



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

NOVEMBER 2009-NOVEMBER 2010



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

**PREPARED BY
CAMILLE FOLEY, RHIT, CTR
PRESIDENT**

**SUBMITTED TO
THE MEMBERSHIP
INDIANA CANCER REGISTRARS ASSOCIATION**

NOVEMBER 4, 2010

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INDIANA CANCER REGISTARS ASSOCIATION

2010 Business Meeting Agenda

Report Presentations

Thursday, November 4, 2010
Embassy Suites North
Indianapolis, IN

Call to Order-2010 ICRA Business Meeting	Camille Foley
Adoption of Agenda	Camille Foley
Quorum of Membership (2/3) present	Judi Reininga
2009 Annual Business Meeting Minutes	Martha Hill
Fiscal Year Report	Nancy Whipple
New Business	
A. President's Message	Camille Foley
B. Board of Directors' Report presentation	
1. Executive Committee Reports	
President	Camille Foley
President-Elect	Gail Henderson
Past- President	Patricia O'Leary
Vice-President	Tammy Horvath
Secretary	Martha Hill
Treasurer	Nancy Whipple
2. Committee Reports	
Audit Committee	Gail Henderson
Bylaws Committee	Sherry Dowling
Education Committee	Jan Duncan
Historian Committee	Wendy Manchester
Membership Committee	Judi Reininga
Program Committee	Wendy Manchester
Public Relations Committee	Amy Logan
Ways & Means Committee	Brandy Lewis
Cookbook Report	Joann Schultz
Cookbook Report	Judi Reininga
3. Liaison Reports	
American Cancer Society	Patricia O'Leary
IHIMA	Patricia O'Leary
ISDH	Janet Stengel
NCRA	Tammy Horvath
Commission on Cancer	Tammy Horvath
C. ICRA Proposed Bylaw Amendment	Sherry Dowling
D. 2010-2011 Elected and Appointed Board of Directors	
At the time of this printing election results are not available	

INDIANA CANCER REGISTRARS ASSOCIATION

2010 Recognition and Installation Ceremony Agenda

Friday, November 5, 2010
Embassy Suites North
Indianapolis, IN

1. Welcome	Camille Foley
2. Recognition of New CTRs	Tammy Horvath
3. Recognition of 2009-2010 Board of Directors	Camille Foley
4. 2010 Distinguished Member Award	Camille Foley
5. 2010 President's Award	Camille Foley
6. President's Farewell Message	Camille Foley
7. Passing of the Presidential Gavel	Camille Foley-Gail Henderson
8. Installation of 2011 Officers	Gail Henderson
9. 2011 Presidential Message	Gail Henderson
10. Conclusion of Ceremony	Gail Henderson



**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2009 ICRA ANNUAL BUSINESS MEETING**

DATE: November 12, 2009

TIME: 12:50 p.m. - 1:30 p.m.

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

MEMBERS PRESENT

2009 ICRA Members (Members only to Vote)

ICRA Fall Conference Attendees - ICRA Non-Members

CALL TO ORDER

The 2009 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President Patricia (Pat) O'Leary at 12:50 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 5. Wendy Manchester moved to approve the agenda. Non-Members do have an agenda to follow along with only (unable to vote).

QUORUM OF MEMBERSHIP (2/3 PRESENT)

Bylaws Committee Chairman, Sherry Dowling and Judi Reininga, Membership Chairman stated that a quorum was present in order to have an official meeting.

2008 ANNUAL BUSINESS MEETING MINUTES

Pat asked for all to have read the 2008 Annual Business Meeting Minutes.

Pat asked if there were any questions, concerns or deletions of the minutes.

No questions, concerns or deletions made.

Pat asked for a motion to accept the minutes as presented. Ellen Hurd made the motion to approve the minutes. Marsha Sherrell seconded the motion and all were in favor. Motion carried. Minutes from the 2008 meeting were approved.

TREASURERS FISCAL YEAR REPORT

Treasurer Martha Hill presented the Treasurer Fiscal Year Report.

The Fiscal Year Report was presented to the Board. The Fiscal Year finished with a balance of \$17,796.42 in the checking account. Also there is a \$15,000.00 CD and we are in good fiscal standing. No questions asked.

2009 ICRA ANNUAL BUSINESS MEETING

November 12, 2009 Continued:

NEW BUSINESS REPORTS

President's Message

President Pat O'Leary stated that this has been a very wonderful year and had been very privileged to be able to serve with the Board Members that took over their positions and did exactly what was suppose to be done according to their job descriptions. Pat commended all Board Members and had all Board Members to stand one more time for the organization to give a Thank You and an Applause.

BOARD OF DIRECTOR'S REPORTS

EXECUTIVE COMMITTEE:

President-Elect / Audit

Camille Foley referred to her report on page 14 of the Annual Report. Camille as serving this year as President-Elect to prepare her to learn how to be President and do exactly as the book says. She attended all the Board Meetings.

Audit

The President-Elect is in charge of auditing the Treasurer's books from the previous year and this was done and reported to the Board of Directors Meeting. Everything was in order and in good shape. The Audit Report is found on page 21 of the Annual Report.

