fall Conference activity for membership.

Recommendations for Next Year:

None

Respectfully submitted by: Hanna Starr, ODS-C

Liaison

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

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.

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.

Respectfully submitted by: LeAnn Capps BA, ODS-C

Membership Committee

Officer or Committee Chair: Nancy Whipple, ODS-C

Purpose of Position/Committee:

- Membership is a standing committees of ICRA. The committee approves and processes applications for membership, conducts membership drives, keeps on file all membership applications, and is responsible for coordinating and maintaining the membership directory.
- Membership dues are paid on a yearly basis, are due on April 1, and are delinquent after June 1. All dues are non-refundable and are not transferable if paid by an individual. Applications are accepted up to 60 days prior to an ICRA Annual Fall Conference.
- There are four classes of membership: Active, Associate, Student and Honorary.
- Any member who violates the By-laws or Code of Ethics of ICRA shall be expelled from the membership by a two-thirds vote of the Executive Committee, following a hearing.

Charges/Goals/Accomplishments:

1. Attend in person or virtual ICRA Board Meetings
2. Submitted article for Spring and Fall Abstract
3. Submitted mileage to ICRA Board Meeting.
4. There are 100 ICRA members in the membership. This is AWESOME!!!

Recommendations for Next Year:

1. I would like to suggest merging this task to either Web Masters or Treasurer position.

Respectfully submitted by: Nancy Whipple, ODS-C

Program Committee

Officer or Committee Chair: Samantha Kunz & Emily Freeman

Purpose of Position/Committee:

The purpose of the program chairman is to organize and oversee a successful and informative Annual Fall Conference.

Charges/Goals/Accomplishments:

- Conference provides 8 CEIP credits required per NCRA's new continuing education in-person requirement.
- First ever Trivia night event planned the evening before the conference.
- Many presentations were paired with two presenters (Doctor & ODS-C)
- 2.25 Category A CEs included in the total 8 CEIP offered

We worked with the entire ICRA board to bring this conference to life and hope that all of our members really enjoy networking with fellow Hoosier ODS's while getting a full day of education.

Recommendations for Next Year:

Survey membership on needs for the conference next year due to NCRA being held in Louisville, Kentucky. Consider hosting another virtual conference to lower costs while still providing great education.

Respectfully submitted by: Emily Freeman, RHIT, ODS-C

Public Relations Committee

Officer or Committee Chair: LeAnn Capps, BA, ODS-C & Mandi Kraushaar, RHIA, ODS-C

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. Updated the format this year.
- 2 condolence cards sent as requested this year.
- Secured 3 vendor/sponsors for annual conference as of 10/30/2025.

Recommendations for Next Year:

- Continue to seek new sponsors & vendors and make new connections to try to involve additional sponsors
- Continue to enhance the ICRA newsletter to ensure it provides meaningful articles and information that will benefit the members.

Respectfully submitted by: LeAnn Capps, BA, ODS-C & Mandi Kraushaar, RHIA, ODS-C

Ways and Means Committee

Officer or Committee Chair: Beth Otto, ODS-C, AAS-MA & Sara Mitchell, ODS-C

Purpose of Position/Committee:

The Chairman shall coordinate all aspects of Fund Raising.

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 the President as needed

Recommendations for Next Year:

1. Reduce the inventory
2. Explore new options for raising funds for education

Respectfully submitted by: Beth Otto, ODS-C, AAS-MA

Website Committee

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

Purpose of Position/Committee:

The purpose of the committee is to monitor and maintain a meaningful website: www.icra-indiana.net.

Charges/Goals/Accomplishments:

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

Recommendations for Next Year:

- 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 2025 Fall Conference and Membership.
- Created an on-line membership application and payment process for the membership drive.
- Organized the electronic voting for the 2025-2026 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, conference registrations, and membership applications.
- Sent out broadcast e-mails as requested by the Board of Directors.
- Reviewed/revised the website policy and procedure as applicable.

Respectfully submitted by: Cassie Nobbe, ODS-C

Announcement of Election Process and Outcome

Name(s): Emily Freeman, RHIT, ODS-C

Committee member(s): None

Nomination Election Timeline

Call for Nominations: July 1st, 2025

Deadline for receipt of Nominations:
July 25th, 2025

Date of Ballots emailed: 7/26/2025

Date Ballots verified: 7/31/2025

Tally of Ballots:

Ballots returned: 16

Invalid Ballots: 0

Valid Ballots: 16

Percentage: 19% based on 86 members for
2025.

2025/2026 Election Results

President: LeAnn Capps

Vice President: Cassie Nobbe

President Elect: Tracy Paulus

Secretary: Cathy Cheatle

Past President: Mandi Kraushaar

Treasurer: Tracy Paulus

Respectfully submitted by: Emily Freeman, RHIT, ODS-C

2025-2026 Board of Directors

Executive Board

<u>President</u>	LeAnn Capps, ODS-C
<u>Past President</u>	Mandi Kraushaar, RHIA, ODS-C
<u>President Elect</u>	Tracy Paulus, ODS-C
<u>Vice President</u>	Cassie Nobbe, ODS-C
<u>Secretary</u>	Cathy Cheatle, ODS-C
<u>Treasurer</u>	Tracy Paulus, ODS-C

Committee Chairs

<u>Bylaws</u>	Kelli Kratoska, ODS-C
<u>Education</u>	Leslie Woodard, ODS-C
<u>Historian</u>	Hanna Star, ODS-C
<u>Liaison</u>	Kristin Walsh, ODS-C
<u>Membership</u>	Nancy Whipple, ODS-C
<u>Program</u>	To Be Determined
<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