



**EXECUTIVE COMMITTEE  
AND  
BOARD OF DIRECTORS  
ANNUAL REPORT**

**NOVEMBER 2008 – NOVEMBER 2009**

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**EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**  
**2009 ANNUAL REPORT**

**Prepared by**

**Patricia O'Leary RHIT, CTR**  
**President**

**Submitted to**

**The Membership**  
**Indiana Cancer Registrars Association**

**November 13, 2009**

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INDIANA CANCER REGISTRARS ASSOCIATION

**2009 Business Meeting Agenda**

**Report Presentations**

**Thursday, November 12, 2009**

**Primo West Banquet & Conference Center, Plainfield, IN**

1.	Call to Order – 2009 ICRA business meeting	Patricia O’Leary
2.	Adoption of Agenda	Patricia O’Leary
3.	Quorum of Membership (2/3) present	Judi Reininga
4.	2008 Annual Business Meeting Minutes	Sheila Snyder
5.	Fiscal Year Report	Martha Hill
6.	New Business	
a.	President’s Message	Patricia O’Leary
b.	Board of Directors’ Report presentation	
	Executive Committee Reports	
	President	Patricia O’Leary
	President-Elect	Camille Foley
	Past-President	Betty Jeffers
	Vice-President	Michael Sheean
	Secretary	Sheila Snyder
	Treasurer	Martha Hill
c.	Committee Reports	
	Audit Committee Report	Camille Foley
	Bylaws Committee Report	Sherry Dowling
	Education Committee Report	Karol Poyser
	Historian Committee Report	Wendy Manchester
	Membership Committee Report	Judi Reininga
	Program Committee Report	Karen McCracken
	Public Relations Report	Tammy Horvath
	Ways and Means Report	Joann Schultz
	Cookbook Report	Judi Reininga
d.	Liaison Reports	
	ACS Liaison Report	Patricia O’Leary
	IHIMA Liaison Report	Patricia O’Leary
	ISDH Liaison Report	Martha Graves.
e.	ICRA Proposed Bylaw Amendments	Sherry Dowling
f.	2009-2010 Elected and Appointed Board of Directors	
	President – Camille Foley	
	Past President – Patricia O’Leary	
	Vice-President – Tammy Horvath	
	Secretary – Martha Hill	
	Treasurer – Nancy Wipple	
	Audit Committee Chair – Tammy Horvath	
	Bylaws Committee Chair – Sherry Dowling	
	Education Committee Chair - Jan Duncan	
	Membership Committee Chair – Judi Reininga	
	Public Relations Committee Chair – Brandy Lewis	
	Ways and Means Committee Chair – Joann Schultz	
	Web site Committee Chair – Amy Logan	
	ACS Liaison – Patricia O’Leary	
	IHIMA Liaison – Patricia O’Leary	
	ISDH Liaison – Bridget Strong	
	NCRA Liaison – Tammy Horvath	
	Program Chair – TBA	

## INDIANA CANCER REGISTRARS ASSOCIATION

# 2009 Recognition and Installation Ceremony Agenda

**Friday, November 14, 2008 – 12:00 p.m.**

**Primo West Banquet and Conference Center, Plainfield, IN**

<b>1. Welcome</b>	Patricia O'Leary, RHIT CTR
<b>2. Recognition of New CTRs</b>	Michael Sheehn
<b>3. Recognition of 2007-2008 Board of Directors</b>	
<b>4. 2008 Distinguished Member Award</b>	Patricia O'Leary, RHIT, CTR
<b>5. 2008 President's Award</b>	Patricia O'Leary, RHIT, CTR
<b>6 President's Farewell Message</b>	Patricia O'Leary, RHIT, CTR
<b>7 Installation of 2009 Officers</b>	Camille Foley, RHIT, CTR
<b>4. Passing of the Presidential Gavel</b>	Patricia O'Leary – Camille Foley
<b>5. 2009 Presidential Message</b>	Camille Foley, RHIT, CTR
<b>6. Conclusion of Ceremony</b>	Camille Foley, RHIT, CTR



**INDIANA CANCER REGISTRARS ASSOCIATION  
(ICRA)  
2008 ANNUAL BUSINESS MEETING**

**DATE:** November 13, 2008

**TIME:** 12:20 p.m. - 12:50 p.m.

**LOCATION:** Primo West Banquet & Conference Center  
2353 E. Perry Road - Plainfield, IN 46168

**MEMBERS PRESENT**

2007 - 2008 ICRA Members (Members only to Vote)

ICRA Fall Conference Attendees – ICRA Non-Members

**CALL TO ORDER**

The 2008 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President Betty Jeffers at 12:20 p.m.

**ADOPTION OF AGENDA**

The first order of business is the Adoption of the Agenda. The agenda is found in the Annual Report, page 4. Non-Members do have an agenda to follow along with only. No additions or corrections were made to the agenda. Motion to accept the agenda was made by Judi Reininga. Sherry Dowling second the motion and all in favor for the agenda. Motion carried. The 2008 Adoption of the Agenda was approved.

**QUORUM OF MEMBERSHIP (2/3 PRESENT)**

Bylaws Committee Chairman, Jean Edwards stated that a quorum was present in order to have an official meeting.

