



EXECUTIVE COMMITTEE  
AND  
BOARD OF DIRECTORS  
ANNUAL REPORT

NOVEMBER, 2006 – NOVEMBER, 2007

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## **EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

### **2007 ANNUAL REPORT**

**Prepared by**

**Pat Hettick, CTR  
President**

**Submitted to**

**The Membership  
Indiana Cancer Registrars Association**

**November 8, 2007**

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# INDIANA CANCER REGISTRARS ASSOCIATION

## 2007 BUSINESS MEETING AGENDA

Thursday, November 8, 2006<sup>1</sup>

- |   |               |
|---|---------------|
| 1. Call to Order                        | Pat Hettick   |
| 2. Adoption of Agenda                   | Pat Hettick   |
| 3. Quorum of Membership (2/3 present)   | Judy Reininga |
| 4. 2006 Annual Business Meeting Minutes | Camille Foley |
| 5. Fiscal Year Report                   | Lorrie Walker |
| 6. New Business                         | Pat Hettick   |
| a. President's Message                  | Pat Hettick   |

- b. Board of Directors' Reports

**Executive Committee:**

President: Pat Hettick  
President-Elect: Betty Jeffers  
    Audit Report: Betty Jeffers  
Vice President: Lee Thompson  
    COC/NCRA: Lee Thompson  
Secretary: Camille Foley  
Treasurer: Lorrie Walker

**Committee Chairs:**

Bylaws: Martha Hill & Jean Edwards  
Historian: Sherry Dowling  
Program: Nancy Whipple & Joyce Wynn  
Public Relations: Carol Lesch  
Membership: Judy Reininga  
Ways & Means: Joann Schultz  
WebMaster: Mindy Burch

**Liaison:**

ACS & IHIMA: Pat O'Leary  
ISDH: Martha Graves

- |  |                            |
|--|----------------------------|
| c. Destruction of 2007 Election Ballots: | Marsha Sherrell            |
| d. Bylaws Amendments:                    | Martha Hill & Jean Edwards |
| 7. Old Business                          | Pat Hettick                |
| 8. Meeting Adjournment                   | Pat Hettick                |

**INDIANA CANCER REGISTRARS ASSOCIATION**

**2007 Recognition and Installation Ceremony Agenda**

**Friday, November 9, 2007 – 12:45 a.m. – 1:30 p.m.**

**Marten House – Lilly Conference Center, Indianapolis, IN**

- |   |                             |
|---|-----------------------------|
| 1. Welcome:                                     | Pat Hettick                 |
| 2. Recognition of New CTRs:                     | Lee Thompson                |
| 3. Recognition of 2006-2007 Board of Directors: | Pat Hettick                 |
| 4. 2007 Distinguished Member Award:             | Sheila Snyder & Pam McCleve |
| 5. 2007 President's Award                       | Pat Hettick                 |
| 6. President's Farewell Message                 | Pat Hettick                 |
| 7. Installation of 2007-2008 Officers           | Betty Jeffers               |
| 8. Passing of the Presidential Gavel            | Pat Hettick & Betty Jeffers |
| 9. 2007-2008 Presidential Message               | Betty Jeffers               |
| 10. Conclusion of Ceremony                      | Betty Jeffers               |

## **INDIANA CANCER REGISTRARS ASSOCIATION ANNUAL MEETING**

Date: November 2, 2006

Time: 12:30 p.m.

Place: Marten House, Indianapolis, IN

### **CALL TO ORDER**

President Marsha Sherrell called the Annual Business Meeting of the Indiana Cancer Registrars Association to order at 12:15 p.m.

### **REVIEW OF AGENDA**

Members reviewed meeting agenda. Motion to accept the agenda was made and seconded. Motion carried.

It was noted that ICRA has 104 members of whom 73 were present with two thirds in attendance. Instructions for the use of voting cards and audience microphone were given.

### **2005 ANNUAL BUSINESS MEETING MINUTES**

The minutes from the 2005 Annual Business Meeting were included in member packets. Motion to accept the minutes with changes to ACS liaison report to include Dawn's last name (Clinkenbeard). Motion was made and seconded. Motion carried.

### **TREASURER FISCAL YEAR REPORT**

The Treasurer's 2005– 2006 Annual Fiscal Year Report on page 12 was reviewed. Motion to accept the report was made and seconded. Motion carried.

### **NEW BUSINESS**

#### **Reports**

#### **President**

Marsha Sherrell referred to her report on page 14 and thanked everyone for the opportunity to serve ICRA. Marsha Sherrell reported that of the three meetings held only one luncheon was paid for out of the budget. She suggested continuing the development of a beginners workshop, investing in short term CD's and developing a policy and procedure for the website.

#### **President-Elect**

Patricia Hettick referred to her report on page 15 and announced that conference chairs for 2007 are Nancy Whipple and Joyce Wynn. The theme for the 2007 State Basket is "Back Home in Indiana".

#### **Past President and Nominations Committee**

Mindy Burch referred to her report on page 17 and thanked everyone for participating in nominations. The conference site for 2007 is Indianapolis, November 8 and 9, 2007 held at The Marten House Hotel and Lilly Center.

**INDIANA CANCER REGISTRARS ASSOCIATION  
ANNUAL MEETING 2006 Page 3**

**Ways and Means Committee**

Joann Schultz referred to her report on page 29 and encouraged everyone to visit the silent auction, which will end at the end of the first break on Friday. Joann Schultz reminded everyone of the NCRA scholarship drawing in January and cookbooks are still available via the ICRA website. Also a reminder to participate in the Maxx and Erma's fundraiser, ICRA will receive 20% of the total proceeds.

**Cookbook Committee**

Judi Reininga referred to her report on page 30 and thanked everyone who submitted cookbook recipes.

