



EXECUTIVE COMMITTEE
AND
BOARD OF DIRECTORS
ANNUAL REPORT

NOVEMBER 2012 – NOVEMBER 2013

Submitted to the Membership
November 7, 2013

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INDIANA CANCER REGISTRARS ASSOCIATION
2013 Annual Business Meeting Agenda

Thursday, November 7, 2013

Caribbean Cove Conference Center

Indianapolis, IN

- | | | |
|-------|---|-----------------|
| I. | Call to Order – 2013 ICRA Business Meeting | Joann Schultz |
| II. | Adoption of Agenda | Joann Schultz |
| III. | Quorum of Membership (2/3 present) | Judi Reininga |
| IV. | 2012 Annual Business Meeting Minutes | Cassie Nobbe |
| V. | Fiscal Year Report | Martha Hill |
| VI. | New Business: | |
| | A. President's Message | Joann Schultz |
| | B. Board of Directors' Report Presentations | |
| | 1. Executive Committee Reports | |
| | President | Joann Schultz |
| | President-Elect | Jan Duncan |
| | Past President | Sherry Dowling |
| | Vice President | Nancy Whipple |
| | Secretary | Cassie Nobbe |
| | Treasurer | Martha Hill |
| | 2. Committee Reports | |
| | Audit Committee | Jan Duncan |
| | Awards Committee | Joann Schultz |
| | Bylaws Committee | Judi Reininga |
| | Education Committee | Janet Stengel |
| | Historian | Claudia Jenkins |
| | Membership Committee | Judi Reininga |
| | Nominations Committee | Sherry Dowling |
| | Program Committee | Jan Duncan |
| | Public Relations Committee | Brandy Lewis |
| | Ways and Means Committee | Joann Schultz |
| | Website Committee | Cassie Nobbe |
| | 3. Liaison Reports | |
| | ACS | Kolleen Spencer |
| | IHIMA | Brandy Lewis |
| | ISDH | Kim Turpin |
| | NCRA | Nancy Whipple |
| | CoC | Nancy Whipple |
| | C. Motion to destroy ballots | Sherry Dowling |
| | D. 2013-2014 Board of Directors | Sherry Dowling |
| | | Jan Duncan |
| VII. | Old Business | Joann Schultz |
| VIII. | Meeting Adjournment | Joann Schultz |

Recognition Ceremony

RECOGNITION OF NEW CTR'S

PRESIDENTS AWARD
DISTINGUISHED MEMBER

Conclusion of ceremony

Joann Schultz

Joann Schultz
Nancy Whipple
Joann Schultz
Joann Schultz
Vicky Carter
Phyllis Polarek

INDIANA CANCER REGISTRARS ASSOCIATION
2013 Installation Ceremony Agenda
Friday, November 8, 2013
Caribbean Cove Conference Center
Indianapolis, IN

- | | |
|--------------------------------------|--------------------------|
| 1. Welcome | Joann Schultz |
| 2. President's Farewell Message | Joann Schultz |
| 3. Installation of 2014 Officers | Judi Reininga |
| 4. Passing of the Presidential Gavel | Joann Schultz Jan Duncan |
| 5. 2014 Presidential Message | Jan Duncan |
| 6. Conclusion of Ceremony | Jan Duncan |

**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2012 ANNUAL BUSINESS MEETING**

DATE: November 1, 2012
TIME: 12:00 p.m. – 12:50 p.m.
LOCATION: Fishers Conference Center
Fishers, IN

MEMBERS PRESENT:

2012 ICRA MEMBERS

CALL TO ORDER:

The 2012 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President, Sherry Dowling.

ADOPTION OF AGENDA:

The first order of business was the Adoption of the Agenda. The agenda was located in the Annual Report, on page 3. It was moved and seconded to approve the agenda as written.

QUORUM OF MEMBERSHIP:

Bylaws Committee Chair, Judi Reninga and committee member Jean Edwards, stated that a quorum was present and the Annual Business meeting could continue.

2011 ANNUAL BUSINESS MEETING MINUTES:

Sherry Dowling asked if there were any additions or corrections regarding the 2011 Annual Business Meeting Minutes. No concerns, questions or deletions were noted. Sherry asked for a motion to accept the minutes as written. Joann Schultz motioned for the minutes be accepted as written. Cassie Nobbe seconded the motion, the membership voted and all were in favor.

EXECUTIVE COMMITTEE REPORTS:

President:

Sherry Dowling referenced her report on page 18, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

President-Elect& Audit:

Joann Shultz referenced her report on page 19, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Past President/Nominations:

Rosemarie Taylor referenced Jan Duncan's report on pages 20 and 21, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Vice President/NCRA/COC Liaison:

Nancy Whipple referenced her report on page 22, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Secretary:

Cassie Nobbe referenced her report on page 23, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Treasurer:

Kolleen Spencer referenced her reports on pages 24 and 25, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Audit Report:

Joann Schultz referenced the audit of the treasurer on page 26.

COMMITTEE REPORTS:**Bylaws:**

Judi Reninga referenced her report on page 28, which highlighted the goals and accomplishments of 2012 and recommendations for the next year. She reported she had two committee members Jean Edwards and Martha Hill.

Education:

Jan Stengel referenced her report on pages 29 and 30, which highlighted the goals and accomplishments of 2012 and recommendations for the next year. She reported she had one committee member, Lisa La Gue. She thanked all of the members who dedicated their time to the CTR Prep Workshop.

Historian:

Nancy Hunt referenced her and Katie Elliot's report on page 31, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Membership:

Judi Reininga referenced her report on page 32, which highlighted the goals and accomplishments of 2012 and recommendations for the next year. She reported there were 10 new members to the association.

