



EXECUTIVE COMMITTEE  
AND  
BOARD OF DIRECTORS  
ANNUAL REPORT

NOVEMBER 2013 – NOVEMBER 2014

Submitted to the Membership  
November 6, 2014

## TABLE OF CONTENTS

2014 Business Meeting Agenda .....	2
2014 Installation Ceremony Agenda .....	3
ICRA 2013 Annual Business Meeting Minutes .....	4-8
ICRA 2013 Recognition and Installation Ceremony Minutes .....	9-11
President Annual Report .....	12
President-Elect Annual Report .....	13
Past President/Nominations Committee Annual Report .....	14
Announcement of Election Process and Outcome .....	15
Vice President/NCRA/COC Liaison Annual Report .....	16
Secretary Annual Report .....	17
Treasurer Annual Report .....	18
Treasurer Annual Report by Fiscal Year .....	19
Treasurer Annual Report by Quarter .....	20
Bylaws Committee Annual Report .....	21
Education Committee Annual Report .....	22-23
Historian Annual Report .....	24
Membership Committee Annual Report .....	25
Program Committee Annual Report .....	26
Public Relations Committee Annual Report .....	27
Ways and Means Committee Annual Report .....	28
Website Committee Annual Report .....	29
American Cancer Society Liaison Annual Report .....	30
Indiana Health Information Management Association Liaison Annual Report .....	31
Indiana State Department of Health Liaison Annual Report .....	32-33
2014 – 2015 Board of Directors .....	34

INDIANA CANCER REGISTRARS ASSOCIATION  
2014 Business Meeting Agenda  
Report and Award Presentations  
Thursday, November 6, 2014  
Lilly Conference Center, Indianapolis, IN

Call to Order – 2014 ICRA Business Meeting	Jan Duncan
Adoption of Agenda	Jan Duncan
Quorum of Membership (2/3 present)	Camille Foley
2013 Annual Business Meeting Minutes	Cassie Nobbe
Fiscal Year Report	Martha Hill
New Business:	
A. President's Message	Jan Duncan
B. Board of Directors' Report Presentation	
1. Executive Committee Reports	
President	Jan Duncan
President-Elect	Nancy Whipple
Past President	Joann Schultz
Vice President	Kim Turpin
Secretary	Cassie Nobbe
Treasurer	Martha Hill
2. Committee Reports	
Audit Committee	Nancy Whipple
Bylaws Committee	Camille Foley
Education Committee	Jan Stengel
Historian	Claudia Jenkins
Membership Committee	Sherry Dowling
Nominations Committee	Joann Schultz
Program Committee	Joyce Larko
Public Relations Committee	Brandy Lewis
Ways and Means Committee	Joann Schultz
Website Committee	Cassie Nobbe
3. Liaison Reports	
American Cancer Society	Kolleen Spencer
IHIMA	Brandy Lewis
ISDH	Laura Ruppert
NCRA	Kim Turpin
Commission on Cancer	Kim Turpin
C. Motion to destroy ballots	Joann Schultz
D. 2014-2015 Elected and Appointed Board of Directors	Jan Duncan and Nancy Whipple
E. Recognition of New CTR's	Jan Duncan
F. Presentation of Awards	Jan Duncan
G. Old Business	Jan Duncan
H. Meeting Adjournment	Jan Duncan

INDIANA CANCER REGISTRARS ASSOCIATION  
2014 Installation Ceremony Agenda  
Friday, November 7, 2014  
Lilly Conference Center, Indianapolis, IN

Welcome	Jan Duncan
President's Farewell Message	Jan Duncan
Installation of 2014 – 2015 Officers	Barb Watson
Passing of the Presidential Gavel	Jan Duncan and Nancy Whipple
2014 – 2015 Presidential Message	Nancy Whipple
Conclusion of Ceremony	Nancy Whipple

**INDIANA CANCER REGISTRARS ASSOCIATION  
(ICRA)  
2013 ANNUAL BUSINESS MEETING**

**DATE:** November 7, 2013  
**TIME:** 12:25 PM-1:05 PM  
**LOCATION:** Caribbean Cove  
Indianapolis, IN

**MEMBERS PRESENT:**

2013 ICRA MEMBERS

**CALL TO ORDER:**

The 2013 Annual Business Meeting of the Indiana Cancer Registrars Association (ICRA) was called to order by President, Joann Schultz.

**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. Cassie Nobbe motioned to approve the agenda which was seconded by Camille Foley. The membership voted and the motion passed.

**QUORUM OF MEMBERSHIP:**

Bylaws Committee Chair, Judi Reninga, stated that a quorum was present with 51 members in attendance and the Annual Business meeting could continue.

**2013 ANNUAL BUSINESS MEETING MINUTES:**

Joann Schultz asked if there were any additions or corrections regarding the 2013 Annual Business Meeting Minutes. No concerns, questions or deletions were noted. Joann asked for a motion to accept the minutes as written. Judi Reininga motioned for the minutes be accepted as written. Karol Poyser seconded the motion, the membership voted and all were in favor.