**American Cancer Society Liaison**

Pat O'Leary referred to her report on page 31 and noted that she was fortunate to be selected to attend the American Cancer Society's Celebration on the Hill.

**IHIMA Liaison**

Pat O'Leary referred to her report on page 32 and thanked Claudia Jenkins for assisting with the display at this years IHIMA conference.

**Indiana State Department of Health Liaison**

Martha Graves referred to her report on page 33. She will also be presenting an update during the program.

**Website Task Force**

Mindy Burch referred to her report on pages 35-36. She noted that the 2006-2007 Board of Directors will need to decide if the website is worth keeping due to the expense.

**Motion for Destructions of 2006 Election Ballots**

In accordance with the ICRA Bylaws, a motion was made and seconded to destroy the ballots used for the determination of officers for ICRA for 2007. Motion carried.

**Bylaws Proposal**

The Bylaws committee proposal begins on page 38. Sherry Dowling and Martha Hill summarized the process of this proposal by presenting an ICRA financial overview and reasoning for this proposal.

On behalf of the Bylaws Committee, a motion was made for the adoption of the change in membership dues, ARTICLE III, MEMBERSHIP, Section I:

| CLASS     | CURRENT | RECOMMENDATION |
|-----------|---------|----------------|
| Active    | \$20.00 | \$25.00        |
| Associate | \$20.00 | \$20.00        |
| Student   | \$10.00 | \$15.00        |

**INDIANA CANCER REGISTRARS ASSOCIATION  
FISCAL YEAR REPORT  
APRIL 2006 - MARCH 2007**

|   | APR-JUN 06         | JUL-SEP 06         | OCT-DEC 06         | JAN-MAR 06         | TOTAL              |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Beginning Balance April 1, 2006</b>      | <b>\$28,852.08</b> | <b>\$28,932.13</b> | <b>\$28,253.42</b> | <b>\$27,435.98</b> | <b>\$28,852.08</b> |
| <b>INCOME:</b>                              |                    |                    |                    |                    |                    |
| Interest                                    | \$4.22             | \$4.28             | \$5.35             | \$3.54             | \$17.39            |
| Interest from CD - Jackson County Bank      | \$0.00             | \$299.59           | \$0.00             | \$260.34           | \$559.93           |
| Cookbook Sales                              | \$0.00             | \$0.00             | \$1,064.00         | \$24.00            | \$1,088.00         |
| Membership                                  | \$785.00           | \$270.00           | \$0.00             | \$1,408.00         | \$2,463.00         |
| Vendor/Advertisement/Grants                 | \$0.00             | \$300.00           | \$0.00             | \$1,000.00         | \$1,300.00         |
| CTR Prep/CoC Overview Workshop              | \$0.00             | \$250.00           | \$0.00             | \$0.00             | \$250.00           |
| Fall Conference Registration                | \$0.00             | \$776.25           | \$9,991.25         | \$0.00             | \$10,767.50        |
| Check Void                                  | \$0.00             | \$70.00            | \$0.00             | \$0.00             | \$70.00            |
| Ways & Means                                | \$0.00             | \$0.00             | \$492.24           | \$0.00             | \$492.24           |
| Check charge- Carried from 12/04            | \$5.00             | \$0.00             | \$0.00             | \$0.00             | \$5.00             |
| <b>TOTAL INCOME:</b>                        | <b>\$794.22</b>    | <b>\$1,970.12</b>  | <b>\$11,552.84</b> | <b>\$2,695.88</b>  | <b>\$17,013.06</b> |
| <b>BALANCE AFTER INCOME:</b>                | <b>\$29,646.30</b> | <b>\$30,902.25</b> | <b>\$39,806.26</b> | <b>\$30,131.86</b> | <b>\$45,865.14</b> |
| <b>EXPENSES:</b>                            |                    |                    |                    |                    |                    |
| Bank Charges                                | \$0.00             | \$33.00            | \$0.00             | \$0.00             | \$33.00            |
| Board Meeting (lunch)                       | \$0.00             | \$0.00             | \$0.00             | \$42.86            | \$42.86            |
| Board Meeting (mileage)                     | \$423.65           | \$526.51           | \$0.00             | \$470.25           | \$1,420.41         |
| Postage                                     | \$86.02            | \$120.99           | \$0.00             | \$13.38            | \$220.39           |
| Supplies                                    | \$0.00             | \$249.98           | \$0.00             | \$0.00             | \$249.98           |
| Ways & Means Supplies                       | \$0.00             | \$613.94           | \$0.00             | \$0.00             | \$613.94           |
| Rural Insurance Bond                        | \$0.00             | \$297.32           | \$0.00             | \$0.00             | \$297.32           |
| Fundcraft - Cookbooks                       | \$0.00             | \$0.00             | \$1,075.87         | \$0.00             | \$1,075.87         |
| Printing/Copies                             | \$0.00             | \$58.70            | \$349.80           | \$19.93            | \$428.43           |
| Program Historian Contest Prize             | \$0.00             | \$0.00             | \$0.00             | \$28.61            | \$28.61            |
| Program Refund                              | \$0.00             | \$0.00             | \$0.00             | \$150.00           | \$150.00           |
| Program Hotel Marten House                  | \$0.00             | \$0.00             | \$9,151.33         | \$88.55            | \$9,239.88         |
| NCRA 2 Scholarships & President Elect       | \$0.00             | \$0.00             | \$0.00             | \$1,185.00         | \$1,185.00         |
| Web Site Yearly Fee/Start Up Costs, Updates | \$0.00             | \$645.00           | \$45.00            | \$160.00           | \$850.00           |
| Fall Conference Gifts/Awards/Honorariums    | \$0.00             | \$0.00             | \$1,114.22         | \$0.00             | \$1,114.22         |
| Bush Trophy-PR Ribbons, NCRA Week           | \$0.00             | \$0.00             | \$144.00           | \$0.00             | \$144.00           |
| Speaker Expenses Fall Conference            | \$0.00             | \$0.00             | \$490.06           | \$0.00             | \$490.06           |
| Lunch/Snacks CoC/CTR Workshop               | \$0.00             | \$36.78            | \$0.00             | \$0.00             | \$36.78            |
| Mileage/Parking CTR Workshop                | \$0.00             | \$66.61            | \$0.00             | \$0.00             | \$66.61            |
| IHIMA Meeting Expense                       | \$131.00           | \$0.00             | \$0.00             | \$0.00             | \$131.00           |
| CTR Pins                                    | \$73.50            | \$0.00             | \$0.00             | \$0.00             | \$73.50            |
| <b>TOTAL EXPENSES</b>                       | <b>\$714.17</b>    | <b>\$2,648.83</b>  | <b>\$12,370.28</b> | <b>\$2,158.58</b>  | <b>\$17,891.86</b> |
| <b>INVESTMENT:</b>                          | <b>\$10,000.00</b> | <b>\$10,000.00</b> | <b>\$10,000.00</b> | <b>\$10,000.00</b> | <b>\$10,000.00</b> |
| <b>ENDING BALANCE MARCH 31, 2007</b>        | <b>\$28,932.13</b> | <b>\$28,253.42</b> | <b>\$27,435.98</b> | <b>\$27,973.28</b> | <b>\$27,973.28</b> |
| <b>VARIANCE +/-</b>                         | <b>\$80.05</b>     | <b>(\$678.71)</b>  | <b>(\$817.44)</b>  | <b>\$537.30</b>    | <b>(\$878.80)</b>  |