Program:

Nancy Whipple referenced her report on page 33, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Public Relations:

Brandy Lewis referenced her report on page 34, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Ways and Means:

Joann Schultz referenced her report on page 35, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Cookbook:

Judi Reininga referenced her report on page 36, which highlighted the goals and accomplished of 2012 and recommendations for the next year.

Website:

Cassie Nobbe referenced her report on page 37-38, which highlighted the goals and accomplishments of 2012 and recommendations for the next year. She reminded the membership that the website address is www.icra-indiana.net.

LIAISONS:**American Cancer Society:**

Michelle Hoskins referenced her report on page 39, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Indiana Health Information Management Association:

Lee Thompson referenced her report on page 40, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Indiana State Department of Health Cancer Registry Liaison:

Stephanie Barnett referenced her report on page 41, which highlighted the goals and accomplishments of 2012 and recommendations for the next year.

Bylaws Amendments:

Judi Reininga reported that the Bylaws Committee consisting of her, Jean Edwards and Martha Hill met and reviewed the bylaws. The committee had seven proposed amendments. The proposed amendments were presented to President, Sherry Dowling on July 24, 2012 and to the Board of Directors on September 7, 2012 and to the membership on September 10, 2012. The article, current bylaw, proposed amendment and rationale was presented to the membership. These included:

#1 Article II Purpose Page 1

Current Bylaw: The major purpose of ICRA is to provide educational opportunities for its membership as well as other interested parties in order to increase the effectiveness of registry personnel.

Change: The purpose of ICRA is to provide educational opportunities for its membership as well as other interested parties in order to increase the effectiveness of registry personnel.

Rationale: Committee did not feel the denotion of major or minor was necessary

Sherry Dowling reported that this proposed motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#2 Article IV Section VI Letter A Page 4

Current Bylaw: President: Unless specified otherwise, the President shall appoint all standing committee chairmen and Liaisons.

Change: President: Unless specified otherwise, the President shall appoint all Committee Chairmen and Liaisons.

Rationale: President appoints all committee chairmen.

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#3 Article IV Section VI Letter B Page 5

Current Bylaw: President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect shall appoint the standing committee chairmen and Liaisons for his/her term of office.

Change: President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect shall appoint the Committee Chairmen and Liaisons for his/her term of office.

Rationale: President-Elect appoints all committee chairmen.

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#4 Article V Section I Letter A Page 5

Current Bylaw: The annual business meeting of ICRA shall be held in conjunction with the annual Fall Conference in November.

Change: The annual business meeting of ICRA shall be held in conjunction with the annual Fall Conference.

Rationale: This allows the annual business meeting to be held in conjunction with the Fall Conference no matter which month the Conference is held.

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#5 Article V Section IV Page 6

Current Bylaw: Cancellation: In the event of an emergency or other circumstances prohibiting holding of the official meeting, the Board of Directors may cancel the meeting and notice thereof shall be given to all members by the ICRA as soon as possible.

Change: Cancellation: In the event of an emergency or other circumstances prohibiting holding of the official meeting, the Board of Directors may cancel the meeting and notice thereof shall be given to all members by the ICRA Executive Committee as soon as possible.

Rationale: Clarification of who the notification is coming from

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#6 Article IX Section III Page 8

Current Bylaw: The two-thirds vote of the voting membership present at any meeting of the membership shall be required to adopt any amendment. Unless stated otherwise, the amendment shall become effective upon the next calendar year.

Change: Two-thirds vote of the voting membership present at any meeting of the membership shall be required to adopt any amendment. Unless stated otherwise, the amendment shall become effective upon the next calendar year.

Rationale: Unnecessary wording.

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

#7 Article III Membership Section 7, B Page 3

Current Bylaw: A former member whose membership had been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus a \$5 reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.

Change: A former member whose membership had been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus a \$10 reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.

Rationale: ICRA depends on Membership dues income to operate the association. Cost of supplies and postage are not fully covered by \$5. It is hoped that a stiffer penalty will motivate members to pay dues on time so the association can continue to function and provide benefits to paid members. Unpaid dues result in the member's name not being available for Office/Distinguished Member nomination.

Sherry Dowling reported that this motion to amend the bylaw did not need a second. The membership voted and the motion to amend the bylaw as proposed passed.

A motion was made to destroy the election ballots. The motion was seconded, and the membership voted and approved the motion to destroy the ballots from the 2012 election for the 2013 executive committee.

Sherry Dowling noted that the 2012-2013 Executive Committee would be:

President:	Joann Schultz, RHIT CTR
President-Elect:	Jan Duncan, RHIT, CTR
Vice President:	Nancy Whipple, CTR
Past President:	Sherry Dowling, CTR
Secretary:	Marla Cole, CTR
Treasurer:	Martha Hill, CTR

With no further new or old business, Sherry Dowling asked for a motion to adjourn the 2012 ICRA Annual Business Meeting. The motion was made, seconded, the membership voted and the meeting was adjourned.

Respectfully Submitted,

Cassandra Nobbe, CTR
2012 ICRA Secretary

**INDIANA CANCER REGISTRARS ASSOCIATION
(ICRA)
2012 RECOGNITION AND INSTALLATION CEREMONY**

DATE: November 2, 2012

TIME: 12:30 PM

LOCATION: Fishers Hospitality and Conference Center
Fishers, IN

MEMBERS PRESENT

2012 ICRA MEMBERS & 2012 ICRA Fall Conference Attendees

The 2012 Recognition/Installation Ceremony was called to order by President Sherry Dowling.