**EXECUTIVE COMMITTEE REPORTS:**

President:

Joann Schultz referenced her report on page 19, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**President-Elect& Audit:**

Jan Duncan referenced her report on page 20, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Past President/Nominations:**

Sherry Dowling referenced her report on pages 21 and 22, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Vice President/NCRA/COC Liaison:**

Nancy Whipple referenced her report on page 23, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Secretary:**

Joann Schultz stated that due to the resignation of Marla Cole, Cassie Nobbe volunteered to act as secretary in her absence. Cassie Nobbe referenced her report on page 24, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Treasurer:**

Martha Hill referenced her reports on pages 25 and 26, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reported that as of September 30, 2013 the balance in the checking account was \$15,474.10. She stated that ICRA had both a Certificate of Deposit (CD) worth \$10,000 and a saving account with a balance of \$10,000 that was accruing interest.

**Audit Report:**

Jan Duncan referenced the audit of the treasury on page 27.

**COMMITTEE REPORTS:****Awards:**

Joann Schultz referenced her report on page 28, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reported she had two committee members: Vicky Carter and Phyllis Polarek.

**Bylaws:**

Judi Reninga referenced her report on page 29, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reported she had two committee members: Jean Edwards and Shelia Snyder.

**Education:**

Jan Stengel referenced her report on pages 30 and 31, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reported she would like to host a CTR prep workshop in 2014.

**Historian:**

Claudia Jenkins referenced her report on page 32, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Membership:**

Judi Reininga referenced her report on page 33, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reported there were only 84 members for 2013, which was a decrease in membership.

**Program:**

Jan Duncan referenced her report on page 34, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Public Relations:**

Brandy Lewis referenced her report on page 35, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Ways and Means:**

Joann Schultz referenced her report on page 36, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

**Website:**

Cassie Nobbe referenced her report on page 37, which highlighted the goals and accomplishments of 2013 and recommendations for the next year. She reminded the membership that the website address is [www.icra-indiana.net](http://www.icra-indiana.net).

## **LIAISONS:**

### **American Cancer Society:**

Kolleen Spencer referenced her report on page 38, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

### **Indiana Health Information Management Association:**

Brandy Lewis referenced her report on page 39, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

### **Indiana State Department of Health Cancer Registry Liaison:**

Kimberly Turpin referenced her report on page 40, which highlighted the goals and accomplishments of 2013 and recommendations for the next year.

### **Bylaws Amendments:**

Judi Reininga reported that the Bylaws Committee consisting of her, Jean Edwards and Shelia Snyder met and reviewed the bylaws. The committee did not propose any amendments.

### **2013-2014 Election Results:**

A motion was made to destroy the election ballots by Sherry Dowling. The motion was seconded by Martha Hill. The membership voted and approved the motion to destroy the ballots from the 2013 election for the 2013-2014 executive committee.

Joann Schultz noted that the 2013-2014 Executive Committee would be:

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

With no further new or old business, Joann Schultz asked for a motion to adjourn the 2013 ICRA Annual Business Meeting. The motion was made by Karol Poyser, seconded by Janet Stengel, the membership voted and the meeting was adjourned.



Respectfully Submitted,  
Cassandra Nobbe, CTR  
2013 ICRA Secretary

**INDIANA CANCER REGISTRARS ASSOCIATION  
2013 RECOGNITION AND INSTALLATION CEREMONY**

**DATE:** November 7, 2013 (Recognition Ceremony)  
November 8, 2013 (Installation Ceremony)  
**TIME:** 1:05 PM

**LOCATION:** Caribbean Cove  
Indianapolis, IN

**MEMBERS PRESENT**

2013 ICRA MEMBERS & 2013 ICRA Fall Conference Attendees

The 2013 Recognition/Installation Ceremony was called to order by President Joann Schultz.

**New CTRS:**

Joann Schultz announced the new CTRs for 2013 and Nancy Whipple, NCRA Liaison, presented each recipient with a pin. The following people passed the CTR Exam in 2013:

- Pam Neal, CTR
- Elizabeth Patberg, CTR

**President's Award:**

Joann Schultz presented Brandy Lewis with the 2013 President's Award. Joann Schultz thanked Brandy for all of her hard work and dedication in publishing the Indiana Abstract and working with vendors and sponsors for the organization.

**Distinguished Member Award:**

Awards Committee members Vicky Carter and Phyllis Polarek presented the 2013 Distinguished Member Award to Nancy Whipple and thanked her for her service to ICRA other nominees included Angela Lee and Nancy Hunt.