Submitted by Lorrie Walker  
ICRA Treasurer 2007

Prepared for:  
ICRA Annal Report  
For ICRA Board Meeting September, 2007



## **2007 ICRA BOARD**

|                         |                        |
|-------------------------|------------------------|
| <b>President</b>        | <b>Pat Hettick</b>     |
| <b>Past President</b>   | <b>Marsha Sherrell</b> |
| <b>President Elect</b>  | <b>Betty Jeffers</b>   |
| <b>Vice President</b>   | <b>Lee Thompson</b>    |
| <b>Secretary</b>        | <b>Camille Foley</b>   |
| <b>Treasurer</b>        | <b>Lorrie Walker</b>   |
| <b>Membership</b>       | <b>Judy Reininga</b>   |
| <b>Education</b>        | <b>Ellen Hurd</b>      |
| <b>Bylaws SR</b>        | <b>Martha Hill</b>     |
| <b>Bylaws JR</b>        | <b>Jean Edwards</b>    |
| <b>Historian</b>        | <b>Sherry Dowling</b>  |
| <b>Ways &amp; Means</b> | <b>Joann Schultz</b>   |
| <b>Public Relations</b> | <b>Carol Lesch</b>     |
| <b>Program Chairs</b>   | <b>Nancy Whipple</b>   |
|                         | <b>Joyce Wynn</b>      |
| <b>State</b>            | <b>Martha Graves</b>   |
| <b>ACS/HIMA</b>         | <b>Pat O'Leary</b>     |
| <b>Web TaskMaster</b>   | <b>Mindy Burch</b>     |

## **INDIANA CANCER REGISTRARS ASSOCIATION 2007 ANNUAL REPORT**

**Position:**     **PRESIDENT**

**Officer:**     **Pat Hettick, CTR**

**Purpose:**     Preside at all meetings. Oversee the activities of the association to ensure the objectives are met while complying with the Bylaws.

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

1. Planned and presided over three meetings of the Board of Directors.
2. Prepared a detailed progress report prior to each Board of Directors meeting
3. Communicated with the membership through broadcast email messages and through the ICRA Web site.
4. Prepared Presidential budget; reviewed and monitored all Board of Directors budgets
5. Submitted articles to The Indiana Abstract newsletter.
6. Reviewed and revised policies and procedures for the President position.
7. Encouraged all Board members to review and revise the policies and procedures to current business practice. Compiled the revised policies and procedures for all positions on the Board of Directors and created an archival CD copy for the secretary and Web site.
8. Corresponded with the Board and general membership as indicated.
9. Requested nominees for the 2007 ICRA Distinguished Member Award; selected committee members, Sheila Snyder and Pam McCleve, and secured the award for presentation.
10. Served on the Education and Public Relations Committee, and served as Chair of the Awards Committee and Chair of the Web Site Task Force.

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

Continue to evaluate and explore various ways of communication with the Board and membership.

Continue to invest into short term CD.

**Respectfully submitted by: Pat Hettick, CTR**

## INDIANA CANCER REGISTRARS ASSOCIATION 2007 ANNUAL REPORT

**Position/Committee Title:** President-Elect

**Officer or Committee Chair:** Betty R. Jeffers, RHIT, CTR

**Committee Members:** None

**Purpose of Position/Committee:** The purpose of this position is to prepare to succeed to the office of President at the conclusion of this year. This position is also to appoint chairpersons for all the standing committees of ICRA and make any other preparations necessary for the coming ICRA year. This position is also to serve as the Audit Committee.

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

- Served on the Board of Directors of ICRA and assisted the President while preparing for the 2008 Presidency.
- Attended the Transitional Board meeting and the 3 scheduled Board meetings at Community Hospital in Indianapolis.
- Attended the NCRA Annual Meeting in Las Vegas, NV on April 23-25, 2007. At this meeting, I represented ICRA at the President's Luncheon.
- With the generous donations from ICRA members, I put together and assured delivery of the ICRA State Basket to NCRA Annual Meeting. This basket was ICRA's donation to the State Basket Raffle.
- Conducted an audit of the ICRA treasury on February 17, 2007. The report is in the Audit Committee Annual report.
- Submitted articles for both issues of *The Indiana Abstract*.
- Selected and secured a location for the 2008 ICRA Annual Meeting.
- Secured a location for the 2008 ICRA Board Meetings.
- Appointed chairpersons for ICRA standing committees.
- Prepared the Installation Ceremony for the 2008 Officers and Committee Chairpersons.