Sherry Dowling announced the new CTRs for 2012 and Nancy Whipple, NCRA Liaison, presented each recipient with a pin. The following people passed the CTR Exam in 2012:

- Stacy Bayne, King's Daughters' Hospital & Health Services, Madison, IN
- Angela Foss
- Kim Lambert
- Tracy Lord
- Kimberly Turpin, Deaconess Hospital, Newburgh, IN

Sherry Dowling recognized the 2012 Board of Directors and committee chairs and presented each member with a certificate of appreciation. The 2011-2012 Board of Directors, Committee Chairs and Liaisons included:

- President Elect/Ways and Means/Audit Chair: Joann Schultz
- Vice President/COC & NCRA Liaison: Nancy Whipple
- Past President: Jan Duncan
- Secretary/Website Committee Chair: Cassie Nobbe
- Treasurer: Kolleen Spencer
- Awards Committee: Sherry Dowling
- Bylaws/ Membership Chair/Ways and Means: Judi Reininga
- Education Committee Chair: Janet Stengel
- Historian: Nancy Hunt
- Nominations Committee Chair: Jan Duncan
- Program Committee Chair: Nancy Whipple
- Public Relations Committee Chair: Brandy Lewis
- ACS Liaison: Michelle Hoskins
- IHIMA Liaison: Lolita (Lee) Thompson

Martha Hill introduced and Sherry Dowling presented the 2012 Distinguished Member Award to Claudia Jenkins and thanked her for her service to ICRA. Nominees included Stephanie Barnett, Joann Schultz and Jan Stengel.

Sherry Dowling presented Kolleen Spencer with the 2012 Distinguished Member Award. Sherry thanked Kolleen for doing so well in meeting all the challenges serving as Treasurer posed this year.

Sherry Dowling gave the President's farewell speech.

Joann Schultz presented Sherry Dowling with the Presidential plaque and a gift for her service.

Paul Rice and Judy Reininga performed the installation ceremony. The following members were installed for 2012-2013:

- President-Elect/Audit/Program Committee Chair: Jan Duncan
- Past President/Nominations Committee Chair: Sherry Dowling
- Vice President/NCRA & CoC Liaison: Nancy Whipple
- Secretary: Marla Cole
- Treasurer: Martha Hill
- Bylaws/Membership: Judi Reininga
- Public Relations Committee Chair/IHIMA: Brandy Lewis
- Education Committee Chair: Jan Stengel
- Website Committee Chair: Cassandra (Cassie) Nobbe
- Historian: Claudia Jenkins
- Indiana State Cancer Registry Liaison: Kim Turpin
- American Cancer Society Liaison: Kolleen Spencer

Sherry Dowling passed the presidential gavel to Joann Schultz and Joann delivered her 2013 Presidential message.

The meeting was adjourned at 1:30 PM.

Respectfully submitted by,

Marla Cole, CTR
2013 ICRA Secretary

Indiana Cancer Registrars Association

Fiscal Year End Report

April 1, 2012 - March 31, 2013

Beginning Balance	\$ 15,073.14				
Beginning Balance per Quarter	\$	15,143.69	\$	14,464.69	\$ 16,692.33
	April - June	July- September	October - December	January - March	Total

Income:

Fall Conference Registration 2012			\$	12,460.00	\$ 12,460.00
Membership	\$ 745.00	\$ 275.00	\$	110.00	\$ 2,265.00
Sponsorships - Vendors		\$ 1,250.00	\$	1,100.00	\$ 2,350.00
2012 NCRA Basket Program Proceeds	\$ 71.60				\$ 71.60
Ways & Means Booth			\$	129.00	\$ 129.00
Ways & Means Silent Auction			\$	738.00	\$ 738.00
Cookbook Sales	\$ 51.73		\$	56.00	\$ 107.73
Applebee's Fundraiser			\$	82.28	\$ 82.28
CTR Prep Workshop Registration		\$ 350.00	\$	31.00	\$ 381.00
Check Error #1031				\$ 0.32	\$ 0.32
Total Income per Quarter	\$ 868.33	\$ 1,875.00	\$	14,706.28	\$ 18,584.93

Total Income FY 2012 **\$ -**

Expenses:

Board Expenses (Mileage/Lunch)	\$ 637.19	\$ 480.30		\$ 525.57	\$ 1,643.06
Postage	\$ 3.73	\$ 180.87	\$ 9.00	\$ 135.00	\$ 328.60
NCRA Registration				\$ 1,485.00	\$ 1,485.00
NCRA Basket Supplies	\$ 46.86				\$ 46.86
Misc. Supplies			\$ 19.98	\$ 13.75	\$ 33.73
Stationary		\$ 120.00		\$ 394.44	\$ 514.44
CAN Surety Bond		\$ 278.00			\$ 278.00
CTR Prep Workshop		\$ 240.77			\$ 240.77
CTR pins	\$ 50.00				\$ 50.00
Fall Conference - Fishers Conference			\$ 9,208.04		\$ 9,208.04

Fall Conference - Refund			\$	150.00	\$	95.00	\$	245.00
Fall conference Attendee Gift	\$	970.06					\$	970.06
Fall Conference Supplies	\$	34.00	\$	179.60			\$	213.60
Fall Conference Speakers/Room			\$	2,715.65			\$	2,715.65
Fall Conference - Plaque/Award			\$	25.00			\$	25.00
Fall Conference - Installation Supplies			\$	14.49			\$	14.49
Fall Conference Historian Booth			\$	81.88			\$	81.88
Fall Conference - NCRA for CEU Hours			\$	75.00			\$	75.00
ISDH Workshop - Snacks					\$	29.51	\$	29.51
Website Makover/ Update Fee	\$	60.00	\$	250.00			\$	310.00
Total Expenses per Quarter	\$	797.78	\$	2,554.00	\$	12,478.64	\$	2,678.27
Balance per Quarter	\$	15,143.69	\$	14,464.69	\$	16,692.33	\$	15,149.38

Ending Balance Checking Account FY 2012

\$ 15,149.38

Savings Account as of 03/29/2013

\$ 10,076.65

Certificate of Deposit

\$ 10,000.00

Balance

\$ 35,226.03

Prepared By: Martha A. Hill, CTR

Presented to ICRA Board: 09/06/2013

To be Presented to Membership: 11/7/2013

President's Message

As my year as president comes to a close, I want to thank the Board and members for their support thru the year. I appreciated the opportunity to serve as president for a second time of this great association. I have made so many wonderful friends thru the years serving on the board I wish everyone would have the same experience. Next summer when you receive the call for nominations please nominate a colleague who you think would make a good officer or nominate yourself. Please consider running for an office if nominated or serving as a committee chairperson or liaison. You may just be as fortunate as I have been and meet some of the best friends you will ever have.