**Recognition of 2012 Executive Board, Committee Chairs/Members, and Liaisons:**

Joann Schultz recognized the 2013 Board of Directors and committee chairs and presented each member with a certificate of appreciation. The 2012-2013 Board of Directors, Committee Chairs and Liaisons included:

- President Elect/Audit Chair: Jan Duncan
- Vice President/COC & NCRA Liaison: Nancy Whipple

- Past President: Sherry Dowling
- Secretary/Website Committee Chair: Cassie Nobbe
- Treasurer: Martha Hill
- Awards Committee: Joann Schultz
- Bylaws/ Membership Chair/Ways and Means: Judi Reininga
- Education Committee Chair: Janet Stengel
- Historian: Claudia Jenkins
- Nominations Committee Chair: Sherry Dowling
- Program Committee Chair: Jan Duncan
- Public Relations Committee Chair: Brandy Lewis
- ACS Liaison: Kolleen Spencer
- IHIMA Liaison: Brandy Lewis
- Indiana State Department of Health Liaison: Kimberly Turpin

Jan Duncan presented Joann Schultz with the Presidential plaque.

#### **Installation Ceremony:**

Judy Reininga performed the installation ceremony. The following members were installed for 2013-2014:

- President: Jan Duncan, RHIT, CTR
- President-Elect/Audit: Nancy Whipple, CTR
- Past President/Nominations Committee Chair: Joann Schultz, RHIT, CTR
- Vice President/NCRA & CoC Liaison: Kimberly Turpin, RHIT, CTR
- Secretary: Cassie Nobbe, CTR
- Treasurer: Martha Hill, CTR
- Membership: Sherry Dowling, CTR
- By-Laws: Camille Foley, RHIT, CTR
- Public Relations Committee Chair/IHIMA: Brandy Lewis, AGGS, CTR
- Program Committee Chair: Joyce Larko, RHIT, CTR
- Education Committee Chair: Jan Stengel, RHIA, CTR
- Webmaster: Cassie Nobbe, CTR
- Historian: Claudia Jenkins, CTR
- American Cancer Society Liaison: Kolleen Spencer, CTR
- Indiana State Department of Health Liaison: Laura Ruppert, MHA

Jan Duncan delivered her 2013-2014 Presidential message.

Respectfully submitted,

Cassie Nobbe, CTR,  
2013 ICRA Secretary

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** President

**Officer or Committee Chair:** Jan Duncan, RHIT, CTR

**Committee Members:** Sheila Snyder, CTR  
Pam McCleave, CTR

**Purpose of Position/Committee:** Preside at all meetings. Oversee the activities of the association. Ensure 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. Prepared a budget for the position and monitor other position budgets
3. Submitted articles to The Indiana Abstract updating the membership on planned activities of the organization
4. Prepared nominations for Distinguished Member and served as chair of the Awards Committee
5. Prepared annual report for the November, 2014, business meeting.

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

Assist the president elect with her term next year. Provide meaningful and cost-efficient educational opportunities for the membership

**Respectfully submitted by:** Jan Duncan, RHIT, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** ICRA PRESIDENT-ELECT & AUDIT

**Officer or Committee Chair:** Nancy Whipple, 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 BOD meeting
2. Attended ICRA board meetings
3. Conducted an audit for ICRA financial books prior to treasurers' transition
4. Completed an entry form, collected items, arranged and delivered (thanks to Martha Hill) a state basket to NCRA
5. Submitted articles to the Indiana Abstract.
6. Appointed the 2015 Program Chairs, to help with selecting the 2015 Conference site
7. Choose theme for 2015
8. Reviewed and revised policies & procedures as needed.
9. Prepared and submitted this Annual Report

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

1. Do the audit after 2014 treasurer is finished, but before the 2015 treasurer takes over in January.
2. Read the Policy and Procedure manual and the ICRA Bylaws.
3. Don't be afraid to ask questions and learn all you can.

**Respectfully submitted by:** Nancy Whipple, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

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

**Officer or Committee Chair:** Joann Schultz, RHIT, CTR

**Committee Members:** Phyllis Polarek, RHIA, CTR  
Kristin Wennerstrom, RHIT

**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 meeting of the Board of Directors
2. Advised the Board and President as requested
3. Prepared three status reports for the Board of Director 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 procedure manual
7. Prepared the Election report as follows:  
*Distributed the "Call for Nominations" to 83 members and received 8 replies for a 9% return rate. Mailed election ballots to 88 members, and received 55 valid ballots for a 62.5% return rate. Each candidate was notified of the results before announcing the results to the general membership.*
8. Submitted 2 articles to the Indiana Abstract
9. Prepared Annual Report

**Respectfully submitted by:** Joann Schultz, RHIT, CTR



## ANNOUNCEMENT OF ELECTION PROCESS & OUTCOME OF 2014 ELECTION

Number of members for association year 2014:	89
Number of members eligible to vote: (Excluded: 1 honorary member)	88
Call for Nominations:	July 1, 2014
Deadline for receipt of Nominations:	July 22, 2014
Date ballots mailed:	September 12, 2014
Deadline for receipt of ballots (postmarked):	September 30, 2014
Ballots returned:	57
Invalid ballots:	2
Valid ballots:	55