**2007 ANNUAL BUSINESS MEETING MINUTES**

Secretary Sheila Snyder presented the 2007 Annual Business Meeting Minutes that were written and submitted by past Secretary, Camille Foley. The minutes are found in the Annual Report on pages 6, 7, 8, and 9. No additions or corrections were made to the minutes. Motion to approve the minutes was made by Wendy Manchester. Claudia Jenkins second the motion and all in favor for the minutes. Motion carried. Minutes from the 2007 meeting were approved.

**TREASURERS FISCAL YEAR REPORT**

Treasurer Martha Hill presented the Treasurer Fiscal Year Report found in the Annual Report on pages 10, 11. No questions to the report. Treasurer Fiscal Year Report has been filed, no vote needed.

## **2008 ANNUAL BUSINESS MEETING**

**November 13, 2008 Continued:**

### **NEW BUSINESS REPORTS**

#### **President's Message**

President Betty Jeffers stated that she had a wonderful year and done wonderful things and all the Board Members are going to tell what has been done for you this year. Betty thanked all the Board Members.

#### **BOARD OF DIRECTOR'S REPORTS**

#### **EXECUTIVE COMMITTEE:**

##### **President**

President Betty Jeffers referred to her report on page 13 of the Annual Report. Betty thanked everyone and asked if there are any questions. None given.

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

Patricia (Pat) O'Leary referred to her report on page 14 of the Annual Report. Pat stated if there are any questions, to let her know and thanked everyone.

##### **Past President and Nomination Committee**

Pat Hettick - Absent.

Committee Member Joyce Wynn in Pat's absent gave their report. Nancy Whipple and Joyce were on the Nominating Committee. Joyce referred to Pat's report on page 15 of the Annual Report. Joyce stated Pat asked that the 2008 ballots be destroyed. Betty Jeffers announced as you see the result of that election, President next year will be Pat O'Leary, President-Elect, Camille Foley, Past-President, Betty Jeffers, Vice-President, Michael Sheean, Secretary, Sheila Snyder, and Treasurer, Martha Hill. Pat asked that the ballots be destroyed. A motion was made by Mindy Burch to destroy the ballots. Pat O'Leary second and all in favor to destroy the ballots. Motion carried. The ballots will be destroyed. On the ballots also was voted for the future ICRA Annual Fall Conference. The site for the 2009 Annual ICRA Fall Conference will again be held at the Primo West Banquet & Conference Center, Plainfield, IN. The 2010 Annual ICRA Fall Conference was voted on and to be in Indianapolis, no facility yet.

##### **Vice President – NCRA Liaison – CoC Liaison**

Sherry Dowling referred to her report on page 16 of the Annual Report.

Sherry stated her main function this year was to keep membership informed of NCRA activities and the CoC guidelines and Standards of changes. Also to assist with the ICRA Fall Conference Program and help the President in any way that needed assistance. Since Cristal Arenas transferred out of State, Sherry filled the Co-education Chair and also for the Co-Program Chair. Everything needing accomplished was done.

## **2008 ANNUAL BUSINESS MEETING**

**November 13, 2008 Continued:**

### **Secretary**

Sheila Snyder referred to her report on page 17 of the Annual Report. Sheila stated it has been a good year and has been great working of this year's Board and looking forward to working with the incoming President, Pat O'Leary.

### **Treasurer**

Martha Hill referred to her report on page 18 of the Annual Report. Martha stated if anyone has any questions about the financial status about the association that she would be glad to answer.

## **COMMITTEE CHAIR**

### **Audit**

Pat O'Leary referred to her report on page 19 of the Annual Report. Typo errors in documentation have all been corrected. All the money is there.

### **Bylaws**

Jean Edwards referred to her report on page 20 of the Annual Report. Her committee members were Judi Reininga and Shawna Verkamp. Jean thanked her committee very much for going over the Bylaws. Jean encouraged for anyone asked to be involved to please volunteer to become active on the Board.

### **Education**

Cristal Arenas Absent / Resigned.

On behalf of Cristal, Sherry Dowling thanked all the facilitators for the CTR Workshop in the Spring. Sherry also thanked Committee Members, Martha Graves and Mindy Burch for helping with the Multiple Primary Program.

The Board is a great way to become more involved in the association and asked for new members to come forward and give new ideas and participate by letting the Board members know.

### **Historian**

Wendy Manchester referred to her report on page 22 of the Annual Report.

The purpose of the Historian is to gather, preserve, and display ICRA historical material. Wendy stated she is looking forward working again for the Board next year.

### **Membership**

Judi Reininga referred to her report on page 23 of the Annual Report.

Judi is pleased to announce that there are 105 members of ICRA this year and would like to see the number raised next year. There are 10 Associate members and 12 new members.

## **2008 ANNUAL BUSINESS MEETING**

**November 13, 2008 Continued:**

### **Program**

Tammy Horvath and Sherry Dowling. Tammy referred to the Program report on pages 24, 25, and 26 of the Annual Report. If there are any questions or concerns, please let the committee know.

### **Public Relations**

Nancy Whipple – Absent.

Joyce Wynn has agreed to give her report. Joyce referred to Nancy's report on page 27 of the Annual Report. Joyce and Angela Lee have assisted Nancy in the Public Relations.