**Recommendations for Next Year:** I recommend that the President-Elect be included in the correspondence of the Program committee. I believe this would help with the preparations for the following year's conference. This year, I was included in the correspondence from the Web site. I felt that it was a great help in preparing for the next year as President.

**Respectfully submitted by:** Betty R. Jeffers, RHIT, CTR

# INDIANA CANCER REGISTRARS ASSOCIATION

## 2007 ANNUAL REPORT

**Position/Committee Title:** Audit Committee

**Officer or Committee Chair:** Betty R. Jeffers, RHIT, CTR

### **Committee Members:**

**Purpose of Position/Committee:** It is the Audit Committee's charge to perform an annual audit of the ICRA treasury. The report of this audit will be presented to the Board of Directors and will be presented to the membership in the Annual Report.

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

- An Audit of the ICRA Treasury; was performed and a copy of the report is as follows:

### AUDIT COMMITTEE REPORT 2007

In accordance with the Audit Committee all procedures and activities were accomplished. The examination of the treasurer's records have been reviewed and a summary has been compiled and presented to the ICRA Board of Directors during the May 11, 2007 Board of Directors meeting.

The audit of the ICRA treasury/bank account from January 1, 2006, through December 31, 2006 was performed and completed on February 17, 2007.

|                    |             |
|--------------------|-------------|
| Beginning Balance: | \$28,537.42 |
| Total Expenses:    | \$27,785.33 |
| Total Income:      | \$16,683.89 |
| Ending Balance:    | \$17,435.98 |

After review of the Treasury records, it is the opinion of the Audit Committee Chairperson, Betty Jeffers, that the records submitted by 2006 Treasurer of the Indiana Cancer Registrars Association, Martha Hill, CTR, were transacted in accordance with approved ICRA procedures.

Chairperson recommended that all copies of the treasury documents be destroyed following approval of the Board of Directors.

Respectfully Submitted,  
Betty R. Jeffers, RHIT, CTR  
President-Elect  
Audit Committee Chairperson

**INDIANA CANCER REGISTRARS ASSOCIATION  
2007 ANNUAL REPORT**

Position/Committee Title: Past President & Nominations Committee

Officer/Committee Chair: Marsha Sherrell

Committee Members: Nancy Hunt, CTR  
Patty Farran, RN, 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 all meetings of the Board of Directors.  
- Advised the Board and President as requested.  
- Mailed out Nomination Requests and ballots, while trying to stay within the policy and procedures of the position.

*Distributed the "Call for Nominations" to 102 members and received 15 replies for a 14% return rate. Had 14 nominations for President-Elect, nine nominations for Vice President, ten nominations for Secretary, and eight nominations for Treasurer. All candidates for nomination were contacted. Mailed election ballots to 102 members; at the time of the annual report, ballots were not returned.*

-Submitted articles to the Public Relations Chair for the Indiana Abstract/ICRA website.  
- Prepared nomination information for the board for advice on proceeding with short notice to the members for ballots, due to lack of acceptance of nominees.

Recommendations for Next Year: Come up with a way to encourage members to nominate other members for positions on the board.

Respectfully submitted by: Marsha Sherrell

## **INDIANA CANCER REGISTRARS ASSOCIATION**

### **Vice President-NCRA Liaison-COC Liaison Annual Report**

**Position/Committee Title:** Vice President, NCRA Liaison, COC Liaison

**Officer or Committee Chair:** Lolita Thompson, CTR

**Committee Members:** None

**Purpose of Position:** Assume the duties of the President in his/her absence, NCRA liaison, COC Liaison, submit articles for ***The Indiana Abstract***, compile a list of new CTR's and announce at the ICRA annual conference, and assist the Program Chairman

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

Attended 2 Board of Director meetings.

Wrote articles for the spring and fall editions of ***The Indiana Abstract***.

Obtained names of new CTR's from NCRA for publication in ***The Indiana Abstract*** and recognition at ICRA Fall Conference.

Volunterred to present at ICRA Fall Conference

Kept ICRA membership informed of NCRA and COC updates through Abstract articles and report at Fall Conference. Relayed information to Web Master to post on ICRA website regarding workshop and educational conference in Ohio.

Served as Education co-chair hosting the CTR Preparation Workshop.

Submitted budget for workshop and evaluation comments.

**Recommendations for Next Year:** None at this time

*I would like to give a special Thanks to;* Pat Hettick, CTR, Nancy Whipple, CTR Betty Jeffers, RHIT, CTR and Mindy Burch, CTR For their help with the preparation for the CTR Prep Workshop

**Respectfully submitted by:** Lolita Thompson, CTR

## SECRETARY'S ANNUAL REPORT

It has been a pleasure serving as your Secretary for the past year. I have been responsible for sending meeting notices and agendas to the members of the Board of Directors before each meeting. At each meeting, I take notes and later type up the minutes. These are sent via e-mail to the Board members for their review. This gives me a chance to make any corrections or additions to the minutes before the next meeting of the Board. Approval of the minutes from the previous meeting is one of the first items on the agenda.

The Secretary is responsible for maintaining the notebook containing all the minutes for the year. Any written reports from the officers or committee members are attached to the minutes and kept in the same notebook. The Secretary has all the old minutes that are a permanent record of the proceeding of the Indiana Cancer Registrars Association. When the newly elected Secretary takes office, they are passed on to her/him.