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### INDIANA CANCER REGISTRARS ASSOCIATION 2014-2015 OFFICERS TO BE INSTALLED NOVEMBER 7, 2014

INCOMING PRESIDENT (PRESIDENT ELECT 2014-2015): **NANCY WHIPPLE, CTR**  
PRESIDENT ELECT: **CASSANDRA (CASSIE) NOBBE, CTR**  
IMMEDIATE PAST PRESIDENT: **JAN DUNCAN, RHIT, CTR**  
VICE PRESIDENT: **CLAUDIA JENKINS, CTR**  
SECRETARY: **TAMMY HORVATH, LPN, CTR**  
TREASURER: **SHERRY DOWLING, CTR**

LOCATION FOR THE 2016 ANNUAL ICRA FALL CONFERENCE: **INDIANAPOLIS, IN**

Respectfully submitted,

*Joann Schultz, RHIT, CTR*  
Past President/Nomination Chair

#### Nomination Committee Members:

Phyllis Polarek, RHIA, CTR  
Joann Schultz, RHIT, CTR  
Kristin Wennerstrom, RHIT



## **INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT**

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

**Officer or Committee Chair:** Kimberly Turpin, RHIT, 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 and the Commission on Cancer.

**Charges/Goals/Accomplishments:**

1. Attended two 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 articles
4. Provided the names of new CTRs.

**Recommendations for Next Year:**

Contact the president and program chair periodically and offer assistance as needed.

**Respectfully submitted by:** Kimberly Turpin, RHIT, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** Secretary

**Officer or Committee Chair:** 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 (when applicable).
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](mailto: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](mailto: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 2014 ANNUAL REPORT**

**Position/Committee Title:** Treasurer

**Officer or Committee Chair:** Martha A. Hill, CTR

**Committee Members:**

**Purpose of Position/Committee:** The purpose of the Treasurer is to maintain the financial wellbeing of the Indiana Cancer Registrars Association

**Charges/Goals/Accomplishments:**

1. Attended one ICRA Board of Directors meeting
2. Complete the duties of the treasurer, in a timely and accurate manner, including all transactions, maintaining ledgers etc.
3. Prepared quarterly reports and the fiscal year-end report.
4. Reported to the Indiana Department of Revenue. Submitted on 06/15/14
5. Reported to Executive Board as well as membership financial wellbeing of the Association at the Annual Meeting.
6. Prepared and submit articles for the "Indiana Abstract".
7. Kept the President abreast of any problems or concerns.
8. Investigated ways to help maintain the health of the ICRA Treasury.
9. Present the IRS standard mileage rates at the first ICRA Board of Directors Meeting.
10. Reviewed and updated the Policy and Procedures as needed.

**Recommendations for Next Year:** To continue to invest funds of the organization in a wise manner to maintain the financial strength of our organization.

**Respectfully submitted by:** Martha A. Hill, CTR

Indiana Canoeists Association  
Fiscal Year End Report  
April 1, 2013 - March 31, 2014

Beginning Balance						
Beginning Balance per Quarter					\$	15,151.87
	April - June	July- September	October - December	January - March		Total
Income:						
Membership	\$ 745.00	\$ 195.00	\$ 120.00			
Interest Certificate of Deposit	\$ 151.34					
NCRA Basket		\$ 56.82				
Vendor: 2012 Lily, ERS		\$ 1,100.00				
Vendors			\$ 2,350.00			
Fall Conference Registration			\$ 10,170.00			
Silent Auction			\$ 286.00			
Ways & Means			\$ 25.00			
Texas Roadhouse Fund Raiser			\$ 34.06			
Total Income per Quarter:	\$ 896.34	\$ 1,351.82	\$ 12,985.06		\$	15,233.22
Total Income FY 2013					\$	30,385.09
Expenses:						
Mileage Board	\$ 188.10	\$ 294.21		\$ 386.44		
NCRA Basket	\$ 9.24					
Website Maintenance/Domanin	\$ 150.00	\$ 200.00		\$ 259.95		
Postage	\$ 53.05	\$ 54.00	\$ 72.80			
ICRA Board Lunch/Nominations	\$ 22.97	\$ 56.97	\$ 34.43			
Supplies	\$ 10.50	\$ 10.69		\$ 24.29		
ISDH/ICRA Spiring Workshop - Refreshments	\$ 24.31					
CAN Surety - Bond	\$ 278.00					
Removal of Interest from Savings	\$ 2.49					
4-Imprint Fall Conference		\$ 571.40				
Caribbean Cove			\$ 7,724.46			
Historian Supplies			\$ 34.78			
Speakers - Fall Conference			\$ 800.00			
Misc. Fall Conference Supplies			\$ 25.00	\$ 102.31		
Trophy Shop (Plaques)			\$ 187.40			
April Fritz and Associates, LLC			\$ 1,768.44			
Returned Check w/Service Charge			\$ 52.50			
Parkview Hospital - Jill Branning NCRA Reg.				\$ 495.00		
NCRA - K. Turpin Registration				\$ 495.00		
Total Quarterly Expenses:	\$ 738.66	\$ 1,187.27	\$ 10,699.81	\$ 1,762.99	\$	14,388.73
Balance of Checking as of 03/31/2014					\$	15,996.36
Certificate of Deposit					\$	10,000.00
Savings as of 03/31/2014					\$	10,089.76
Total Assests of ICRA as of 03/31/2014					\$	36,086.12