### **Ways & Means**

#### **Cookbook**

Joann Schultz referred to her report on page 28 of the Annual Report.

Joann thanked her committee members, Judi Reininga and Paul Rice. She announced there are many nice items in the Silent Auction this year and thanked everyone that donated. Also the auction bidding will be closed tomorrow at the morning break. The Scholarship forms for NCRA are on the web and can be downloaded and mail to Joann's facility before the end of the year.

Judi Reininga gave the cookbook report and announced that we are now down to 84 books.

### **Web Site**

Mindy Burch referred to her report on page 30 of the Annual Report.

Committee Members were President Betty Jeffers and President-Elect Pat O'Leary.

Mindy also wanted to give a special thank you to Betty Jeffers and Amy Logan on watching emails and taking care of them during her away time and vacation time. Also, Mindy thanked Judi Reininga in working close together with the Membership organization. Mindy announced she would be stepping down as the Chair of the Web Site as webmaster this year. Amy Logan, from Kokomo, IN has accepted the position as the new webmaster and Committee Chair for next year.

Betty Jeffers thanked Mindy for all she has done for ICRA for the web site and looking forward to having Amy in this position and sure she will do a wonderful job.

## **LIAISON REPORTS**

### **American Cancer Society (ACS)**

### **Indiana Health Information Management Association (IHIMA)**

Pat O'Leary referred to her report on page 31, 32 of the Annual Report.

Pat did try to get the "Cancer Facts & Figures" and stated if want to get them, you need to pick up at your local office. Mindy announced that they also could be downloaded off the ACS web site.

## 2008 ANNUAL BUSINESS MEETING

November 13, 2008 Continued:

### Indiana State Department of Health (ISDH) – Indiana State Cancer Registry

Martha Graves referred to her report on page 33 of the Annual Report.

Betty Jeffers announced that the Board has been very busy this year and worked on a lot of projects. Betty encouraged everyone to look over all the accomplishments and be proud of what this group has worked on and done for ICRA and Betty has appreciated all the work done.

### Destruction of 2008 Election Ballots

Betty stated this has already been handled (refer to Past President/Nomination Committee report above).

### Bylaws & Amendments

Jean Edwards referred to her report on page 36, 37 of the Annual Report.

The Proposed Amendments will be presented with rationale for change if needed the current Bylaws will also be presented. The floor will be open for discussion. If during discussion there are changes desired by the membership they must be presented to the membership by the person wishing to make the change in writing and signed and given to the Secretary. We will again read the proposed changes to the membership. The following Amendments to ICRA Bylaws are proposed by the ICRA Bylaws Committee consist of Chairman Jean Edwards, Committee Shawna Verkamp and Judi Reininga. These Bylaws Amendments have been presented to the ICRA Board of Directors and approved for recommendation to the membership. Per the ICRA Bylaws, these Proposed Amendments were presented to the President on July 16, 2008 for approval. Per the ICRA Bylaws these Proposed Amendments were presented to the ICRA Membership on October 7, 2008 by broadcast e-mail via contact Indiana and also were entered in the Fall issue of *The Indiana Abstract*.

#### Proposed Amendment #1

A. Active: An active member shall be a certified tumor registrar, cancer registrar, **or a person** whose primary occupation is involved with any, or all, facets of cancer registry work. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.

Rationale – To include as active members, those people who work in a cancer registry and are not certified tumor registrars.

Betty Jeffers stated the motion before us is ARTICLE III Section I Letter A.

This Bylaw Amendment comes as a recommendation from the Board of Directors and therefore needs no second. Is there any discussion? No discussion. All in favor of passing Bylaw Amendment #1 with none opposed. Bylaw passed.

## 2008 ANNUAL BUSINESS MEETING

November 13, 2008 Continued:

Proposed Amendment #2

B. Student: A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, **and who is not actively employed in a cancer registry**. A student member shall not vote, hold office, or chair a committee.

Rationale – With the new college education CTR requirements, the possibility of a person working in a cancer registry while going to school exists. This would clarify the categories of active and student membership.

Betty Jeffers stated the motion before us is ARTICLE III Section I Letter C.

This Bylaw Amendment comes as a recommendation from the Board of Directors and therefore needs no second. Is there any discussion? No discussion. All in favor of passing Bylaw Amendment #1 with none opposed. Bylaw passed.

Proposed Amendment #3

Web Committee: This committee shall be responsible for developing, coordinating and maintaining the ICRA Web Site. This committee shall consist of a chairperson who **may serve as Web Master and may have committee members**.

Rationale – To allow the chairman of this committee the flexibility of assigning a web master and committee members as needed.

Betty Jeffers stated the motion before us is ARTICLE XI Section IV Letter B Number 9. This Bylaw Amendment comes as a recommendation from the Board of Directors and therefore needs no second. Is there any discussion? No discussion. All in favor of passing Bylaw Amendment #1 with none opposed. Bylaw passed.

The Revised Bylaws will be available on the ICRA Web Site thirty days after the first Board of Directors Meeting, January 23, 2009.

Betty added another New Business item to remind the 2008 – 2009 Board of Directors (BOD) and this years BOD that the Transitional Meeting will be directly after the last speaker.