Past President and Nomination Committee

Betty Jeffers referred to her report on page 15. As Past President, her job was to advise the Board and President as requested. The other half of her duties was Nominations.

Betty thanked Sheila Snyder and Judi Reininga for being her Committee and thanked Judi's granddaughter, Amanda for being the "sunshine" at the meeting.

The Officer's for next year are President, Camille Foley; President-Elect, Gail Henderson; Past President, Patricia O'Leary; Vice-President, Tammy Horvath; Secretary, Martha Hill; Treasurer, Nancy Whipple.

The 2011 Annual Meeting will be held in the Indianapolis area.

Betty asked the President to have a motion to destroy the ballots. A motion to destroy the 2009 ballots was made by Carol Lesch. Paul Rice seconded with all in favor to destroy the ballots. Motion carried. The ballots will be destroyed.

Vice President – NCRA Liaison – CoC Liaison

Michael Sheean stated his duties were to assist the President in addition being the NCRA and CoC Liaison. Refer to page 16 for report. Michael recommended for the incoming VP to make sure to send out group emails to Board Members and the Membership for best communication as possible. Michael thanked the ICRA Board for allowing him to have the opportunity to be VP and stated it was a good experience and recommended ones that have not done so, to do in order to meet new people.

2009 ICRA ANNUAL BUSINESS MEETING

November 12, 2009 Continued:

Secretary

Sheila Snyder referred to her report on page 17 of the Annual Report.

Sheila stated had the privilege of working very closely with Pat directorship and the Board this year. Three Board of Director's Meetings were held this year with preparation of the agendas. Also, any duties requested from Pat were done. It was a joy to be your Secretary for another year. If approached to be part of the ICRA organization and be on the Board, please join – Thank you.

Treasurer

Martha Hill referred to her report on page 18 of the Annual Report and the quarterly report is on page 19 of the Annual Report. The balance in the check book as of today was \$29,322.97, with the addition of the \$15,000.00 CD gives us a balance of \$44,322.97. Martha's only recommendation for this next year is for Nancy as she goes into her Treasurership is to continue to look into ways to keep the financial soundness of our association and try to put our monies in a CD. The only income that ICRA has is from its Membership and by doing the CD; it does help with the financial day-to-day cost and expenses.

COMMITTEE CHAIR

Bylaws

Sherry Dowling's actual report did not get in the Annual Report. Sherry did attend the Board Meetings and tried to assist Pat as frequently as needed to keep things on track. The Proposed Amendments are in the Annual Report on pages 22 and 23 and will go through these later.

Education

Karol said it was her pleasure to be the Education Chairman this year. There was a CTR Prep Workshop held in July that was well attended and know some of the ones there did pass their exam. Karol thanked Martha Hill who coordinated that workshop since she was not able to be attending that day. Hopefully there will be a beginner's workshop for this coming year in 2010. Karol said it was fun to be back on the board this year and thanks to all of you.

Historian

Wendy Manchester referred to her report on page 25 of the Annual Report.

This year once again Wendy continued to organize ICRA information and managed new information and kept track of the historical account of the association. Wendy encouraged everyone to participate in the National Cancer Registry Week this year.

2009 ICRA ANNUAL BUSINESS MEETING

November 12, 2009 Continued:

Membership

Judi Reininga was in charge of Membership and stated everyone has heard from her this year. During these financial times this year a lot of people had to pay for their own dues and Judi commended those for paying for their own dues and keeping the organization going. There were 96 paid ICRA Members; 1 Honorary Member; 1 Free Membership; 14 New Members, and 9 Associate Members. Judi encourages joining ICRA as this is the only income for ICRA.

Program

At this time of the Business Meeting, Pat O'Leary asked for Karen McCracken and Martha Hill to come to the front. Pat stated that the Program Committee is at this point an ongoing Committee that will finish things up for next year. Pat stated how grateful she is for all the work they have done for keeping her posted on everything and doing such an extraordinary job for such a phenomenal Program and thanked them very much – all applauded.

Karen stated she and Martha also have people to thank. This Conference has involved every Member of the ICRA Board and volunteers. Karen stated that last year's Program Chair, Tammy Horvath has made this year's Program much easier for the transition. We have been blessed with a wealth of speakers from our hospitals. Also last year's suggestions were taken in for feedback. Preparing for conference is definitely a multi-task project. Karen thanked Tammy Horvath for the excellent job she did this year in the Eli Lilly Education Grant money to help fund several speakers. Also, Tammy obtained quite a few Sponsorships this year. Karen thanked also the ones that helped prepare the folders the evening before. Challenges for next year's Program Conference are to keep organized and stay on track with all other jobs having to be done. Karen thanked Martha Hill as the Program Co-Chair. Martha thanked two very special places which were their facilities – Bloomington Hospital and IU Clarian for allowing them anytime to call and talk with each other and for printing, copying and collating materials for the packets. This was really appreciated.

Public Relations

Tammy Horvath referred to her report on page 28 of the Annual Report.

Tammy thanked Cassie Nobbe and Angela Lee for editing *The Abstract*.

Cards were sent out and Tammy kept on track to what was going on.

Ways & Means

Cookbook

Joann Schultz referred to her report on page 29 of the Annual Report.