Prepared by: Martha A. Hill, CTR  
Presented to ICRA Board: 05/23/2014

**Indiana Cancer Registrars Association**  
**Quarter 2 Fiscal Year 2014-2015**

Beginning Balance:				\$ 17,185.09
	July	August	September	
Income:				
Expenses:				
4 Imprint			\$ 789.59	
Mileage - Board			\$ 69.30	
			\$ 858.89	\$ 858.89
Balance:				\$ 16,326.20
Savings:				\$ 10,142.31
CD				\$ 10,000.00
Total ICRA Assets:				\$ 36,468.51

Respectfully Submitted: Martha A. Hill  
September 30, 2014

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** By-Laws Committee

**Officer or Committee Chair:** Camille Foley, RHIT, CTR

**Committee Members:** 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 By-Laws. This committee shall also review the existing By-Laws and propose amendments to the By-Laws as needed. This committee shall serve as an ad hoc Ethics committee as needed.

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

1. Prepared goals and budget and presented at first BOD meeting.
2. Selected committee member.
3. Attended ICRA board meetings.
4. Monitored Board of Directors meetings to ensure that ICRA By-Laws were followed.
5. Submitted articles to *The Indiana Abstract*.
6. Reviewed current By-Laws.
7. Asked Board of Directors to recommend any amendments to the By-Laws.
8. Compared Policy and Procedures for President, President-elect and Program committee to confirm they were in compliance with the ICRA By-Laws.
9. Prepared Annual Report.

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

Continue to compare Policy and Procedures with the ICRA By-Laws for the other offices and committees.

**Respectfully submitted by:** Camille Foley, RHIT, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** Education Program

**Officer or Committee Chair:** Janet Stengel, RHIA, CTR

**Committee Members:**

**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 reinforce the correct coding of current rules.

*Accomplished through attendance at ICRA Board of Directors meetings, Coding Workshops, 2014 Indiana State Cancer Registry Education newsletter and The Indiana Abstract newsletter.*

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

*Two coding workshops were held this year. One was held in March and one was held in August. The March workshop highlighted the 2014 Hematopoietic Database. To reinforce the process of using the database and manual, leukemia and lymphoma exercises were completed. In addition, breast, lung and prostate cases were completed using both Collaborative Stage and the 2007 MP/H rules. This highlighted the step by step process of determining if a new primary was to be abstracted as well as how to complete the Collaborative Stage.*

*Directly coded AJCC Stage as well as Summary Stage 2000 was highlighted in the August workshop. After reviewing the general rules for each staging system, exercises which included the top sites of breast, prostate, lung, colon, bladder and endometrium were completed. The workshops were interactive learning experiences which allowed all of us to learn and participate. The State Cancer Registry taped both workshops so that going forward the workshops may be offered online in addition to being available on the Indiana State Cancer Registry Website for future viewing. This will be a great way for those who were not able to attend to view the workshop at a later date.*

*The CTR Prep workshop which was planned for June had to be cancelled due to lack of participation.*

3. Attend all ICRA Board of Directors meetings.  
*Attended all but the September Board meeting due to a conflict in my schedule.*
4. Submit articles for the Indiana Abstract newsletter in a timely manner.  
*Submitted two articles for The Indiana Abstract in 2014.*
5. Provide presentations at the ICRA Annual Fall Educational conference.  
*One session is planned for the 2014 Fall Educational Conference. As the NPCR Core Education Trainer, I will go over the highlights from the trainers workshop held at NCRA this past May with emphasis on directly coded AJCC Stage and Summary Stage 2000. In addition, I hope to have some coding challenges as in years past.*
6. Newsletters distributed by the Indiana State Cancer Registry to disseminate new coding rules and guidelines to all registrars in the Indiana.  
*Two newsletters were sent out with training updates and updates from the Standard Setters.*

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

1. CTR Prep Workshop. A CTR Prep Workshop should be considered for July of 2015. Hopefully, members of ICRA will be willing to share their expertise and will present a topic that will be covered on the CTR exam.
2. Workshops that continue to reinforce directly coded AJCC Stage as well as Summary Stage 2000. Collaborative Stage should not be emphasized since it will no longer be required in the coming years. Treatment and coding of various forms of treatment should be highlighted as well as the use of the Hematopoietic Database.
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 NAACCR Webinars held at ISDH and ICRA or ISDH sponsored workshops in 2014-2015.