### OLD BUSINESS

None

### MEETING ADJOURNMENT

The ICRA Annual Business Meeting was adjourned by President Betty Jeffers at 12:50 p.m.

Minutes taken and respectfully submitted by

*Sheila K. Snyder, CTR*

**ICRA 2008 – 2009 Secretary**



## **INDIANA CANCER REGISTRARS ASSOCIATION 2009 ANNUAL REPORT**

**Position:** ICRA 2009 President

**Officer:** Patricia O'Leary, RHIT, CTR

**Purpose of Position:** Preside at all meetings. Oversee the activities of the association  
To ensure the objectives are met while complying with the Bylaws.  
Serve as chairperson of the Awards Committee.

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

1. Planned and presided over the three Board of Directors meetings.
2. Was available to all Board members for consultation and support as they accomplished their Board member duties.
3. Prepared Presidential budget and helped monitor other position budgets.
4. Submitted articles to The Indiana Abstract.
5. Provided help with the web site and made contacts with the vendor.
6. Chaired the awards committee.
7. Sent out nomination forms for distinguished member award.
8. Reviewed and selected award winners.
9. Evaluated and presented the President's award.
10. Represented Indiana Cancer Registrars Association at American Cancer Society Cancer Action Network Program
11. Prepared annual report for the November, 2009 meeting.
12. Encouraged new members to get involved with ICRA functions.
13. Secured AJCC Staging manuals for fall conference.

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

Help the president-elect with her term next year. Always be looking for Educational opportunities for Cancer Registry Personnel. Hospitals are feeling the crunch and ICRA will have to be innovative about education opportunities for its members.

**Respectfully submitted by: Patricia O'Leary, RHIT, CTR**

## INDIANA CANCER REGISTRARS ASSOCIATION

### President-Elect Annual Report

<b>Position/Committee Title:</b>	President-Elect
<b>Officer or Committee Chair:</b>	Camille Foley, RHIT, CTR
<b>Committee Members:</b>	None
<b>Purpose of Position/Committee:</b>	The purpose of this position is to prepare to succeed to the office of President at the conclusion of this year. This position is to appoint chairpersons for all the standing committees of ICRA. Preparations necessary for the coming year are also to be made. This position serves as the Audit Committee.
<b>Charges/Goals/Accomplishments:</b>	<ol style="list-style-type: none"><li>1) Served on the Board of Directors of ICRA and assisted the President while preparing for the 2009/2010 Presidency.</li><li>2) Attended the Transitional Board meeting and attended all other Board meetings as scheduled.</li><li>3) Attended or provided representation at the NCRA Annual Meeting. The Representative provided the report for the Abstract.</li><li>4) I put together the ICRA State Basket and arranged delivery to the NCRA Annual Meeting. This was only possible because of all the donations from ICRA members. This basket was ICRA's donation to the State Basket Raffle. A special thank you goes to the ladies who took charge of the basket after its arrival in New Orleans.</li><li>5) Conducted an audit of the ICRA treasury. The report is in the Audit Committee Annual Report.</li><li>6) Submitted articles for both issues of <i>The Indiana Abstract</i>.</li><li>7) Selected and secured a location for the 2010 ICRA Annual Meeting.</li><li>8) Secured a location for the 2010 ICRA Board Meetings.</li><li>9) Recruited chairpersons for the 2010 ICRA Standing Committees.</li><li>10) Prepared the Installation Ceremony for the 2009/2010 Officers and Committee Chairpersons.</li></ol>

**Recommendations for Next Year:** I would recommend that the Board of Directors look at our donation to the NCRA State Basket Raffle. The 2010 meeting will be in Palm Springs, CA. It is not realistic to have someone devote an entire suitcase to items for the raffle basket. Also, the winner of the basket has to find a way to get everything home. We need to find a way to keep everything compact and easily transported.

Respectfully submitted by:

Camille Foley, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 ANNUAL REPORT

**Position/Committee Title:** Past President and Nomination Committee

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

**Committee Members:** Judi Reininga, CTR  
Sheila Snyder, CTR

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

**Charges/Goals/Accomplishments:**

1. Attend all meetings of the Board of Directors.
2. Advised the Board and President as requested.
3. Followed the written procedures for the nomination and election of officers.
  - a. Distributed the "Call for Nominations" mailing to 94 members. Received 15 replies for a 16% return rate. Mailed ballots to 95 members (a new member qualified by membership deadline). Received 60 ballots with 3 declared invalid for a return rate of 60%. Each candidate was notified of the results before announcing the results to the general membership.
    - i. 2009-2010 /Executive Committee:

President	Camille Foley, RHIT, CTR
President-Elect	Gail Henderson, LPN, CTR
Past President	Patricia O'Leary, RHIT, CTR
Vice President	Tammy Horvath, LPN, CTR
Secretary	Martha Hill, CTR
Treasurer	Nancy Whipple, CTR
4. Submitted articles to the Public Relations Chair for the Indiana Abstract.
5. Prepared a report of activities for inclusion in the Annual Report.