Joann Schultz, RHIT, CTR
ICRA President

**INDIANA CANCER REGISTRARS ASSOCIATION
2013-2014
ICRA BOARD OF DIRECTORS**

ELECTED OFFICERS:

President: Jan Duncan, RHIT, CTR
President-Elect: Nancy Whipple, CTR
Vice President: Kim Turpin, RHIT, CTR
Past President: Joann Schultz, RHIT, CTR
Secretary: Cassie Nobbe, CTR
Treasurer: Martha Hill, CTR

COMMITTEE CHAIRS:

Audit: Nancy Whipple, CTR
Awards: Jan Duncan, RHIT, CTR
Bylaws: Camile Foley, RHIT CTR
Education: Janet Stengel, RHIA, CTR
Historian: Claudia Jenkins, CTR
Membership: Sherry Dowling, CTR
Nominations: Joann Schultz, RHIT, CTR
Program: Joyce Larko, RHIT, CTR
Public Relations: Brandy Lewis, CTR
Ways & Means: Joann Schultz, RHIT, CTR
Website: Cassandra (Cassie) Nobbe, CTR

LIAISONS:

ACS Liaison: Kolleen Spencer, CTR
IHIMA Liaison: Brandy Lewis, CTR
ISDH Liaison: Laura Ruppert, , MHA
NCRA Liaison: Kim Turpin, RHIT, CTR
CoC Liaison: Kim Turpin, RHIT, CTR

ICRA MEMBERSHIP LIST 2013

Jill Aemmer, CTR
Rhonda Andzejewski
Constance Barker, CTR
Stephanie Barnett, LPN, CTR
Stacy M. Bayne, BS
Shelley Boltinghouse, RHIA, CTR
Jill Branning, RHIT, CTR
Diane Bulla, RHIT, CTR**
Mindy Burch, CTR
Anita Butz, CTR
Lori Carroll, CTR
Vicky Carter, CTR
Marla Cole, CTR
Charla Dark, CTR
Sherry Dowling, CTR
Peggy Downs
Jan Duncan, RHIT, CTR
Bonnie Durham, LPN, CTR
Shirley, Edlin
Darlene Edwards, CTR
Jean Edwards, RHIT, CTR
Patty Farran, RN, OCN, CTR**
Camille Foley, RHIT, CTR
Andrea Foltz, RHIA
April Fritz, RHIT, CTR*
Amelia Emily Furst, RHIT, CTR
Jacqueline Harber, RHIA, CTR
Martha Hill, CTR
Tammy Horvath, LPN, CTR
Michele Hoskins, CTR
Nicole Housinger, CTR, AAS
Nancy Hunt, CTR
Karrie Kornell Ihrie
Joy James, RHIT
Betty Jeffers, RHIT, CTR
Claudia Jenkins, CTR
Jackie Kintz, RHIT, CTR
Susan Kirby, RN, OCN
Lisa LaGue, CTR
Joyce Larko, RHIT, CTR
Angela M. Lee, BA, CTR
Brandy Lewis, AAGS, CTR

Tracy Loar, CTR
Amy Logan, CTR
Nicki Luginbill
Karlena Marsh
Pam McCleave, CTR
Melissa Mishler, RHIT, CTR
Cassandra Nobbe, CTR
Deborah Oliver, CTR
Elizabeth Patberg
Evelyn Petrosky, RHIT
Phyllis Polarek, RHIA, RHIT, CTR
Karol Poyser, CTR
Amber Reguli, RHIA, CTR
Judi Reininga, CTR
Paul Rice, RHIT, CTR
Paula Rietel
Lisa Ross**
Laura P. Ruppert, MHA
Rosemarie Schubert, RHIT, CTR
Joann Schultz, RHIT, CTR
Tiffany Seaman, RHIT
Debra Seibert
Linda Smith, CTR (Retired)**
Karen Snitchler, RHIT, CTR
Sheila Snyder, CTR
Valerie Spadt, CTR
Kolleen Spencer, CTR
Tamara Ellen Stanton**
Janet Stengel, RHIA, CTR
Judith A. Stewart
Rosemarie Taylor, RHIT, CTR
William Taylor, MBA, CTR
Danilee Thompson, CTR
Lolita Thompson, CTR**
Richard Tooley, RT(T), CTR
Kimberly Turpin, RHIT, CTR
Shawna Verkamp, RHIT, CTR
Lorrie Walker, CTR
Cheryl Wannemacher, RHIT
Nancy Whipple, CTR
Cynthia Williams, BS
Kara Zeinner

*Denotes Honorary Member

**Denotes Associate Member

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: President

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: ICRA Board of Directors

Purpose of Position/Committee:

To over see all activities of the association and to serve as an ex-officio to all committee and liaison positions. Assist in accomplishing the objectives of the association while complying with the bylaws.