#### **Respectfully submitted by:**

Janet Stengel, RHIA, CTR



## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** Historian

**Officer or Committee Chair:** Claudia Jenkins, CTR

**Committee Members:** None

**Purpose of Position/Committee:** To collect and maintain ICRA historical material and memorabilia. Display material at the ICRA Fall Conference.

**Charges/Goals/Accomplishments:** Collected memorabilia pertaining to ICRA members. Created a game for the ICRA Fall Conference. Created a memorial board for a member that had passed away since the last Conference. Attended all Executive Committee meetings and reported on activities. Took a group picture at the NCRA Conference of some of the attendees from Indiana. Submitted annual report to the President.

**Recommendations for Next Year:** Keep historical material up to date. Include names on the pictures taken at the Conference. Scan old photos.

**Respectfully submitted by:** Claudia Jenkins, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** Membership Committee

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

**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. Prepared budget for position.
2. Sent membership renewal/application forms to current and prospective new members.
3. Second notices were sent. This was followed by emails and phone calls.
4. Copied checks to back of application forms and sent checks to Treasurer.
5. Sent letters to members with lapsed memberships.
6. Updated membership list and mailing labels.
7. Mailed dues receipt with membership cards and website log-on information.
8. Attended three Board of Director Meetings and reported activities and status of membership.
9. Submitted articles to the spring and fall *The Indiana Abstract*.
10. Provided Membership List to Nomination and Program Chairs.
11. Provided Labels file for Nomination and Program Committees.
12. Provided Correspondence Directory Labels for Distinguished Member mailing.
13. Updated the Website Membership Directory for the webmaster.
14. Prepared Annual Report.
15. Reviewed Policy and Procedures

Ninety-two paid ICRA members for 2014-15 fiscal year: 1 Honorary Member; 16 New members; 5 Associate members

**Please join me in welcoming 16 new members for 2014-2015:**

Kathie Jo Bieschke, MA – Memorial Hospital of South Bend; Tracy A. Geiser and Lynn Hisey – IU Health, Goshen; Jennipher Holcomb, LPN, CTR – Reid Hospital & Healthcare Services; Melissa Krug, RHIT, Michelle Landrum, RHIT and Leslie Woodard – Franciscan St. Francis Health; Yolanda Levy, RHIT, CTR and Jane Murphy, RN; – Roudebush VA Medical Center; Pamela Neal, CTR – IU Health, Bloomington; Connie Ring, CTR – Lutheran Cancer Registry, Ft. Wayne; Lorraine Stage, RHIT, CTR and Leann Tanaskovic, RHIT – Methodist Hospitals; Kristin Wagner, RHIT – Deaconess Health System; Annette Waymire, RHIT, CTR - CHAMPS; Kristin Wennerstrom, RHIT – Porter Regional Health;

**Recommendations for Next Year:**

1. Suggest that the Board of Directors discuss the bylaws pertaining to the membership drive at the January board meeting.
2. Contact potential members to increase number of ICRA memberships.

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

## **INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT**

**Position/Committee Title:** Program Chairman

**Officer or Committee Chair:** Joyce Larko, 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 January ICRA board meeting
2. Select topics and speakers for the fall educational conference
3. Make arrangements with The Marten House Hotel and Lilly 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 conference
5. Obtained board approval to provide honorariums to the speakers
6. Submitted two articles to *The Indiana Abstract*
7. Prepared meeting packets, sign-in sheets, and name tags for fall educational conference
8. Summary of evaluation forms will be submitted to the ICRA board at the January 2015 meeting

**Recommendations for Next Year:**

Include topics discussing emerging treatments in cancer

**Respectfully submitted by:** Joyce Larko, RHIT, CTR

INDIANA CANCER REGISTRARS ASSOCIATION  
2014 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 two issues of *The Indiana Abstract* newsletter, April & September.
2. Applied and distributed The Governor's Proclamation to ICRA membership for NCRW Week.
3. Submitted sponsorship requests
4. Attended all ICRA Board meetings
5. Mailed sympathy card as requested
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 sponsorship opportunities
2. Increase sponsorship partners

**Respectfully submitted by:** Brandy Lewis, CTR

## **INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT**

**Position/Committee Title:** Ways & Means

**Officer or Committee Chair:** Joann Schultz, RHIT, CTR

**Committee Members:** 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 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 at the Fall Conference
2. Reduce the inventory

**Respectfully submitted by:** Joann Schultz, RHIT, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 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 to maintain the official website and e-mail address of the Indiana Cancer Registrar's Association ([www.icra-indiana.net](http://www.icra-indiana.net) and [icra\\_indiana@yahoo.com](mailto:icra_indiana@yahoo.com)).