**Recommendations for Next Year:** None.

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

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 VICE PRESIDENT ANNUAL REPORT

Position/Committee Title: Vice President /NCRA liaison/COC liaison

Officer or Committee Chair: Michael Sheean, CTR

Committee Members: None

Purpose of Position/Committee: To assume the duties of the president in her absence; To act as Liaison to the Commission on Cancer and the National Cancer Registrar's Association; To consult with the program chair regarding the annual conference

Charges/Goals/Accomplishments:

1. Managed new information to help keep an adequate account of our association
2. Attended one ICRA board meeting
3. Submitted two articles to the *The Indiana Abstract*
4. Notified NCRA of my appointment as NCRA liaison
5. Kept membership informed of NCRA activities through abstract
6. Contacted NCRA to obtain the names of new CTRs for 2009 and presented each new CTR with a CTR pin at the annual conference
7. Presented NCRA updates at the ICRA annual conference
8. Notified COC of my appointment as COC liaison
9. Kept membership informed of COC activities through abstract
10. Consulted with program chair regarding the schedule of speakers for the annual conference
11. Presented CTR exam study/test taking tips at the ICRA CTR Exam Workshop

Recommendations for Next Year: None at this time

I want to give special thanks to the ICRA Board for letting me have the privilege to serve as Vice President for 2008-2009 term.

Respectfully submitted by: Michael Sheean, CTR



## INDIANA CANCER REGISTRARS ASSOCIATION 2009 ANNUAL REPORT

**Position:** ICRA 2009 Secretary

**Officer:** ICRA 2009 Secretary

**Purpose of Position:** 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:

- 1) Attended all ICRA Board Meetings
- 2) Meeting Agendas and notices prepared for three Board of Directors (BOD) meetings
- 3) Meeting Agendas printed and provided to each Member for all BOD meetings
- 4) Minutes taken for three BOD meetings, including the ICRA Fall Business Meeting
- 5) Minutes revised for any meetings needing corrections and filed in the Secretary manual along with any other documents of the (ICRA) Association
- 6) Prepared Secretary 2009 Budget
- 7) Submitted articles for *The Indiana Abstract*
- 8) ICRA Stationery, envelopes and note cards stored by the Secretary and provided to the BOD as needed
- 9) Communication done through broadcast email and/or phone calls as needed
- 10) Received (from the Webmaster) an updated CD of all BOD Policy and Procedures to remain on file in the Secretary Manual
- 11) Reviewed the Secretary Policy and Procedure – 10/2009
- 12) In general, worked very close with the President in preparation of the BOD Agendas, minutes, and any attachments required
- 13) Wrote and submitted this 2009 Secretary Annual Report as required and requested by the President

### Recommendations for Next Year:

- 1) To continue taping the BOD meetings
- 2) Make sure the agenda and other attachments are distributed in the two (2) week timeframe recommended
- 3) To continue for all BOD Members to make enough copies of his or her own agenda items for everyone on the BOD for each meeting

*Thank you for allowing me to serve another term as your ICRA Secretary.*

Respectfully submitted by:

*Sheila K. Snyder, CTR*

## INDIANA CANCER REGISTRARS ASSOCIATION 2008 ANNUAL REPORT

Position/Committee Title: Treasurer

Officer or Committee Chair: Martha A. Hill, CTR

Committee Members: None

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

### Charges/Goals/Accomplishments:

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

Recommendations for Next Year: In October of 2008 we invested \$15,000.00 into a CD at Fifth/Third Bank. That Certificate will come due in November. It is my recommendation that the Board of Directors again look into ways to add the financial well being of the association. The only income for our general funds consists of membership dues and interest. By investing in this manner it will continue to keep the association in sound financial standing.

Respectfully submitted by: Martha A. Hill, CTR

**INDIANA CANCER REGISTRARS ASSOCIATION**  
**TREASURER REPORT**  
**FISCAL YEAR 2009-2010**

	April - June 2009	June - September 2009	October - December 2009	January - March 2010
<b>Beginning Balance</b>	\$ 17,796.42	\$ 19,901.56		
	\$ 2.41	\$ 2.51		
Membership	\$ 920.00	\$ 165.00		
Fall Conference Registration		\$ 1,600.00		
Grant – Lilly	\$ 3,000.00			
CTR Prep	\$ 50.00	\$ 175.00		
Ways & Means	\$ 7.50			
Scholarship Donation	\$ 5.00			
Cook Book Sales	\$ 24.00			
Check Void	\$ 118.00			
Check Error	\$ 0.60			
<b>Total Income</b>	\$ 4,127.51	\$ 1,942.51		
 <b>Balance</b>	 \$ 21,923.93	 \$	 21,844.07	
 <b>Expenses</b>				
Board Mileage/Luncheon	\$ 959.50	\$ 765.34		
Fall Conference Gifts		\$ 475.37		
Fall Conference Door Prizes		\$ 211.75		
Sling Shot	\$ 465.00			
CNA Surety Bond	\$ 252.32			
Bennett Printing	\$ 155.00			
Postage	\$ 86.91	\$ 299.75		
Misc Supplies	\$ 27.34	\$ 113.59		
NCRA CEU Fall Conference		\$ 75.00		
CTR pins	\$ 76.30			
CTR Prep Workshop (Food)		\$ 83.66		
Misc. Supplies (NCRA Basket)		\$ 24.40		
<b>Total Expenses</b>	\$ 2,022.37	\$ 2,048.86		
<b>Balance in Check Book</b>	\$ 19,901.56	\$ 19,795.21		
CD 5/3rd Bank	\$ 15,000.00	\$ 15,000.00		
<b>Treasurer Balance</b>	\$ 34,901.56	\$ 34,795.21		