Joann thanked her committee members, Judi Reininga and Paul Rice. She encouraged going over and looking at the lovely items in the Silent Auction. She also thanked everyone for donating and bidding of the items in order for someone to win the

**2009 ICRA ANNUAL BUSINESS MEETING:
November 12, 2009 Continued:**

Scholarship to NCRA. Judi Reininga gave the cookbook report and there are 76 books left to be sold.

LIAISON REPORTS

American Cancer Society (ACS)

Indiana Health Information Management Association (IHIMA)

Pat O'Leary referred to her report on pages 32 and 33 of the Annual Report. Because of her relationship as a liaison with ACS she was able to get in touch with them for the AJCC Staging books and thanked them for providing the books to ICRA. Also, Pat stated for us to thank our local ACS for doing this.

Web Site

Amy Logan referred to her report on page 31 of the Annual Report.

Amy apologized that updates on the Web were not accomplished and stated this was beyond her and Pat's control. She said to see her recommendations for next year.

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

Martha Graves referred to her report on page 34 of the Annual Report.

Martha has enjoyed serving on the ICRA Board since the early 90's and getting to know a lot of the Members on the ICRA Board and she is enjoying her retirement. All applauded.

Bylaws & Amendments

Sherry Dowling presented the Bylaws and Amendments.

The following Amendments to the ICRA Bylaws are proposed by the Bylaws Committee. This committee consists of me (Sherry) as Chairman and Judi Reininga and Joyce Wynn. I would like to thank Judi and Joyce for all their help this year in reviewing the Bylaws. The Bylaws Amendments were proposed and sent to the President and to the Board Members and the Membership.

Refer to Proposed Bylaw Amendments report on pages 22 and 23 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, Sheila Snyder. Sheila will then read the revised Proposed Bylaw amendment to the Membership.

The following Proposed Amendments were then read by Sherry Dowling.

Proposed Amendment #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, and liaisons.

Rationale – Delete immediate past president as they are the Executive Committee.

Pat O’Leary stated the motion before us, Article VI Section I.

2009 ICRA ANNUAL BUSINESS MEETING

November 12, 2009 Continued:

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 #2

Article X1 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 the election of officers 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.

Rationale – To clarify the duties of the Nominating Committee.

Pat O’Leary stated the motion before us is Article X1 Section IV B #7.

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 #2 with none opposed. Bylaw passed.

Proposed Amendment #3

Article XI Standing Rules Section IV: B. Standing Committees #8 Bylaws Committee

8. Bylaws Committee: This committee shall consist of a chair and **one or more committee members**. 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.

Rationale – For consistency in the wording of committee compositions.

Pat O’Leary stated the motion before us is Article XI Standing Rules Section IV: B Standing Committees #8 Bylaws Committee.

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 #3 with none opposed. Bylaw passed.

Proposed Amendment #4

Article XI Standing Rules Section IV: B. Standing Committees #9 Web Committee

This 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.

2009 ICRA ANNUAL BUSINESS MEETING

November 12, 2009 Continued:

Rationale – For consistency, the composition of the committee should be listed before the duties.

Pat O’Leary stated the motion before us is Article XI Standing Rules Section IV: B. Standing Committees #9 Web Committee.

This Bylaw Amendment comes as a recommendation from the Board of Directors and therefore needs no second. Is there any discussion? One question asked regarding web master from a service provider or declare someone to help with the website / Answer “no change in this section with no variation, just give the Chairman a little lead way.” All in favor of passing Bylaw Amendment #4 with none opposed. Bylaw passed.

With the conclusion of the Bylaws and Amendments, Pat thanked everyone very much for this participation

NEW BUSINESS

Mindy Burch asked to speak at this time. She acknowledged that a very dear friend of all of us and a Past-President and a Distinguished Member passed away in June. Mindy asked for all to stand in honor and remembrance of this person - PAT HETTICK - (All stood in silence to pay respect to Pat) and Mindy thanked everyone.

Linda Smith asked to speak. Linda had an idea and recommendation to have an annual tradition for ones lost to us either in the way of a scholarship or workshop their honor. Pat stated that she will put this on the Agenda in January 2010 Board Meeting and asked Camille to please also remember to do this.

OLD BUSINESS

None

MEETING ADJOURNMENT

Pat O’Leary asked for the ICRA Annual Business Meeting to be adjourned. Camille Foley made the motion and Joann Schultz second. Meeting adjourned at 1:30 p.m.

Minutes taken and respectfully submitted by
Sheila K. Snyder, CTR
ICRA 2009 Secretary



**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2009 RECOGNITION AND INSTALLATION CEREMONY**

DATE: November 13, 2009

TIME: 12:25 p.m. - 1:10 p.m.

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

MEMBERS PRESENT

2009 ICRA Members

{Paul Rice announced that the Ways & Means Committee wanted to announce that the Silent Auction made a total profit of \$466.00. Paul thanked everyone and said this is 100% profit. Also 12 cookbooks were sold. These sales will help pay for members registration to the national meeting}.

The 2009 Recognition and Installation Ceremony was called to order by President Patricia (Pat) O'Leary at 12:25 p.m. Pat announced that the first item on the agenda is the recognition of the new CTRs.