Charges/Goals/Accomplishments:

1. Appointed all committee chairpersons and Liaisons.
2. Arranged board meeting locations and lunch
3. Notified The National Cancer Registrars Association (NCRA) of position
4. Prepared presidential budget and correlated all BOD budgets to develop an association budget.
5. Prepared all meeting agenda and reviewed minutes prior to distribution.
6. Coordinated and presided at all meetings following ICRA bylaws.
7. Stayed in touch with all board members.
8. Reviewed all correspondence prior to distribution.
9. Alerted Vice President and BOD when not available.
10. Communicated to ICRA members through ICRA e-mails and Newsletters.
11. Prepared a "President Message" for each issue of THE INDIANA ABSTRACT.
12. Appointed Distinguished Member committee.
13. Prepared call for distinguished member nominations and letters for nominees.
14. Purchased plaques for distinguished member and presidential award recipients.
15. Organized, published and distributed an Annual Report to the membership.
16. Will serve as Past President/Nomination chairperson for 2013-2014

Recommendations for Next Year:

Contact "New" BOD members prior to the first meeting to assure they understand that their position goals and budget are expected at the January meeting.

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: ICRA President Elect and Audit Committee

Officer or Committee Chair: Jan Duncan, RHIT, CTR

Committee Members: N/A

Purpose of Position/Committee: To prepare for upcoming term of office and to ensure the financial stability of ICRA

Charges/Goals/Accomplishments:

1. Prepared goals and budget and presented at first DOB meeting
2. Conducted an audit of ICRA financial books prior to treasurers' transition
3. Purchased a John Mellencamp CD for the NCRA basket (taken to the meeting by Cassie Nobbe)
4. Submitted three articles to *The Indiana Abstract*
5. Negotiated, received BOD approval and signed contract for the 2014 Conference Site
6. Reviewed policies & procedures
7. Prepared and submitted this Annual Report

Recommendations for Next Year:

None at this time

Respectfully submitted by: Jan Duncan, RHIT, CTR

**INDIANA CANCER REGISTRARS ASSOCIATION
2013 ANNUAL REPORT**

Position/Committee Title: Past President & Nominations Committee

Officer/Committee Chair: Sherry Dowling, CTR

Committee Members: Stacy Bayne, CTR
Danilee Thompson, CTR

Purpose of Position/Committee:

Serve as advisor to the President and Board as needed. Coordinate the officer nomination and election process.

Charges/Goals/Accomplishments:

1. Attended all meetings of the Board of Directors.
2. Advised the Board and President as requested.
3. Prepared three status reports for the board of directors meetings
4. Appointed Nomination committee members
5. Followed the written procedures for the nomination and election of officers.
6. Updated past president and nomination committee policy and procedures manual
7. Prepared the Elections report as follows:
Distributed the "Call for Nominations" to 76 members and received 8 replies for an 11% return rate. Mailed election ballots to 83 members, and received 58 valid ballots a 71 % return. Each candidate was notified of the results before announcing the results to the general membership.
8. Submitted three articles to the Public Relations Chair for the *Indiana Abstract* newsletter.
9. Prepared this report of activities for inclusion in the Annual Report.

Recommendations for Next Year: Read the Policy and Procedures early in the year.

Respectfully submitted by: Sherry Dowling, CTR



ANNOUNCEMENT OF ELECTION PROCESS & OUTCOME OF 2013 ELECTION

Number of members for association year 2013:	85
Number of members eligible to vote:	83
(Excluded: 1 honorary member and 1 student)	
Call for Nominations:	July 1, 2013
Deadline for receipt of Nominations:	July 27, 2013
Date ballots mailed:	September 9, 2013
Deadline for receipt of ballots (postmarked):	September 21, 2013
Ballots returned:	59
Invalid ballots:	1
Valid ballots:	58

INDIANA CANCER REGISTRARS ASSOCIATION 2013-2014 OFFICERS TO BE INSTALLED NOVEMBER 8, 2013

INCOMING PRESIDENT (PRESIDENT ELECT 2012-2013): **JAN DUNCAN, RHIT, CTR**
PRESIDENT ELECT: **NANCY WHIPPLE, CTR**
IMMEDIATE PAST PRESIDENT: **JOANN SCHULTZ, RHIT, CTR**
VICE PRESIDENT: **KIMBERLY TURPIN, RHIT, CTR**
SECRETARY: **CASSANDRA (CASSIE) NOBBE, CTR**
TREASURER: **MARTHA HILL, CTR**

LOCATION FOR THE 2015 ANNUAL ICRA FALL CONFERENCE: **INDIANAPOLIS, IN**

Respectfully submitted,

Sherry Dowling, CTR

Past President/Nomination Chair

Nomination Committee Members:

Stacy Bayne, CTR
Sherry Dowling, CTR
Danilee Thompson, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2013 ANNUAL REPORT

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

Officer or Committee Chair: Nancy Whipple, CTR

Committee Members: ICRA Board

Purpose of Position/Committee: Assume the duties of the president in her absence; act as liaison to the National Cancer Registrars Association & the Commission on Cancer.

Charges/Goals/Accomplishments:

- 1) Attended three Board of Directors meetings
- 2) Prepared a budget for the position
- 3) Submitted articles to The Indiana Abstract updating the membership on NCRA and COC activities
- 4) Contacted NCRA for the names of new CTR's

Recommendations for Next Year: Contact the president and program chair periodically and offer assistance as needed.

Respectfully submitted by: Nancy Whipple, CTR

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INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Secretary

Officer or Committee Chair: Marla Cole, CTR/Cassie Nobbe, CTR

Committee Members: None

Purpose of Position/Committee: The secretary is 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 Indiana Cancer Registrars Association.