Submitted by Martha Hill, CTR

**INDIANA CANCER REGISTRARS ASSOCIATION  
TREASURER REPORT 2009 BY QUARTER**

**2009 by Quarter**

	January-March	April - June	July - September	October - December
<b>Income</b>				
Beginning Balance	\$ 17,587.55	\$ 17,796.72	\$ 19,901.56	
Interest	\$ 2.33	\$ 2.41	\$ 2.51	
Check Void	\$ 10.00	\$ 118.00		
Fall Conference Registration			\$ 1,600.00	
Membership	\$ 1,185.00	\$ 920.00	\$ 165.00	
Vendors	\$ 1,700.00			
Lilly Grant		\$ 3,000.00		
CTR Prep		\$ 50.00	\$ 175.00	
Ways & Means Merchandise		\$ 7.50		
Scholarship Donation		\$ 5.00		
Cookbook		\$ 24.00		
check error		\$ 0.60		
<b>Total</b>	<b>\$ 2,897.33</b>	<b>\$ 4,127.51</b>	<b>\$ 1,942.51</b>	
<b>Balance w/Income</b>	<b>\$ 20,484.88</b>	<b>\$ 21,923.93</b>	<b>\$ 21,844.07</b>	
 <b>Expenses</b>				
Board - Mileage/luncheon	\$ 834.30	\$ 959.50	\$ 765.34	
Fall Conference Refunds	\$ 480.00			
Fall Conference Gifts			\$ 475.37	
Fall Conference Door Prizes			\$ 211.75	
Misc. (NCRA Basket)			\$ 24.40	
NCRA Fall Conference CEU			\$ 75.00	
NCRA Registration x 3	\$ 1,275.00			
Sling Shot Technologies	\$ 61.00	\$ 465.00		
Supplies	\$ 38.16	\$ 27.34	\$ 113.59	
Surety Bond		\$ 252.32		
Bennett Printing		\$ 155.00		
Postage		\$ 86.91	\$ 299.75	
CTR Prep Workshop (food)			\$ 83.66	
CTR pins		\$ 76.30		
<b>Total</b>	<b>\$ 2,688.46</b>	<b>\$ 2,022.37</b>	<b>\$ 2,048.86</b>	
 Balance of checkbook	\$ 17,796.42	\$ 19,901.56	\$ 19,795.21	
CD	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Balance of ICRA Treasury	\$ 32,796.42	\$ 34,901.56	\$ 34,795.21	

Presented to ICRA Board

5/15/2009

9/11/2009

11/12/2009

Submitted by Martha Hill,CTR

## INDIANA CANCER REGISTRARS ASSOCIATION

### Audit Committee Annual Report

<b>Committee Title:</b>	Audit Committee
<b>Committee Chair:</b>	Camille Foley, RHIT, CTR
<b>Committee Members:</b>	None
<b>Purpose of Position/Committee:</b>	Prepare an annual audit of the previous year's finances. Report to the President, Executive Committee, Board of Directors and membership the results of the Treasury Audit.

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

1) Annual Audit and Results of the Report  
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 was presented to the Board of Directors during the May 15, 2009 Board of Directors meeting. The audit of the ICRA treasury/bank account was for January 1, 2008 through December 31, 2008.

After review of the Treasury records, it is the opinion of the Audit Committee Chairperson, Camille Foley, that the records submitted by the 2007 Treasurer of the Indiana Cancer Registrars Association, Martha Hill, were transacted in accordance with approved ICRA procedures. The Chairperson recommended that all copies of the Treasury documents be retained and not destroyed following approval of the Board of Directors.

Respectfully submitted by: Camille Foley, RHIT, CTR

**INDIANA CANCER REGISTRARS' ASSOCIATION**

Proposed Bylaw Amendments – September 2009

To be Distributed to Membership by – October 12, 2009

Amendment	Article/Section	Current Bylaw	Proposed Amendment	Rationale
#1	Article VI Board of Directors Section I: Composition	Composition: The Board of Directors shall be composed of the Executive Committee, appointed chairs of committees, immediate past president, and liaisons.	Composition: The Board of Directors shall be composed of the Executive Committee, appointed chairs of committees, and liaisons.	Delete immediate past president as they are a meml the Executive Committee.
#2	Article XI Standing Rules Section IV: B. Standing Committees #7 Nominating Committee	7. Nominating Committee: The Immediate Past President shall chair this committee. This committee shall consist of a chair and two or more committee members. This committee shall be responsible for and notifying the candidates and the President-Elect the results of the vote. This committee shall make a motion to destroy or validate the ballots following the official report at the ICRA annual business meeting.	7. Nominating Committee: The Immediate Past President shall chair this committee. This committee shall consist of a chair and two or more committee members. This committee shall be responsible for the <b>election of officers</b> and notifying the candidates and the President-Elect the results of the vote. This committee shall make a motion to destroy or validate the ballots following the official report at the ICRA annual business meeting.	To clarify the duties of the Nominating Committee
Amendment	Article/Section	Current Bylaw	Proposed Amendment	Rationale
#3	Article XI Standing Rules Section IV: B. Standing Committees #8 Bylaws Committee	8. Bylaws Committee: This committee shall consist of a chair and <u>at least</u> one other member. The chair shall maintain the ICRA bylaws and also serve as parliamentarian to the President at all board of directors meetings as well as the ICRA Annual Membership Meeting. This committee shall be responsible for preparing and distributing proposed amendments to the membership at least thirty days (30) 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.	8. Bylaws Committee: This committee shall consist of a chair and <b>one or more committee members.</b> The chair shall maintain the ICRA bylaws and also serve as parliamentarian to the President at all board of directors meetings as well as the ICRA Annual Membership Meeting. This committee shall be responsible for preparing and distributing proposed amendments to the membership at least thirty days (30) 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.	For consistency in the wording of committee compositions.
#4	Article XI	9. Web Committee: This committee	9. Web Committee: This	For consistency, the composition of the committee