Michael Sheean announced the names, and presented CTR pins to the new seven (7) Indiana CTRs for this year. Cassandra Nobbe of Margaret Mary Community Hospital, Batesville, IN; Brandy Lewis of St. Vincent Hospital, Indianapolis, IN; Kevin Moore, Elizabeth, IN (Absent); Christina Marie Perez (Absent); Lynne Conrad (Absent) of Bloomington Hospital, Bloomington, IN; Amy Logan of Howard Regional Health System, Kokomo, IN; and Amber Reguli (Absent).

Michael stated that he was very proud of everyone and that this is a great achievement and proves the dedication to their field. Michael congratulated all the new 2009 Indiana CTRs.

Pat recognized and thanked all the 2009 Board of Directors who have made this year a successful year. Pat presented certificates of appreciation to each Board Member. Betty Jeffers then presented to Pat a donated gift that was in the Silent Auction (a Diamond Paper Weight) for everything she started "Who You Are Makes A Difference." Sherry Dowling, Bylaws Chairman recognized and presented certificates to her committee members, Judi Reininga and Joyce Wynn.

Karol Poyer, Education Chairman recognized and presented certificates to her committee members, Connie Barker (Absent) and Martha Hill. Karol also recognized and presented certificates to her CTR Prep Workshop instructors, Martha Hill,

2009 RECOGNITION AND INSTALLATION CEREMONY

November 13, 2009 Continued:

Jan Stengel, Michael Sheean, and Steve Nygaard (Absent). Karol also stated how blessed the ICRA Organization is to have such quality of registrars that are extremely good instructors.

Pat had Martha Hill and Karen McCracken come to the front room and told them both that they have done a fantastic job with having good speakers and agendas for this year's conference. She stated that they both have worked well together and it is greatly appreciated. Karen McCracken also thanked the entire board for helping with the conference. Pat also recognized Tammy Horvath, Public Relations Chairman for publishing of *The Indiana Abstract* and doing a fantastic job. Tammy then recognized and thanked her committee members, Casandra Nobbe and Angela Lee for all their work. Pat then thanked Joann Schultz, Ways & Means Committee who has done this job since started and has done a fantastic job. Joann then recognized and thanked her committee members, Paul Rice and Judi Reininga.

Judi Reininga, Cookbook Committee recognized and thanked her committee members, Jean Edwards, Joann Schultz, Martha Hill, and Paul Rice. Pat also recognized this committee for their organization and has done a fantastic job and thanked them very much.

Pat then thanked Amy Logan for doing a fantastic job on the Website and sending out emails. Amy then recognized and thanked her committee members, Betty Jeffers and Pat O'Leary.

Pat then called Martha Graves, ISDH/ISCR Chairman and recognized her for all she has done and thanked her for everything and how much she was appreciated in addition to how everyone is going to miss her.

Pat announced and thanked Sheila Snyder and Judi Reininga who also worked on the Nominating Committee with Betty Jeffers. Pat also thanked Betty Jeffers for a great job she did for her during the year.

Pat stated that she will be working again next year on the Board as the Past President. She will be working on the Distinguished Member Award / Grading Packet Form, etc. Pat proceeded to announce the nominees for the Distinguished Members: Martha Hill, Betty Jeffers, Jan Stengel, and all the ICRA Associated Members. Pat announced that the Distinguished Member Award will go to the "Membership of ICRA" and she has a certificate for everyone to have for showing that you are one of the Distinguished Members of ICRA.

Pat continued to mention that one of the last things she gets to do as ICRA President is to present the President's Award. Pat stated how great the Board of Directors has been this year in doing their jobs and thanked everyone for what has been done. She stated that the job as ICRA President was made easier by this individual. This year's President's Award goes to my friend and co-worker, Betty Jeffers.

2009 RECOGNITION AND INSTALLATION CEREMONY

November 13, 2009 Continued:

Pat then stated it is an honor to introduce the next ICRA President, Camille Foley. Also to remember the Theme: "Who I Am Makes a Difference" – "What You Are Makes A Difference."

Camille introduced one of her hospital's physicians who she works with closely. Dr. Thomas Schmitz, Radiation Oncologist, Terre Haute Regional Hospital was honored to do her Installation Ceremony. Dr. Schmitz asked for the retiring Officers, Sheila Snyder, Betty Jeffers, and Michael Sheean to stand and be recognized for their past ICRA Board duties. He then proceeded to recognize and introduce the new 2009-2010 Board of Directors with the Theme of "Planting The Seeds of Change."