Charges/Goals/Accomplishments:

1. Created and distributed the meeting agendas and reminders for the Board of Directors Meetings.
2. Documented the minutes for each of the Board of Directors Meetings and electronic voting.
3. Created multiple broadcast e-mails and forwarded the information to the Website Committee Chair for distribution through ICRA's e-mail address (icra_indiana@yahoo.com).
4. Distributed and ordered supplies (stationary, envelopes, cards, etc) as requested by the Board members.
5. Scanned information from ICRA's previous meetings into portable document files (pdf).
6. E-mailed the portable document files to icra_indiana@yahoo.com for on-line storage.
7. Reviewed/revised the secretary's policy and procedure.

Recommendations for Next Year:

1. Continues to archive ICRA's information using the scanner.
2. Continue to use the digital recorder to recording meeting minutes for ease in transcription.

Respectfully submitted by: Cassie Nobbe, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2013 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 wellbeing of the association.

Charges/Goals/Accomplishments:

- 1) Attended 2 of 3 ICRA Board Meetings.
- 2) Kept the President and Executive Board of Directors informed of any concerns/issues.
- 3) Investigated ways in which to increase interest on monies.
- 4) Completed duties of the treasurer in a timely and accurate manner to include transactions, ledgers and spread sheets.
- 5) Prepared and submitted required tax information to Indiana Department of Revenue an Internal Revenue Service.
- 6) Reviewed and updated Policy and Procedure Manual as needed

Recommendations for Next Year: None

Expenses: All treasury supplies were donated to the Association.

Respectfully submitted by: Martha A. Hill, CTR

Beginning Balance Q2					\$	15,151.87
	April	May	June	Total		
Income:						
Membership	\$ 450.00	\$ 75.00	\$ 220.00	\$ 745.00		
Interest Certificate of Deposit			\$ 151.34	\$ 151.34		
Total Income by Month	\$ 450.00	\$ 75.00	\$ 371.34			
Total Income for Quarter:					\$	896.34
					\$	16,048.21
Expenses:						
Mileage Board Meeting	\$ 188.10			\$ 188.10		
NCRA Basket	\$ 9.24			\$ 9.24		
Website Maintenance	\$ 150.00			\$ 150.00		
Postage	\$ 45.00		\$ 8.05	\$ 53.05		
Lunch - ICRA Board Meeting	\$ 22.97			\$ 22.97		
Supplies - Fall Conference	\$ 10.50			\$ 10.50		
ISDH/ICRA Spring Workshop - refreshments			\$ 24.31	\$ 24.31		
CAN Surety - Bond			\$ 278.00	\$ 278.00		
Removal of Interest from Savings	\$ 2.49			\$ 2.49		
Total Expense by Month:	\$ 428.30		\$ 310.36			
Total Expense for Quarter:					\$	738.66
Balance of Checking Account 06/30/2013					\$	15,309.55
Certificate of Deposit					\$	10,000.00
Savings Account					\$	10,082.17
Total					\$	35,391.72

Prepared for ICRA Board
6-Sep-13
Martha A. Hill, CTR, Treasurer



2013 AUDIT REPORT OF 2012 TREASURY

Auditor: Jan Duncan, RHIT, CTR, President Elect
Date of Audit: October 26, 2013

Various financial records were examined (checking statements, savings account activities, CD verification, conference attendance checks and deposits, invoices/receipts, and reimbursement requests), and I have found our association to be financially responsible. Budgets are required for each board position and members did an excellent job of staying within their budgetary restraints.

All reports submitted by the Treasurer represent the financial position of the Indiana Cancer Registrars Association and financial transactions were made according to approved procedures.

January 1, 2012 – December 31, 2012	
Balance on hand January 1, 2012	\$35,025.61
Total expenses for 2012	\$18,180.39
Total income/interest for 2012	\$19,925.22
Balance on hand December 31, 2012	\$36,770.44

Respectfully submitted by: Jan Duncan, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Awards Committee

Officer or Committee Chair: Joann Schultz, RHIT, CTR

Committee Members: Vicky Carter, CTR
Phyllis Polarek, RHIA, CTR

Purpose of Position/Committee:

The purpose of the Distinguished Member & President's Award is to honor and recognize distinguished contributions made by ICRA members.

Charges/Goals/Accomplishments:

1. Appointed two Non-board ICRA members to serve on the Awards Committee.
2. Mailed distinguished member award nomination forms to the memberships along with the call for nominations.
3. Sent out a reminder blast e-mail.
4. Made copies of returned forms and mailed to committee members along with policy & procedures for choosing the the best recipient.
5. Copies of each nomination form were made for each nominee.
6. Distinguished member and President Award plaques were ordered.
7. Presentations will be at the Annual Fall Conference.

Recommendations for Next Year:

1. Contact the Past President and mail distinguished member nomination forms to save on postage.
2. Remember per the bylaws, award committee members can not ICRA Board members.

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2013 ANNUAL REPORT

Position/Committee Title: Bylaws Committee

Officer or Committee Chair: Judi Reininga, CTR

Committee Members: Jean Edwards, RHIT, CTR; Sheila Snyder, 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. Prepared budget and goals for presentation at January DOB meeting.
2. Selected committee members.
3. Attended 3 ICRA BOD meetings and reported activities of committee.
4. Monitored the Board of Directors meetings to ensure that ICRA bylaws were followed.
5. Submitted articles to the spring, summer, and fall *The Indiana Abstract*.
6. Reviewed current bylaws.
7. Requested committee members to review and make recommendations for amendments.
8. Met with committee members to discuss any recommendations for amendments.
9. Reviewed Policy and Procedure for position.
10. Prepared Annual Report.

Recommendations for Next Year:
Review Code of Ethics.