Our supply of official stationery, envelopes, and note cards are stored by the Secretary. I keep track of our inventory and see that orders are placed with the printer when our supply needs to be replenished. (Thanks to Martha Hill for helping with this). I take supplies to all the Board meetings in case someone should need them. Also, supplies can be mailed when the need arises.

I feel each member should "take their turn" and be willing to serve as an officer or committee member. We have a good time when we get together, but we also work hard to make your organization successful in meeting the needs of the members. It's OK to say "Who seconded that motion? " I was busy writing and didn't see who it was, but the other Board members are always there to help you.

Respectfully submitted,  
Camille Foley, RHIT, CTR  
Secretary

October 2007

INDIANA CANCER REGISTRARS ASSOCIATION  
2007 ANNUAL REPORT

Position/Committee Title: Treasurer

Officer or Committee Chair: Lorrie Walker, CTR

Committee Members: None

Purpose of Position: Keep accurate records of income/expenses, keep membership and board of directors informed of finances

Charges/Goals/Accomplishments:

Kept accurate records and reported to membership via *The Indiana Abstract* – accomplished

Certificates of Deposit secured at Salen Bank for 10,000.00 for six (6) months at 5.0% interest – and Old National bank for 10,000 for four (4) months at 5.10% interest – accomplished

Paid Bond - accomplished

Attended ICRA Board of Directors meetings, presenting financial reports – accomplished

Prepared fiscal year report – accomplished

Prepared and filed appropriate forms to Indiana State Department of Revenue – accomplished

Maintained accurate ledgers – accomplished

Prepare 2007 treasury information and forwarded to President-Elect for yearly audit – will accomplish after end of 2007 calendar year

Recommendations for Next Year:

Continue to search for best rates on short-term Certificates of Deposit to maximize ICRA's interest income.

Forward quarterly reports to members of the Board of Directors for review prior to the Board meetings.

Respectfully submitted by: Lorrie Walker, CTR  
Treasurer



**INDIANA CANCER REGISTRARS ASSOCIATION  
2007 ANNUAL REPORT**

**Position/Committee Title:** Bylaws Committee

**Committee Chair:** Martha A. Hill, CTR – Sr. Chair  
Jean Edwards, RHIT, CTR – Jr. Chair

**Committee Members:** Judi Reininga, CTR

**Purpose of Committee:** To review the bylaws and propose changes keeping ICRA current and to ensure meetings are conducted according to the ICRA bylaws.

**Charges/Goals/Accomplishments:**

1. Attend all ICRA meeting.
2. Monitored meetings to ensuring they were conducted according to the ICRA bylaws.
3. Prepare annual goals and budget.
4. Prepare quarterly status reports.
5. Review ICRA bylaws for minor changes for consistency and grammatical errors.
6. Submit articles to Public Relations for “The Indiana Abstract”.
7. Review the Bylaw Committee policy and procedures.
8. Prepare report for the 2007 ICRA Annual report presenting at the Annual Business Meeting.

**Recommendations for 2008:**

1. Follow-up with the newly formed Education Task Force committee regarding possible committee compositions changes.
2. Follow-up with the Web Site Committee regarding possible committee compositions changes.
3. Remember that all policy and procedures must follow the bylaws.

**Respectfully submitted:** Martha A. Hill, CTR  
Jean Edwards, RHIT, CTR

## **INDIANA CANCER REGISTRARS ASSOCIATION 2007 ANNUAL REPORT**

**Position/Committee Title:** Historian

**Officer or Committee Chair:** Sherry Dowling, CTR

**Committee Members:** None

**Purpose of Position/Committee:** To gather, preserve and display ICRA historical material.

**Charges/Goals/Accomplishments:** Continued to organize ICRA information and managed new information to help keep an adequate historical account of our association. Recorded events and current members with photographs. Created a display and game for the ICRA Fall Conference. Submitted two articles to *The Indiana Abstract*. Prepared status reports and attended all the ICRA board meetings. Chaired the Educational Task Force who developed a survey to determine the membership's educational needs.

**Recommendations for Next Year:** Keep historical material up to date. Continue to download pictures/slides to junk drive for future security.

**Respectfully submitted by:** Sherry Dowling, CTR

Position/Committee Title: Program Committee

Officer or Committee Chair: Nancy Whipple, CTR,- Joyce Wynn, CTR

Committee Members:

Purpose of Position or committee: The purpose of the Program Committee is to plan, prepare, organize and oversee a successful and informative Annual Fall Conference. Planning is based on member feed back and outcome from last year's meeting. Maintain ongoing communication with the ICRA Executive Board.

Charges/Goals/Accomplishments: Pat Hettick, CTR, 2006 President Elect( President at 2007 Conference) appointed Program Co-Chairs at January 2006 Board Meeting. Location of the ICRA Fall Conference was determined by the Membership two years prior to the conference. President Elect and Program Co-Chairs secured hotel and conference facility in 2006.

Tentative program agenda, budget and speakers planned. Presented at 5/2007 ICRA Board Meeting.

Contacted drug company representatives to acquire free gifts for the membership bags.

Speakers scheduled, hotel reservations made as necessary.

Two articles submitted for The Indiana Abstract.

NCRA Program Recognition application prepared and submitted.

Registration flyers prepared, copied, labels obtained and mailed by the end of August 2007.

Met with Marten House representatives to finalize program needs, menu and supplies.

Introductions for speakers designated at September meeting.

Prepared the program syllabus: Speaker educational handouts, conference evaluations, CE tracking record. Name badges prepared, thank you notes and honorariums prepared for the speakers.

Review and revise as necessary, the Policy and Procedures for the Program Chair/Committee and submit to the President.

**Pending:**

Prepare final expence statement and review /summarize evaluations for 1/2008 Executive Board Meeting.

Recommendations for Next Year:

Continue same as this year.