The following were installed as Officers and Members of the Board of Directors for the Indiana Cancer Registrars Association (ICRA) for 2009 - 2010

OFFICERS:

Past-President	Patricia (Pat) O'Leary, RHIT, CTR
President	Camille Foley, RHIT, CTR
President-Elect	Gail Henderson, LPN, CTR
Vice-President	Tammy Horvath, LPN, CTR
Secretary	Martha Hill, CTR
Treasurer	Nancy Whipple, CTR

COMMITTEE:

Audit	Gail Henderson, LPN, CTR
Awards	Camille Foley, RHIT, CTR
Bylaws	Sherry Dowling, CTR
Historian	Wendy Manchester, RMA, CTR
Membership	Judi Reininga, CTR
Education	Jan Duncan, RHIT, CTR
Nomination	Betty Jeffers, RHIT, CTR
Program	Wendy Manchester, RMA, CTR / Amy Logan, CTR
Public Relations	Brandy Lewis, AAGS, CTR
Ways & Means	Joann Schultz, RHIT, CTR
Web Site	Amy Logan, CTR

LIAISONS:

ACS/IHIMA	Patricia O'Leary, RHIT, CTR
CoC/NCRA	Tammy Horvath, LPN, CTR
ISDH	Janet Stengel, RHIA, CTR

2009 RECOGNITION AND INSTALLATION CEREMONY

November 13, 2009 Continued:

Passing of the Presidential Gavel was then given to President Camille Foley by Pat. Camille then presented to Pat the President's plaque in behalf of the organization.

The 2009 Recognition and Installation and Awards Ceremony was adjourned by President, Camille Foley at 1:10 p.m.

Minutes taken and respectfully submitted by

Sheila K. Snyder, CTR

ICRA 2009 Secretary



INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position: ICRA 2010 President

Officer: Camille Foley, RHIT, CTR

Purpose of Position: Preside at all meetings. Oversee the activities of the association. 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 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 the Distinguished Member Award.
8. Reviewed and selected award winners.
9. Evaluated and presented the President's Award.
10. Prepared annual report for the November 2010 meeting.
11. Encouraged all members to get involved with ICRA functions.
12. Served on the Data Committee of the Indiana Cancer Consortium.

Recommendations for Next Year:

Help the President-Elect prepare for her term as President. Look for opportunities for education for our members and other registry personnel. Support the other Board members as they fulfill their duties.

Respectfully submitted by: Camille Foley, RHIT, CTR

Indiana Cancer Registrars Association (ICRA)
Gail Henderson, LPN, CTR
President-Elect
2010 Annual Report

In my position as President-Elect for the calendar year 2010, I have fulfilled the following duties.

1. Attended quarterly BOD meetings - I have interfaced with most board members and acted as a support and sounding board; contributed ideas for change and grow in serving its members.
2. Submitted Goals for 2010 and discussed these at the January meeting
3. Conducting 2009 Audit of the ICRA Treasury
4. Attending Fall Conferences in 2010 and 2011
5. Represented Indiana Cancer Registrars Association at the 36th Annual Educational Conference
This took place on April 20-23, 2010
 - I had the opportunity to attend the State President's Luncheon sponsored by NCRA. During this meeting I was able to network with other State Presidents or those appointed by their state to attend. There was much discussion about using organization websites to disseminate information. Many expressed concerns about membership participation and difficulty getting members to serve on their BOD.
 - Highlights at the Conference for me included:
 - Launching the CoC Rapid Quality Reporting System (RQRS)
 - Adding Value to Annual Reports and Other Data Analysis Requests
 - Understanding and Interpreting the 2010 Staging Rules
 - Preparing for a NAPBC Survey
 - CSv2 site specific meetings

As I move into the ICRA President role, I have prepared a set of goals and objectives to be presented at the Transitional BOD meeting at 2010 Fall Conference. My plan is also to share these goals with the ICRA members and move again with change. There is an excitement about making a different in the Cancer Registry field in the State of Indiana.

Respectfully,



Gail Henderson, LPN, CTR
ICRA President-Elect

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Past President and Nomination Committee

Officer or Committee Chair: Patricia O'Leary, RHIT 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. Attended meetings of the Board of Directors.
2. Advised the Board and President as requested.
3. Followed the written procedures for the nomination & election of officers.
4. Submitted articles for *The Indiana Abstract*.
5. Prepared a report of activities for inclusion in the Annual Report.

Recommendations for Next Year:

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

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Past President and Nomination Committee

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

Committee Members: Betty Jeffers, RHIT, CTR
Claudia Jenkins, 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 7 replies for a 7.4% return rate. Mailed ballots to 94 members (using labels provided by the Membership Chairman). Received 45 ballots with 1 declared invalid (unable to verify membership, envelope not signed) for a return rate of 47%. Each candidate was notified of the results before announcing the results to the general membership.

i. 2010-2011 /Executive Committee:

President	Gail Henderson, LPN, CTR
President-Elect	Sherry Dowling, CTR
Past President	Camille Foley, RHIT, CTR
Vice President	Jan Duncan, RHIT, CTR
Secretary	Cassandra Nobbe, CTR
Treasurer	Lori Carroll, 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: Encourage more members to become active in the ICRA Board. Innovation and thinking outside the box is highly recommended.

Respectfully submitted by: Patricia O'Leary, RHIT, CTR
Past President-Nomination Committee Chairman

INDIANA CANCER REGISTRARS ASSOCIATION

Annual Report

Vice President – NCRA Liaison – COC Liaison

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

Officer or Committee Chair: Tammy Horvath, LPN, 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 Registrars' Association; to consult with the program chair regarding the annual conference.