**Charges/Goals/Accomplishments:**

1. Continued partnership with Website Maintenance Labs to update and maintain ICRA's website.
2. Renewed ICRA's website domain.
3. Created a new user name and password for the members only section.
4. Updated website content as needed.
5. Checked the e-mail account ([icra\\_indiana@yahoo.com](mailto: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.
7. Reconstructed the Registrars Resource page (in progress).
8. Reviewed/revised the website policy and procedure.

**Recommendations for Next Year:**

1. Maintain partnership with Website Maintenance Labs.
2. Renew domain name.
3. Continue the reconstruction on the Registrars Resource Page.

**Respectfully submitted by:** Cassie Nobbe, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:** Liaison – American Cancer Society

**Officer or Committee Chair:** Kolleen Spencer, CTR

**Committee Members:** Brandy Lewis, CTR

**Purpose of Position/Committee:**

To further develop relationships between A.C.S. staff and I.C.R.A.

**Charges/Goals/Accomplishments:**

- 1) To contact an American Cancer Society representative in each of the areas of the Great Lakes Divisions, in order to further develop relationships between A.C.S. staff and I.C.R.A.
- 2) To investigate new programs that the A.C.S. may offer which could help hospital cancer programs, including a request for ideas on how to assist hospital cancer programs in meeting some of the new cancer phase-in program standards from the CoC.
- 3) Make A.C.S. resource information available at the Annual I.C.R.A. meeting and request a speaker if required.
- 4) Submit required articles for the *Indiana Abstract* newsletter.
- 5) Research and obtain additional education materials and/or published literature available through the A.C.S. to be presented to the I.C.R.A. Committee Board with approved dissemination to active members.

**Recommendations for Next Year:**

Continue communication with the American Cancer Society representatives  
Gather information and submit to the ICRA Committee Board

**Respectfully submitted by:** Kolleen Spencer, CTR

## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

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

**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 (2) two articles for *The Indiana Abstract* newsletter
- 4) Revised the Policy and Procedures for the IHIMA Liaison as needed

**Recommendations for Next Year:**

Continue communicating the IHIMA educational activities to the board members  
Review and revise the IHIMA Liaison Policy and Procedure as necessary

**Respectfully submitted by:** Brandy Lewis, CTR



## INDIANA CANCER REGISTRARS ASSOCIATION 2014 ANNUAL REPORT

**Position/Committee Title:**

State Liaison

**Officer or Committee Chair:**

None

**Committee Members:**

None

**Purpose of Position/Committee:**

**Charges/Goals/Accomplishments:**

All Indiana Cancer Registrars Association (ICRA) Board meetings were attended by the State Liaison and the Board was apprised of any changes affecting cancer registrars across the state.

The State Liaison worked directly the ICRA Educational chair on topics and dates for workshops held at the Indiana State Department of Health (ISDH). The workshops were held on March 10 and August 4, 2014. Additionally, the state purchased the North American Association of Central Cancer Registries (NAACCR) webinar series package for 2014 consisting of webinar offerings on July, August, September, October, November, and December, 2014. Looking ahead, the state has also purchased the 2015 NAACCR webinar series. Both the workshops and the NAACCR webinar series are offered free of charge and held at the ISDH.

The State Liaison will give updates at the upcoming ICRA Fall Conference held November 6-7, 2014. This presentation will focus on how the data collected by the state is used for program planning and system change at both the state and community level.

The Indiana State Cancer Registry (ISCR) has convened an ISCR Advisory Board with representation from physicians, CTRs, dentists, pathologists, etc. to address items such as increasing both cancer reporting and utilization of the state's data to enhance programming. Meetings were held on April 23 and July 23, 2014. The last meeting of the year will be held on October 22, 2014.

The ISCR is collaborating with the Indiana Cancer Consortium (ICC) Data Committee on the new *2015 Indiana Cancer Facts & Figures* for publication. It is slated to be released at the Annual ICC meeting in April, 2015.

The State Liaison submitted two articles for the *Indiana Abstract*, per specified time frames.