# INDIANA CANCER REGISTRARS ASSOCIATION 2007 ANNUAL REPORT

Position/Committee Title: Membership Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members:

Purpose of Position/Committee:

Coordinate all membership activities of the association by accepting membership applications, conducting a membership drive, providing official membership listing and directory.

Charges/Goals/Accomplishments:

1. Sent membership renewal/application forms to current and prospective new members. Second notices sent. Follow up phone calls made.
2. Sent letters to members with lapsed memberships
3. Updated membership list and mailing labels.
4. Mailed dues receipt with user id and password with membership cards.
5. Attended 2 Board of Director meetings and reported activities and status of membership.
6. Prepared budget for position.
7. Submitted articles to the spring and fall *The Indiana Abstract*.
8. Provided Membership List to Nomination Chair and Program Co-Chair.
9. Provided Labels file for Nomination Committee.
10. Sent labels to the Program Committee.
11. Provided a list to President Elect of members volunteering for Committees.
12. Sent changes to Membership Directory to Web Master.
13. Prepared Annual Report.

108 ICRA members 2007-08.

19 New members

12 Associate members

Recommendations for Next Year:

Revise the ICRA information brochure.

Provide card with user id and password for website.

Respectfully submitted by: Judi Reininga, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2007 ANNUAL REPORT

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

**Officer or Committee Chair:** Carol Lesch

**Committee Members:** Jackie Harber, RHIA, CTR, Betty Jeffers, RHIT, CTR,  
Lee Thompson, 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 two electronic issues of *The Indiana Abstract* newsletter and published on the ICRA web site
- Distributed the newsletters via email to the ICRA membership, NCRA Board of Directors, and ICRA's Sponsoring Partners.
- Contacted the Indiana Governor and distributed the Governor's Proclamation and letters to the ICRA membership, hospital CEO's and PR departments prior to the National Cancer Registrars Week.
- Contacted and obtaining sponsoring partners for ICRA.
- Attended and reported the PR activity at three ICRA Board meetings.
- Mailed sympathy cards and mementos as needed.
- Assisted the ICRA Webmaster with updates related to the Public Relations on the ICRA Website.

**Recommendations for Next Year:** Continue to publish the Fall issue of *The Indiana Abstract* in October so all current ICRA information and activity is available to the membership prior to the ICRA Fall Conference.

**Respectfully submitted by:** Carol Lesch

Position/Committee Title: Ways & Means Committee

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: Judi Reininga, CTR Paul Rice, RHIT, CTR

Purpose of Position or committee: As defined in Webster's seventh new collegiate dictionary, Ways & Means: Methods and resources for accomplishing something and especially for defraying expenses. Methods and resources for raising the necessary revenues for expenses. The monies generated by ICRA's Ways & Means Committee are used to fund ICRA's educational programs, and to help fund an ICRA member or members registration to NCRA's Annual Conference.

Charges/Goals/Accomplishments: 1. Coordinate all aspects of the Ways & Means booth at the Fall Conference 2. Submitted articles to the Indiana Abstract for the Spring & Fall issues 3. Maintained an inventory list with accurate cost per item 4. Coordinated the Fall Conference Gift 5. Coordinated the drawing for the NCRA Annual Conference registration 6. Continued selling the ICRA cookbook 7 Organized a fund raiser at Max & Erma's during the 2006 Fall Conference

Recommendations for Next Year: Reduce the Inventory, Continue to investigate fund raising opportunities

INDIANA CANCER REGISTRARS ASSOCIATION  
200~~8~~ ANNUAL REPORT

7

Position/Committee Title: Cookbook Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members: Jean Edwards, RHIT, CTR, Martha Hill, CTR, Joann Schultz, RHIT, CTR  
Paul Rice, RHIT, CTR

Purpose of Position/Committee: Publish a cookbook to raise funds for the Scholarship Fund of the Ways and Means Committee

Charges/Goals/Accomplishments:

1. Attended 2 Board of Director meetings.
2. Prepared status reports for Board of Director meetings.
3. Wrote articles for the spring and fall editions of *The Indiana Abstract*.
4. Kept record of cookbooks sold.
5. Made copies of checks and deposited money into ICRA checking account.
6. Sent copies of checks and deposit slips to ICRA Treasurer.
7. 321 Books were delivered 10/06  
3 Books donated to IHIMA & NCRA  
187 Books Sold (135 books need to be sold to cover printing and shipping)  
131 Books to be sold  
  
\$1496.00 Total Money taken in (1075.87 to cover shipping and printing)  
\$420.13 Total profit available to NCRA Scholarship

Recommendations for Next Year:  
Sell remaining cookbooks.

Respectfully submitted by: Judi Reininga, CTR

# INDIANA CANCER REGISTRARS ASSOCIATION

## Web Site Task Force Annual Report

**Task Force Title:** WEB SITE TASK FORCE

**Task Force Chair:** Mindy Burch, CTR

**Task Force Members:** Pat Hettick, CTR, & Betty Jeffers, RHIT, CTR

**Background:** The 2004 ICRA Board of Directors charged me with the responsibility to inquire if the membership was interested in an ICRA Web site. An Internet survey was distributed to the membership during July/August 2004. Seventy two percent of the current membership responded to this survey and eighty six percent of the membership were interested in an ICRA Web site. A request for proposal (RFP) was sent to seven different firms to create and maintain a Web site for ICRA. Two firms replied to the RFP and after review of a detailed cost analysis, the 2004 Board of Directors, under the Presidency of Paul Rice, entered into a business agreement with Sling Shot Technologies September 2004. The 2004 Board of Directors decided there would be a two-year trial of the Web site to determine if this is a benefit and interest of the membership. If after the two year trial the Web site is found to be a positive benefit for the membership the Web Site Task Force would be dissolved and a Bylaw amendment should be created to include the Web Site as a formal Committee on the Board of Directors of the ICRA. The evaluation of the Web Site trial was determination during the January 2007, Board of Director meeting. With the members permission the Board recommends the Task Force become a formal committee.