Charges/Goals/Accomplishments:

- 1) Notified CoC of my appointment as CoC liaison
- 2) Notified NCRA of my appointment as NCRA liaison
- 3) Reviewed and Revised policies & procedures is needed.
- 4) Consulted with the ICRA President and Program Chairs on a monthly basis and offered assistance as requested.
- 5) Sent form "State Profile" to NCRA in February
- 6) Managed new information to help keep an adequate account of our association
- 7) Kept membership informed of CoC/NCRA activities.
- 8) Contacted NCRA in May to obtain listing of new board members and committee chairs
- 9) Attended all the ICRA board meetings.
- 10) Prepared a status report for each board meeting
- 11) Submitted two articles to *The Indiana Abstract*
- 12) Sent Fall Conference information to NCRA for publication on their website.
- 13) Contacted NCRA to obtain the names of new CTRs for 2010 and presented each new CTR with a CTR pin at the annual conference
- 14) Presented an NCRA update at the ICRA annual fall conference

Recommendations for Next Year:

- 1) To contact the president and the program chairperson(s) on a monthly basis and offer assistance as needed.

Respectfully submitted by: Tammy Horvath, LPN, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Secretary

Officer or Committee Chair: Martha A. Hill, CTR

Committee Members: None

Purpose of Position/Committee: The secretary is responsible for keeping accurate records of all proceedings and general correspondence as directed by the President of ICRA. The secretary keeps on file all Board of Directors policies and procedures and documents of the Association

Charges/Goals/Accomplishments:

1. Attended 2 of 3 2010 ICRA Board of Directors meetings and record meeting minutes.
2. Contacted ICRA Board of Directors for meeting notices and agenda items, in the appropriate timeframe for distribution of meeting agendas – accomplished
3. Made corrections as needed regarding Board of Directors minutes – accomplished
4. Distributed 2010 Board of Directors Directory List for ICRA Website – pending
5. Distributed stationary supplies as needed – accomplished
6. Reviewed Secretary Policy and Procedure – no revisions required
7. Prepared the Secretary Report for ICRA's Annual Report – accomplished
8. Was available to the President and all ICRA Board of Directors for any help as needed - accomplished

Recommendations for Next Year: None

Respectfully submitted by: Martha A. Hill, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: **Treasurer**
Officer or Committee Chair: **Nancy Whipple, CTR**
Committee Members: **None**
Purpose of Position/Committee: **To maintain the financial well being of the association.**

Charges/Goals/Accomplishments:

Recommendations for Next Year:

Submitted by: **Nancy Whipple, CTR**

INCOME	April-June 2009	July-September 2009	October-December 2009	January-March 2010	TOTALS
Beginning Balance	\$17,796.42	\$19,901.56	\$19,795.21	\$38,443.27	
Interest	\$2.41	\$2.51	\$3.45	\$4.63	\$13.00
Interest CD			\$683.66		\$683.66
Membership	\$920.00	\$165.00	\$130.00	\$806.00	\$2,021.00
Fall Conference Registration		\$1,600.00	\$9,892.50		\$11,492.50
Vendors			\$1,540.00		\$1,540.00
Grant-Lily	\$3,000.00				\$3,000.00
CTR Prep	\$50.00	\$175.00			\$225.00
Ways & Means	\$7.50		\$68.00		\$75.50
Scholarship Donation	\$5.00				\$5.00
Cook Book Sales	\$24.00		\$216.00		\$240.00
Silent Auction			\$466.00		\$466.00
Check Void	\$138.00		\$200.00		\$318.00
Check Error	\$0.60				\$0.60
NCRA Basket			\$37.00		\$37.00
Audit-5/3rd Bank				\$0.33	\$0.33
Balance Income Quarterly	\$4,127.51	\$1,942.51	\$28,236.61	\$810.96	\$35,117.59
Certification of Deposit			\$15,000.00		\$15,000.00
Income Fiscal Year End					\$50,117.59
Expenses:					
Board Mileage/Luncheon	\$959.50	\$765.34	\$83.76		\$1,808.60
Nominations Mileage/Luncheon				\$585.00	\$585.00
Fall Conference Gifts		\$475.37			\$475.37
Fall Conference Door Prizes		\$211.75			\$211.75
Fall Conference Refunds			\$132.50		\$132.50
Fall Conference Speaker 2009				\$865.00	\$865.00
Sling Shot	\$465.00				\$465.00
CNA Surety Bond	\$252.32				\$252.32
Printing	\$155.00		\$554.53	\$62.50	\$772.03
Postage	\$86.91	\$299.75			\$386.66
Misc Supplies	\$27.34	\$113.59	\$81.40		\$222.33
NCRA CEU Fall Conference		\$75.00			\$75.00
NCRA Registration for 3 attendees				\$1,275.00	\$1,275.00
CTR Pins	\$76.30				\$76.30
CTR Prep Workshop (food)		\$83.66			\$83.66
Misc Supplies (NCRA Basket)		\$24.00			\$24.00
Honorariums			\$900.00		\$900.00
Hampton Inn - Program Co-Chair			\$193.20		\$193.20
Primo's			\$7,603.16		\$7,603.16
Embassy Suites Deposit - 2010 Fall Conference				\$500.00	\$500.00
2009 ICRA Fall Conference Reimbursement				\$195.00	\$195.00
Awards - Plaques			\$40.00		\$40.00
Total Expense by Quarter	\$2,022.37	\$2,048.86	\$9,588.55	\$3,482.60	\$17,142.38
Balance of ICRA Checking Account as of 3/31/10					\$32,975.21