Respectfully submitted by: *Judi Reininga, CTR*

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Education Program

Officer or Committee Chair: Janet Stengel, RHIA, CTR

Committee Members: Lisa Lague, CTR

Purpose of Position/Committee:

The purpose of this position is to: 1) facilitate and enhance the communication and training of new coding rules as well as reinforce the application of current coding practices to both the ICRA Board of Directors and the members of ICRA; and 2) serve as an educational resource for all registrars.

Charges/Goals/Accomplishments:

1. Communicate relevant information about the latest coding changes and the reinforcement of correct coding of current rules.

Accomplished through attendance at ICRA Board of Directors meetings, Coding Workshops, and The Indiana Abstract newsletter.

2. Provide educational workshops for registrars in conjunction with ICRA and the Indiana State Cancer Registry.

Three coding workshops were held this year. One was held in March, one in May and finally one in August. The March workshop highlighted what was new and what needed to be reviewed. It was a kind of "back to basics" that many thought we should do as we all need to review the basic abstracting principles. In each workshop, several cases reviewing Collaborative Stage (CS), the 2007 Multiple Primary/Histology Coding (MPH) rules and treatment were completed. The use of the Hematopoietic Database (Heme DB) as well as the 2007 MP/H rules was highlighted in May and August. The workshops were interactive learning experiences that I think allowed all of us to learn. The State Cancer Registry tried taping the May workshop so that going forward we may be able to offer the workshops online. In addition, the hope is that they would be available on the State Website for future viewing by all registrars in Indiana.

3. Attend all ICRA Board of Directors meetings.

Attended the September 2013 meeting. Unfortunately I had a conflict in my work and personal calendar for the January and April meetings and was unable to attend.

4. Submit articles for the Indiana Abstract newsletter in a timely manner.
Submitted three articles for The Indiana Abstract in 2013.
5. Provide presentations at the ICRA Annual Fall Educational conference.
One session is planned for the 2013 Fall Educational Conference. As the NPCR Core Education Trainer, I will go over the highlights from the trainers workshop held at NCRA this May. In addition, I hope to have some coding challenges as in years past as well as short coding examples.

Recommendations for Next Year:

1. CTR Prep Workshop. A CTR Prep Workshop will be scheduled in July 2014. I believe this should be held bi-annually so that states bordering IN may be more inclined to participate as well. Any member who would like to help with this endeavor is welcomed to contact me so that we can make this a worthwhile event.
2. Workshops that continue to reinforce the 2007 Multiple Primary/Histology Coding rules and the Hematopoietic Database. Collaborative Stage will not be emphasized as much since it will no longer be required. Treatment and coding of various forms of treatment will be highlighted.
3. Continue communication about new coding changes and updates via the ICRA Website and the IN Abstract.
4. Encourage educational workshops for reporters of cancer registry data to the ISDH via free presentations of Webinars and ICRA or ISDH sponsored workshops in 2013-2014.

Respectfully submitted by: Janet Stengel, RHIA, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Historian

Officer or Committee Chair: Claudia Jenkins, 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 slide show and game for ICRA Fall Conference. Submitted three articles to *The Indiana Abstract*. Prepare status reports and attend ICRA Board of Directors meetings.

Recommendations for Next Year: Keep historical materials up to date. Continue to save pictures onto photography web site for future security.

Respectfully submitted by: Claudia Jenkins, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2013 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. Copied checks and deposited; sent copies of check and deposit slip to Treasurer.
3. Sent letters to members with lapsed memberships.
4. Updated membership list and mailing labels.
5. Mailed dues receipt with membership cards.
6. Attended 3 Board of Director Meetings and reported activities and status of membership.
7. Prepared budget for position.
8. Submitted articles to the spring, summer, and fall *The Indiana Abstract*.
9. Provided Membership List to Board of Directors.
10. Provided Labels file for Nomination Committee, Program Co-Chair.
11. Prepared Annual Report.
12. Reviewed Policy and Procedures

83 Paid ICRA members 2013-14

1 Honorary Member

Total Members = 84

Membership includes 8 New members and 3 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 2013 ANNUAL REPORT

Position/Committee Title: Program Chairman

Officer or Committee Chair: Jan Duncan, RHIT, CTR

Committee Members: ICRA Board

Purpose of Position/Committee: The purpose of the Program Chairman is to organize and oversee a successful and informative Annual Fall Conference.

Charges/Goals/Accomplishments:

- 1) Prepare preliminary budget for the ICRA board January meeting
- 2) Select topics and speakers for the fall educational conference
- 3) Made arrangements with Caribbean Cove Hotel and Conference Center for meeting space, meals, and audio-visual needs
- 4) Obtained board approval to allow ICRA board members a discount on registration fees to the fall educational workshop
- 5) Obtained board approval to provide honorariums to speakers
- 6) Submitted three articles to *The Indiana Abstract*
- 7) Prepared meeting packets, sign in sheets, and name tags for the fall educational conference
- 8) Summary of evaluation forms will be submitted to the ICRA board at the January 2014 meeting.

Recommendations for Next Year:

Possibly include speaker from the YMCA Livestrong organization

Respectfully submitted by: Jan Duncan, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION
2013 ANNUAL REPORT

Position/Committee Title: Public Relations

Officer or Committee Chair: Brandy Lewis, CTR

Committee Members: None

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:

1. Published three issues of *The Indiana Abstract* newsletter, April, July & September.
2. Applied and distributed The Governor's Proclamation to ICRA membership for NCRW Week.
3. Submitted grant and sponsorship requests
4. Attended all ICRA Board meetings
5. Mailed (5) sympathy card
6. Provided ICRA Web master with ICRA information to be included on the ICRA Website
7. Updated the policy and procedures manual as needed.