**Purpose of Task Force:** To provide quick navigation of membership interested through the ICRA Web site. While the homepage will be the center for navigation, all of the main-category pages have navigation to the other main-category pages. Areas of interest are: Information about ICRA; Membership; Education; Annual Fall Conference; Ways & Means; Job Bank; Resources; Sponsoring Partners; Calendar of Events and a Membership Only section containing current and archived issues of *The Indiana Abstract*; Membership Directory; Bylaw; Board of Director listing; Annual Report, ICRA Scholarship and Consultant List.

### **Charges/Goals/Accomplishment:**

1. Report to the President and the Board of Directors the progress of the Web site. ACCOMPLISHED.
2. Contact the President for approval when any Web site activity impacts the budget of ICRA or the Web site. ACCOMPLISHED.
3. Track and report the statistical activity of the Web site. ACCOMPLISHED.
4. Prepare an annual budget for the Web site and present to the President during the first board of directors meeting. ACCOMPLISHED.
5. Track the hours spent developing and maintaining the Web site and report to the President and the board members at each board meeting. ACCOMPLISHED.
6. Track expenses and report at each board meeting for ongoing evaluation. ACCOMPLISHED
7. Webmaster is responsible for placing items on the Web site that enhance the ICRA membership. ACCOMPLISHED.



INDIANA CANCER REGISTRARS ASSOCIATION  
2007 ANNUAL REPORT

Position/Committee title: Liaison – American Cancer Society

Officer or Committee Chair: Patricia O'Leary, RHIT, CTR

Committee Members:

Purpose of Position/Committee: To create a working relationship between the American Cancer Society and the Indiana Cancer Registrars Association.

Charges/Goals/Accomplishments: It is the goal of ICRA to make sure that the American Cancer Society become familiar with the Indiana Cancer Registrars Association and that the organizations work together in joint ventures.

The American Cancer Society partnered with the AJCC and made contributions to the TNM Staging. The American College of Surgeons and the American Cancer Society National Division have a very good working relationship. It was my goal this year to make sure that the Great Lakes Division also was aware of this collaboration. I have served with a Great Lakes staff member on the Indiana Cancer Control Committees. The cancer facts and figures are completed in collaboration with the ACS and many other organizations. The Great Lakes Division is very aware of the value of the Cancer Registrar and the data that is available because of what we do.

Recommendations for  
Next year:

Keep working with the American Cancer Society and continue to collaborate with them on community outreach projects through the Cancer Committee.

Respectfully submitted  
By:

Patricia O'Leary, RHIT, CTR.

INDIANA CANCER REGISTRARS ASSOCIATION  
2007 ANNUAL REPORT

Position/Committee Title: Indiana State Department of Health - Indiana State Cancer Registry Liaison

Officer or Committee Chair: Martha Graves, RHIA, CTR

Committee Members: None

Purpose of Position/Committee: The purpose of this position is to: 1) facilitate and enhance communication and service among the ICRA Board of Directors, the members of ICRA, hospitals and other reporting entities, and the Indiana State Cancer Registry (ISCR); and 2) serve as a resource for state cancer registry requirements and activities.

Charges/Goals/Accomplishments:

1. Communicate relevant information about the Indiana State Cancer Registry to the ICRA Board of Directors and ICRA members.

*Accomplished through attendance at ICRA Board of Directors meetings, The Indiana Abstract newsletter, and the Indiana State Cancer Registry News Briefs newsletter.*

2. Provide educational workshops for registrars in conjunction with ICRA.

*Thirty-seven (37) educational workshops were conducted this year for hospitals and central registry staff:*

|  |   |
|--|---|
| <i>January 11, 2007</i>                        | Abstracting Urinary System Cancer Incidence and Treatment Data                              |
| <i>January 18, 2007</i>                        | Female Reproductive System Cancer Surveillance Data Collection                              |
| <i>February 8, 2007</i>                        | Abstracting Lymphoma Cancer Incidence and Treatment Data                                    |
| <i>February 15, 2007</i>                       | Urinary System Cancer Surveillance Data Collection  |
| <i>March 6, 2007</i>                           | New Multiple Primary/Histology Rules (Part I)   |
| <i>March 8, 2007</i>                           | Abstracting Colon and Rectum Cancer Incidence and Treatment Data                            |
| <i>March 15, 2007</i>                          | Understanding the NAACCR Method to Estimate Completeness                                    |
| <i>March 22, 2007</i>                          | New Multiple Primary/Histology Rules (Part II)  |
| <i>April 19, 2007</i>                          | The 2007 Multiple Primary and Histology Coding Rules  |
| <i>May 10, 2007</i>                            | Abstracting Prostate Cancer Incidence and Treatment Data                                    |
| <i>May 17, 2007</i>                            | Lymphoma Cancer Surveillance Data Collection  |
| <i>June 14, 2007</i>                           | Abstracting Lung Cancer Incidence and Treatment Data  |
| <i>June 21, 2007</i>                           | GIS Applications: Great Circle Distance Calculations; Cartography and Mapping Registry Data |
| <i>July 19, 2007</i>                           | Prostate Cancer Surveillance Data Collection  |
| <i>August 16, 2007</i>                         | Breast Cancer Surveillance Data Collection  |
| <i>September 13, 2007</i>                      | Abstracting Breast Cancer Incidence and Treatment Data                                      |
| <i>September 20, 2007</i>                      | Statistical Techniques Used to Analyze Surveillance Data: Trend Analysis                    |
| <i>September 24, 2007</i>                      | Rocky Mountain Cancer Data Systems (RMCDS) Workshop   |
| <i>October 4, 2007</i>                         | Abstracting Melanoma Cancer Incidence and Treatment Data                                    |
| <i>October 10, 2007</i>                        | Abstracting Melanoma Cancer Incidence and Treatment Data                                    |
| <i>October 25, 2007</i>                        | Coding Pitfalls: Collaborative Staging; Multiple Primary/Histology                          |
| <i>November 8, 2007</i>                        | Abstracting Gynecologic Cancer Incidence and Treatment Data                                 |
| <i>November 8, 2007</i>                        | CDC/NPCR Update at annual fall conference   |
| <i>December 16, 2006 through April 4, 2007</i> | 14 Breeze trainings for central registry staff on new Multiple Primary/Histology rules      |