	<p>Standing Rules Section IV: B. Standing Committees #9 Web Committee</p>	<p>shall be responsible for developing, coordinating and maintaining the ICRA Web Site. This committee shall consist of a chairperson who may serve as Web Master and may have committee members.</p>	<p>committee shall consist of a chairperson and may have committee members. The chairman may serve as or appoint a Web Master. This committee shall be responsible for developing, coordinating and maintaining the ICRA Web Site.</p>	<p>be listed before the duties.</p>
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2009 Bylaws Committee:  
Sherry Dowling, Judi Reininga and Joyce Wynn

## INDIANA CANCER REGISTRARS ASSOCIATION

### EDUCATION COMMITTEE ANNUAL REPORT

<b>Position/Committee Title:</b>	Education Committee
<b>Committee Chair:</b>	Karol Poyser, CTR
<b>Committee Members:</b>	Conni Barker, CTR and Martha Hill, CTR
<b>Special Thanks to Speakers:</b>	
CTR Prep:	Martha Hill, Jan Stengel, Michael Sheean, and Steve Nygaard
<b>Purpose of Position/Committee:</b>	To coordinate all workshops and maintain all educational reference materials.
<b>Charges/Goals/Accomplishments:</b>	<ol style="list-style-type: none"><li>1) Education was represented at two of three ICRA board meetings.</li><li>2) A status report was given at each board meeting.</li><li>3) Information was submitted to <i>The Indiana Abstract</i>.</li><li>4) Martha Hill coordinated the CTR workshop held July 24, 2009.</li><li>5) Reviewed and revised policies and procedures.</li><li>6) Developed a new CTR Prep manual.</li></ol>
<b>Recommendation for next year:</b>	<ol style="list-style-type: none"><li>1) Offer a Basic Beginners Workshop.</li><li>2) Create a new beginner's manual.</li><li>3) Keep educational materials current and updated.</li></ol>

**Respectfully submitted by:** **Karol Poyser, CTR**

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 ANNUAL REPORT

**Position/Committee Title:** Historian

**Officer/Committee Chair:** Wendy Manchester, CTR

**Committee Members:** None

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

**Charges/Goals/Accomplishments:** Continued organization of ICRA information, manage new information, keep an adequate historical account of our association. Record events and current members with photographs. Create a display and game for ICRA Fall Conference. Submit two articles to *The Indiana Abstract*. Prepare status reports and Attend all ICRA Board of Directors meetings. Promote/encourage membership to participate in National Cancer Registry Week.

**Recommendations for next year:** Keep historical material current. Continue to download pictures and slides to junk drive/CDs for future security.

**Respectfully submitted:** Wendy Manchester, CRT

## INDIANA CANCER REGISTRARS ASSOCIATION 2009 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 Web Site user id and password information, membership cards, and labels with Web Site User Id/Password Info.
5. Attended 3 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, Program Co-Chair.
10. Reviewed Website Membership Directory and sent changes to Webmaster.
11. Sent changes to Membership Directory to Web Master.
12. Prepared Annual Report.
13. Revised Membership Information on ICRA brochure.

96 Paid ICRA members 2009-10.

1 Honorary Member

1 Free Membership

14 New members

9 Associate members

Recommendations for Next Year:

Contact potential members to increase number of ICRA memberships.

Respectfully submitted by: Judi Reininga, CTR

**INDIANA CANCER REGISTRARS ASSOCIATION  
PROGRAM CHAIR COMMITTEE**

Thank you to  
Karen McCracken  
And  
Martha Hill

For the hard work and dedication to get this  
Fall program presented

This is a process in the working

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 ANNUAL REPORT

Position/Committee Title: Public Relations

Officer or Committee Chair: Tammy Horvath, LPN, CTR

Committee Members: Cassie Nobbe, Angela Lee CTR

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

Charges/Goals/Accomplishments: Published 2 issues of *The Indiana Abstract* newsletter, In April and September, distributed The Governor's Proclamation To ICRA membership as well as to hospital CEO's for National Cancer Registrars Week, assisted with restructuring the ICRA sponsorship process, submitted grant and scholarship requests, (Obtained a \$3000 educational grant from Lilly) attended all ICRA Board meetings, mailed (8) sympathy card and mementos, mailed (1) thinking of you card, also mailed (1) retirement card, assisted ICRA Web master with ICRA information to be included on the ICRA Website, and developed a timeline for ICRA goals. Maintained sponsorship from ERS, HRH, ONCO-LOG, and IMPAC. Added sponsorship from CHAMPS, Union Hospital, Genetech, and CNEXT, and Owens Community College.