ICRA Treasurer 2010 by Quarters

		2010		
Beginning Balance	\$38,443.27	\$35,771.63	\$36,113.54	
Income:		January-March	April-June	July-September
Interest		\$4.63	\$4.57	
Membership		\$806.00	\$1,090.00	
Audit		0.33		
Total Income		\$810.96	1,094.57	
Balance Income Quarterly		\$39,254.23	\$36,866.20	
<u>Expenses:</u>				
2009 Fall Conference Speaker		\$865.00		
Bennett Printing - Ballot envelopes		\$62.50		
Board Expenses (mileages/lunch)		\$585.10	\$598.80	
Embassy Suites Deposit - 2010 Fall Conference		\$500.00		
NCRA Registration for 3 attendees		\$1,275.00		
2009 ICRA Fall Conference Reimbursement		\$195.00		
New Web Hosting, private Dom. Reg. Set-up fee			\$123.82	
Total Expenses by Quarter:		\$3,482.60	\$722.62	
Balance of ICRA Checking Account		\$35,771.63	\$36,113.54	

Presented to ICRA Board-5/21/10, 9/10/10

Nancy Whipple, CTR, Treasurer 2010

Gail Henderson, LPN, CTR
Indiana Cancer Registrars Association (ICRA)
President-Elect
2010 Audit of 2009 Treasury
September 10, 2010 BOD Meeting

After thoroughly reviewing the documented budget and expenses for the activities of ICRA during 2009, I have found that the members have done an extraordinary job of staying with their budgetary goals, spending wisely and planning the 2009 ICRA Fall Conference in a fiscally responsible manner.

Documents reviewed:

1. Committee Travel expenses to BOD meetings and other related activities
2. Subcommittee expenses
3. 2009 Conference costs – budget planning versus actual expense
4. Committee invoices and reimbursement
5. Savings and checking account activity

This organization has grown exponentially in every way and has both saved and demonstrated responsible expenditures.

The documented ledger provided to me reflects a balanced budget as well as savings and checking account management.

This report was verbally submitted to the BOD members on September 10, 2010 during the quarterly meeting.

Respectfully,



Gail Henderson, LPN, CTR
ICRA President-Elect

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Sherry Dowling, CTR

Committee Members: Judi Reininga, CTR
Joyce Wynn, CTR

Purpose of Position/Committee: This committee shall ensure that the annual business meeting and the Board of Directors meetings are conducted according to the ICRA bylaws. This committee shall also review the existing bylaws and propose amendments to the bylaws as needed. This committee shall serve as an ad hoc Ethics committee as needed.

Charges/Goals/Accomplishments:

1. Selected committee members
2. Attended ICRA board meetings
3. Monitored Board of Directors meetings to ensure that ICRA bylaws were followed.
4. Prepared a status report for each board meeting.
5. Submitted two articles to *The Indiana Abstract*.
6. Reviewed current bylaws
7. Submitted proposed amendment within the time refrains of the bylaws
8. Reviewed current *Code of Ethics* and presented recommendations at the Board of Directors meeting.
9. Revised *Code of Ethics* to include recommendations approved.
10. Reviewed and Revised polices & procedures is needed.
11. Prepared proposed bylaw amendment to be presented at the ICRA annual fall conference.
12. Prepared and submitted this Annual Report

Recommendations for Next Year:

1. Read the policy & procedures ASAP, as policy 4.0, procedures 3.0, and 3.1 need to be completed within 30 days of the annual meeting. Procedures 3.2 is to be completed before January 1st.
2. Review the 2010 files on the diskette within the P&P manual. It contains the following files: 2010 revised Bylaws P&P, 2009 ICRA Bylaws, 2010 Bylaw amendment, 2010 Revised ICRA Bylaws (new bylaws if amendments pass) and Working ICRA Bylaws 1-2006 Rev 11-2009 Rev 11-2010 (bylaws with changes highlighted to be given to treasurer if amendment passes).
3. Review the *ICRA Bylaws* before the first Board of Directors meeting in January.
4. Review the *Code of Ethics*.

Respectfully submitted by: Sherry Dowling, CTR

INDIANA CANCER REGISTRARS' ASSOCIATION

Proposed Bylaw Amendments

To President – August 5, 2010

To Board of Directors - September 10, 2010

To Membership by – October 5, 2010

Amendment	Article/Section	Current Bylaw	Proposed Amendment	Rationale
#1	Article XI Standing Rules Section IV: B. Standing Committees #8 Bylaws Committee	8. Bylaws Committee: This committee shall consist of a chair and one or more committee members. 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 one or more committee members. The chair shall maintain the ICRA bylaws. The chair may serve as or appoint a 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.	This will allow some flexibility for the chair and in the event that the chair can not attend a meeting a parliamentarian can be appointed, rather than canceling the meeting.