3. Serve as a resource for state cancer registry requirements and activities.

*Accomplished through News Briefs newsletter #9 (8/7/07) and several e-mails.*

# **INDIANA CANCER REGISTRARS ASSOCIATION**

## **2007-2008 BOARD AND COMMITTEE MEMBERS**

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>President:</b>        | <b>Betty Jeffers</b>                 |
| <b>Past President:</b>   | <b>Pat Hettick</b>                   |
| <b>President Elect:</b>  | <b>Pat O'Leary</b>                   |
| <b>Vice President:</b>   | <b>Sherry Dowling</b>                |
| <b>Secretary:</b>        | <b>Sheila Snyder</b>                 |
| <b>Treasurer:</b>        | <b>Martha Hill</b>                   |
| <b>Audit:</b>            | <b>Pat O'Leary</b>                   |
| <b>Education:</b>        | <b>Cristal Arenas</b>                |
| <b>Historian:</b>        | <i>Wendy Manchester</i>              |
| <b>Membership:</b>       | <b>Judy Reininga</b>                 |
| <b>Nomination:</b>       | <b>Pat Hettick</b>                   |
| <b>Program:</b>          | <b>Tammy Horvath, Cristal Arenas</b> |
| <b>Public Relations:</b> | <b>Nancy Whipple</b>                 |
| <b>Ways &amp; Means:</b> | <b>Joann Schultz</b>                 |
| <b>ByLaws:</b>           | <b>Jean Edwards</b>                  |
| <b>WebMaster:</b>        | <b>Mindy Burch</b>                   |
| <b>ACS/IHIMA:</b>        | <b>Pat O'Leary</b>                   |
| <b>COC/NCRA:</b>         | <b>Sheila Snyder</b>                 |
| <b>ISDH:</b>             | <b>Martha Graves</b>                 |

**INDIANA CANCER REGISTRARS ASSOCIATION**  
**Proposed Bylaw Amendments**  
**November 2007**

| <b>Amendment</b> | <b>Article</b>                                 | <b>Current Bylaw</b>  | <b>Proposed Amendment</b>   | <b>Rationale</b>  |
|------------------|--|---|---|---|
| <b>#1</b>        | <b>ARTICLE XI<br/>Section IV<br/>Letter B.</b> |   | <b>Standing Committee:<br/>Add: 9. Web Site<br/>Committee:<br/>This committee is<br/>responsible for<br/>developing,<br/>coordinating and<br/>maintaining the ICRA<br/>Web Site. This<br/>committee shall consist<br/>of the current<br/>President and a<br/>chairperson who serves<br/>as Web Site Master.</b> | <b>On January 12, 2007,<br/>the ICRA Board of<br/>Directors, voted to<br/>continue the ICRA<br/>Web site. With this<br/>vote, the task force<br/>should be change to a<br/>standing committee<br/>and entered into the By<br/>laws in this section.</b> |
| <b>#2</b>        | <b>ARTICLE VII<br/>Section 1<br/>Letter A</b>  |   | <b>Add Web Site<br/>Committee</b>   | <b>To maintain<br/>consistency of the by-<br/>laws the Web Site<br/>Committee shall be<br/>added as a standing<br/>committee.</b>   |
| <b>#3</b>        | <b>ARTICLE XI<br/>Section IV<br/>Letter G</b>  | <b>The transfer of<br/>pertinent materials of<br/>office to incoming<br/>officers and committee<br/>chairs shall take place<br/>within one month from</b> | <b>The transfer of<br/>pertinent materials of<br/>office to incoming<br/>officers and committee<br/>chairs shall take place<br/>within one month from</b>   | <b>The treasurer is given<br/>multiple tasks during<br/>the Fall Conference,<br/>including preparing<br/>deposits, preparing<br/>speaker expenses as</b>  |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  | thirty (30) days prior to the date of the vote. This committee shall be responsible for updating the bylaws to reflect the approved bylaw amendments within 30 days following the conclusion of the ICRA business meeting. | membership at least thirty (30) days prior to the date of the vote. This committee shall be responsible for updating the bylaws to reflect the approved bylaw amendments within thirty (30) days following the conclusion of the ICRA business meeting. |  |
|--|--|--|---|--|

Proposed grammatical changes: Page 10 # 5 delete days to read: Membership applications will be accepted up to sixty days (60) days prior to an ICRA annual conference.

Page 7, letter A: Standing Committees: ~~The~~ Standing committees of ICRA shall be Bylaws, Program, Membership, Public Relations, Nominating, Ways and Means, Historian, Education and Web. Site. The composition, size and duties of the **standing** committees, other than the nominating committee, shall be set forth in the standing rules. Unless specified otherwise, the ~~chair~~-chairman of each committee shall appoint the committee members.

Proposed by changes for 2007, presented to ICRA Board of Directors, May 11, 2007  
Martha Hill, CTR Sr. Bylaw Chairman  
Jean Edwards, RHIT, CTR, Jr. Bylaw Chairman  
Judi Reininga, CTR, Committee