Recommendations for Next Year: Continue to review/update current policies and procedures to suit the needs of the new board.

Respectfully submitted by: Tammy Horvath, LPN, CTR  
Angela Lee, CTR  
Cassie Nobbe, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2009 ANNUAL REPORT

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/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 for ICRA's Ways & Means Committee are used to help fund ICRA's educational programs.

### Charges/Goals/Accomplishments:

1. Researched and order Fall Conference gift
2. Coordinated all aspects of the Ways & Means Booth at the Fall Conference
3. Submitted articles to the Indiana Abstract for the Spring & Fall Editions
4. Maintained an inventory list with accurate cost per item
5. Coordinated the scholarship fund drawing

Recommendations for Next Year: Continue researching avenues to generate funds.

Respectfully submitted by: Joann Schultz, RHIT, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2009 ANNUAL REPORT

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 3 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 deposit slips and copies of checks to ICRA Treasurer.
7. 321 Books were delivered 10/06  
6 Books donated to IHIMA & NCRA  
234 Books Sold (135 books need to be sold to cover printing and shipping)  
76 Books Left to be sold

\$1920.00 Total Money taken in (1075.87 to cover shipping and printing)  
\$844.13 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 Committee Annual Report

**Position/Committee Title:** Web Site Committee

**Officer or Committee Chair:** Amy Logan

**Committee Members:** Betty Jeffers, RHIT, CTR  
Patricia O'Leary, RHIT, CTR

**Purpose of Position/Committee:** The purpose of the committee is to monitor and maintain a meaningful web site, <http://www.ICRA-Indiana.com>

**Charges/Goals/Accomplishments:**

- Maintained and monitored the web site.
- Reported to the President and the Board of Directors the activity of the web site, and attended all of board of directors meetings.
- Monitored the "Contact ICRA" email.
- Tracked and reported the statistical activity of the web site.
- Prepared an annual budget for the web site & presented it to the President during the first board of directors meeting.
- Reviewed the policy and procedures for the committee.
- Contributed articles to "The Indiana Abstract" ICRA newsletter.

**Recommendations for Next Year:** New webhost for the ICRA website.

**Respectfully submitted by:** Amy Logan

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 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 has been working very hard to create Community Outreach programs. The membership can benefit from these programs by partnering with the ACS. I have completed articles for the "Abstract" that would let the membership be aware of these programs and have encouraged the registrars to utilize their expertise.

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 2009 ANNUAL REPORT

Position/Committee Title: Liaison–Indiana Health Information Management Association

Officer/Committee Chair: Patricia O’Leary, RHIT, CTR

Committee Members:

Purpose of Position/Committee: The Liaison position was established to keep the Indiana Health Information Management Association informed of the mission of the Indiana Cancer Registrars Association and to provide assistance to their organization as needed. ICRA will also participate as a vendor in the annual IHIMA meeting in the spring.

Charges/Goals/Accomplishments:

The liaison is to provide an “informational booth” during the IHIMA Spring conference.

This year the Spring Conference was again held in Plainfield, IN. A booth was set up in April, during this meeting. Information about the Cancer Registrar profession was available. There seemed to be more people interested in the Cancer Registry Field than there was in the past. Students that had not actually made up their mind about specialties were very interested in qualifications of a cancer registrar.

Recommendations for  
Next year:

Having representation at the IHIMA Spring conference is a good opportunity for ICRA. This forum is a great opportunity to let everyone in the medical record field know what a cancer registrar does and how much knowledge is required to become a CTR.

Respectfully submitted: Patricia O’Leary, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2009 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 broadcast e-mails from the Indiana State Cancer Registry.*
2. Provide educational workshops for registrars in conjunction with ICRA.  
*Provided several educational Webinars and workshops this past year for reporting facilities and central registry staff.*
3. Serve as a resource for state cancer registry requirements and activities.  
*Accomplished through informational broadcast e-mails to reporting facilities.*
4. Attend all ICRA Board of Directors meetings.  
*Attended January, May, and September 2009 meetings.*
5. Submit articles for the Indiana Abstract newsletter in a timely manner.  
*Submitted two articles for The Indiana Abstract in 2009.*
6. Provide an update of state registry activities at the ICRA annual fall educational conference.  
*Janet Stengel, RHIA, CTR, the State's Core Education/Training Coordinator, will provide an update on Thursday, November 12, 2009 of future Collaborative Staging V.2 revisions, abstracting and coding challenges for 2009 and 2010, and state registry activities.*

Recommendations for Next Year:

1. Continue communication on information and activities of the State Cancer Registry on a regular basis via a new state liaison to the ICRA Board of Directors.
2. Provide educational workshops for reporters of cancer registry data via free presentations of Webinars and ICRA- or ISDH-sponsored workshops in 2009-2010.

Respectfully submitted by:

*Martha Graves*

(signature)

November 12, 2009

(date)