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Education Committee

Officer or Committee Chair: Jan Duncan, RHIT, CTR

Committee Members: None

Purpose of Position/Committee: Host workshops deemed necessary by the membership
(CTR Prep, Beginner Level)

Charges/Goals/Accomplishments:

Questionnaire sent to all Indiana hospital contacts regarding the interest in hosting a CTR Prep and a Beginner Workshop

Since there were only two individuals interested in attending a CTR Prep workshop, copies of the packet utilized at the 2009 CTR Prep workshop were mailed to interested parties. There was no response for attendance at a Beginner Workshop.

Recommendations for Next Year:

Repeat questionnaires to determine interest in attending workshops in 2011

Respectfully submitted by: Jan Duncan, RHIT, CTR

**INDIANA CANCER REGISTRARS ASSOCIATION
2010 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.

Recommendations for next year: Keep historical material up to date. Continue to download pictures and slides to junk drive/CDs for future security. Attend NCRA and document member activities with photographs.

Respectfully submitted: Wendy Manchester, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

2010 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 emails 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 2 Board of Director Meetings and reported activities and status of membership.
6. Prepared budget for position.
7. Submitted article to the spring *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. Prepared Annual Report.

93 Paid ICRA members 2010-11

- 1 Honorary Member
- 1 Free Membership
- 5 New members
- 6 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
2010 ANNUAL REPORT

PROGRAM CHAIR COMMITTEE

Thank you to

Amy Logan
And
Wendy Manchester

For all the hard work and dedication to the Fall Conference

And
The Indiana Cancer Registrars Association

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

Position/Committee Title: Public Relations

Officer or Committee Chair: Brandy Lewis, CTR

Committee Members: Kolleen Spencer, Andrea Foltz
Special Thanks: Tammy Horvath, LPN, 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, contacted and obtained sponsoring partners for ICRA, submitted grant and scholarship requests, attended ICRA Board meetings, and mailed sympathy cards.

Recommendations for Next Year: None at this time

Respectfully submitted by: Brandy Lewis, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2010 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 by ICRA's Ways & Means Committee are used to help fund ICRA's educational programs.

Charges/Goals/Accomplishments:

1. Researched items to be sold during ICRA functions.
2. Coordinated all aspects of the Ways & Means Booth at the Fall Conference.
3. Submitted an article for The Indiana Abstract.
4. Maintained an inventory list with accurate cost per item.
5. Researched the Fall Conference Gift.
6. Coordinated the awarding of 2 registrations to NCRA.

Recommendations for Next Year: Continue to research fund raising activities. Decrease the inventory.

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2010 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 2 Board of Director meetings.
2. Prepared status reports for Board of Director meetings.
3. Wrote article for the spring edition 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
266 Books Sold (135 books need to be sold to cover printing and shipping)
49 Books Left to be sold

\$2136.00 Total Money taken in (1075.87 to cover shipping and printing)
\$1060.13 Total profit to be used for 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, CTR

Committee Members: Camille Foley, RHIT, CTR
Gail Henderson, LPN, CTR

Purpose of Position/Committee: The purpose of the committee is to monitor and maintain a meaningful web site, <http://icra-indiana.net>

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.
- 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: Figure out how to password protect the website..

Respectfully submitted by: Amy Logan, CTR

INDIANA CANCER REGISTRARS ASSOCIATION

INDIANA CANCER REGISTRARS ASSOCIATION ANNUAL REPORT 2010

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 becomes 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.

Due to budget cuts, many local offices of the American Cancer Society have been closed. The good news is there are representatives assigned to your facility who can help you. They can provide literature, help with workshops, and even serve on your Cancer Committee.

Recommendations for Next Year: Keep working with the American Cancer Society and continue to collaborate with them on community outreach projects.

Respectfully submitted by: Patricia O’Leary, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION ANNUAL REPORT 2010

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 held in Plainfield, IN. A booth was set up. Information about the Cancer Registrar profession was available. I was not able to attend the entire conference but the booth was stocked with information that could be taken by the attendees.

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 by: Patricia O’Leary, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2010 ANNUAL REPORT

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

Officer or Committee Chair: Janet Stengel, 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 ISCR to ICRA Board of Directors and 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 the NAACCR Webinar series and several workshops this past year introducing new coding requirements. These were open to reporting facilities and central registry staff.

3. Serve as a resource for State Cancer Registry requirements and activities.

Accomplished this through broadcast e-mails to reporting facilities.

4. Attend all ICRA Board of Directors meetings.

Attended January, May and September 2010 meetings.

5. Submit articles for the Indiana Abstract newsletter in a timely manner.

Submitted two articles for The Indiana Abstract in 2010.

6. Provide a speaker at the annual ICRA conference for an educational session and/or update of the State Cancer Registry activities.

Janet Stengel, RHIA, CTR the State's Core Educational/Training Coordinator, will provide an update on Thursday November 4, 2010. She will also go over abstracting and coding challenges faced this year including the 2007 MP/H rules as well as Collaborative Stage version 2.

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 presentation of NAACCR Webinars and ICRA and ISDH sponsored events in 2010-2011.

Respectfully submitted by: Janet Stengel, RHIA, CTR
November 4, 2010