Recommendations for Next Year:

1. Continue to find new grant opportunities
2. Increase sponsorship partners

Respectfully submitted by: Brandy Lewis, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Ways & Means

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 fund ICRA's educational programs and to help fund an ICRA member or members early bird member registration to NCRA's Annual Conference.

Charges/Goals/Accomplishments:

1. Coordinated all aspects of the Ways & Means Booth at the Fall Conference.
2. Coordinated a Dining to Donate evening at Texas Roadhouse both Wednesday & Thursday in conjunction with the Fall Conference.
3. Submitted articles to the Indiana Abstract
4. Maintained an inventory list with accurate cost per item.
5. Coordinated the Fall Conference Gift
6. Coordinated the drawing for the early bird member registration for NCRA's Annual Conference.
7. Coordinated a box for donations to purchase gift cards for ICRA's basket at NCRA.

Recommendations for Next Year:

1. Dinners both Wednesday & Thursday evenings
2. Reduce inventory

Respectfully submitted by: Joann Schultz, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Website

Officer or Committee Chair: Cassie Nobbe, CTR

Committee Members: None

Purpose of Position/Committee: The Website Committee is responsible for maintain the official website and e-mail address of the Indiana Cancer Registrar's Association (www.icra-indiana.net & icra_indiana@yahoo.com).

Charges/Goals/Accomplishments:

1. Continued partnership with Website Maintenance Labs to update and maintain ICRA's website.
2. Created a user name and password for the member's only section.
3. The old website went offline in January 2013.
4. Updated website content as needed on a weekly-monthly basis.
 - a. Calendar of Events
 - b. Annual Fall Conference
 - c. Membership Application
 - d. Membership Roster
 - e. Board of Directors Policies and Procedures
5. Checked the e-mail account (icra_indiana@yahoo.com) daily and responded or forwarded the requests to the appropriate board member(s) as applicable.
6. Sent out broadcast e-mails as requested by the Board of Directors including:
 - a. Membership Renewal
 - b. Spring, Summer, Fall Indiana Abstract
 - c. Membership Renewal Reminder
 - d. Distinguished Member Nominations and Board of Directors Nominations
 - e. Various Educational Opportunities
 - f. 2013 Fall Conference
7. Reviewed/revised the website policy and procedure.

Recommendations for Next Year:

1. Continue partnership with Website Maintenance Labs to update and maintain the website.

Respectfully submitted by: Cassie Nobbe, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: American Cancer Society Liaison

Officer or Committee Chair: Sherry Dowling

Committee Members:

Purpose of Position/Committee: To communicate relevant information about the American Cancer Society to the I.C.R.A. Board of Directors and members and serve as a resource for American Cancer Society programs that can be helpful to the cancer programs in Indiana hospitals.

Charges/Goals/Accomplishments:

- 1) Discussed the Calendar of Events listed on the A.C.S. website held in Indiana. Discussed at board meetings the American Cancer Society's willingness to help support oncology programs in their efforts for the implementation of the New 2015 Standards
- 2) Contacted and met with a local A.C.S. representative and to exchange information and request information for a booth at the fall conference.
- 3) Presented to the ICRA board members an example of the free literature available through the American Cancer Society, publication "When the Focus is on Care: Pallative Care and Cancer."
- 4) Meet with a local A.C.S. representative to discuss advantages and support for a cancer program by networking working with the efforts for survey compliance.
- 5) Submitted a Spring, Summer and Fall article for the Indiana Abstract.

Recommendations for Next Year: Encourage more involvement in A.C.S. programs at the local level and networking for survey compliancy.

Respectfully submitted by: Kolleen Spencer, C.T.R.

INDIANA CANCER REGISTRARS ASSOCIATION
2013 ANNUAL REPORT

Position/Committee Title: Indiana Health Information Management Association Liaison

Officer or Committee Chair: Brandy Lewis, CTR

Committee Members: None

Purpose of Position/Committee:

To keep IHIMA informed of the mission of ICRA and to provide assistance to their organization as needed.

Charges/Goals/Accomplishments:

1. ICRA Board members were kept abreast of IHIMA educational activities, as well as ICRA members through *The Indiana Abstract* Newsletter.
2. Attended all of the ICRA Board of Directors Meetings
3. Wrote (3) three articles for *The Indiana Abstract* Newsletter.
4. Revised the Policy and Procedures for the IHIMA Liaison as needed.

Recommendations for Next Year:

1. Continue communicating the IHIMA educational activities to the board members.
2. Review and revise the IHIMA Liaison Policy and Procedures as necessary.

Respectfully submitted by: Brandy Lewis, CTR

INDIANA CANCER REGISTRARS ASSOCIATION 2013 ANNUAL REPORT

Position/Committee Title: Indiana State Department of Health Liaison

Officer or Committee Chair: Kimberly Turpin, RHIT, CTR

Committee Members: None

Purpose of Position/Committee:

The purpose of this position is to:

- 1) Facilitate and enhance communication among the ICRA Board of Directors, the members of ICRA, hospitals and other reporting entities and the Indiana State Cancer Registry (ISCR); and
- 2) Assist in serving as a resource for state cancer registry requirements and activities.

Charges/Goals/Accomplishments:

- 1) Attend two ICRA Board of Directors meetings.
- 2) Communicate relevant information about the Indiana State Cancer Registry to the ICRA Board of Directors and members.
- 3) Serve as a resource for State Cancer Registry requirements and activities.
- 4) Submit articles for the *Indiana Abstract* newsletter.
- 5) Provide an update of State Cancer Registry activities at the annual ICRA Fall Conference.

Recommendations for Next Year:

- 1) Review and revise the ICRA ISDOH Liaison Policy and Procedures as necessary.

Respectfully submitted by: Kimberly Turpin, RHIT, CTR