Numerous presentations have been offered in 2014 using cancer registry data as the framework for programmatic endeavors:

**Highlights of presentations directly utilizing ISCR data**

**Indiana Cancer Consortium (ICC) D6 meeting-March, 2014, Muncie, IN**

- Oral Presentation: "*Cancer Burden in Indiana's Public Health District 6 (D6)*"; Amanda Raftery, Laura Ruppert

ICC annual meeting-April, 2014, Indianapolis, IN

- **Oral Presentation:** *“Just the Facts from the Data Detectives”*; Laura Ruppert, Amanda Raftery, Linda Stemnock

ICC D9 meeting-June, 2014, Jeffersonville, IN

- **Oral Presentation:** *“Cancer Burden in Indiana’s Public Health District 9 (D9)”*; Laura Ruppert, Amanda Raftery

NAACCR annual meeting-June, 2014 in Ottawa, Ontario & Council of State and Territorial Epidemiologist-June, 2014, Nashville, TN

- **Poster Presentation:** *“A COMPARATIVE ANALYSIS OF CANCER RATES FOR INDIANA’S 10 PUBLIC HEALTH DISTRICTS”*; Amanda Raftery, Laura Ruppert

International Association of Cancer Registries-June, 2014, Ottawa, Ontario

- **Oral Presentation:** *“A COMPARATIVE ANALYSIS OF CANCER RATES FOR INDIANA’S 10 PUBLIC HEALTH DISTRICTS”*; Amanda Raftery, Laura Ruppert

2014 CDC National Program Directors meeting-August, 2014, Atlanta, GA

- **Poster Presentation:** *“CARTOGRAPHIC ENHANCEMENTS TO INDIANA’S COUNTY-LEVEL CANCER INCIDENCE RATES SUPPORT COLLABORATION”*; Amanda Raftery, Laura Ruppert, Chris Waldron
- **Poster Presentation:** *“WORKPLACE CANCER SCREENING INTERVENTIONS: REACHING TARGETED POPULATIONS THROUGH INDIANA EMPLOYERS”*; Dawn Swindle, Caleb Levell
- **Poster Presentation:** *“DEVELOPING INTERACTIVE BREAST AND CERVICAL CANCER SCREENING RESOURCES FOR HEALTHCARE PROFESSIONALS”*; Kate Tewanger, Caleb Levell, Wendy Noe, Chris Waldron
- **Poster Presentation:** *“THE BURDEN OF OBESITY RELATED CANCERS AND THE PROMOTION OF PHYSICAL ACTIVITY IN INDIANA”*; Emily Jones, Amanda Raftery
- **Poster Presentation:** *“STRENGTHENING THE INDIANA CANCER CONSORTIUM THROUGH EVALUATION”*; Keylee Wright, Caleb Levell
- **Poster Presentation:** *“COLLABORATING TO EDUCATE ON HUMAN PAPILLOMAVIRUS VACCINATION THROUGH INDIANA’S COMPREHENSIVE CANCER CONTROL COALITION”*; Dawn Swindle, Caleb Levell, Kate Tewanger
- **Oral Presentation:** *“LOCAL SUCCESS UTILIZING THE FRANCHISE MODEL: COLLABORATING WITH COMMUNITIES TO ADVANCE COMPREHENSIVE CANCER CONTROL IN INDIANA”*; Caleb Levell, Emily Jones
- **Poster Presentation:** *“INCREASING THE CAPACITY TO IMPLEMENT POLICY, SYSTEMS AND ENVIRONMENTAL CHANGE INTERVENTIONS TO PREVENT AND CONTROL CANCER IN INDIANA”*; Emily Jones, Caleb Levell
- **Oral Presentation:** *“COLLABORATING WITH HEALTH SYSTEMS TO GUIDE SUSTAINABLE CANCER CONTROL IN INDIANA”*; Kate Tewanger
- **Oral Presentation:** *“USING EVALUATION RESULTS TO ENHANCE CANCER PROGRAM EFFORTS”*; Keylee Wright, Emily Jones
- **Oral Presentation:** *“PRESENTING AND IMPLEMENTING EFFECTIVE MEDIA AND COMMUNICATION PLANS TO GUIDE PSE EFFORTS IN INDIANA”*; Emily Jones, Dawn Swindle

**Recommendations for Next Year:**

Respectfully submitted by: Laura Ruppert, MHA, Cancer Surveillance Section Director, ISDH

# **INDIANA CANCER REGISTRARS ASSOCIATION**

**2014 – 2015**

## **BOARD OF DIRECTORS**

### **ELECTED OFFICERS:**

President: Nancy Whipple, CTR  
President-Elect: Cassie Nobbe, CTR  
Vice President: Claudia Jenkins, CTR  
Past President: Jan Duncan, RHIT, CTR  
Secretary: Tammy Horvath, LPN, CTR  
Treasurer: Sherry Dowling, CTR

### **COMMITTEE CHAIRS:**

Audit: Cassie Nobbe, CTR  
Bylaws: Camille Foley, RHIT, CTR  
Education: Lisa LaGue, CTR  
Historian: Joann Schultz, RHIT, CTR / Nancy Whipple, CTR  
Membership: Martha Hill, CTR  
Nominations: Jan Duncan, RHIT, CTR  
Program: Claudia Jenkins, CTR  
Public Relations: Brandy Lewis, CTR  
Ways and Means: Joann Schultz, RHIT, CTR  
Website: Cassie Nobbe, CTR

### **LIAISONS:**

ACS: Betty Jeffers, RHIT, CTR  
IHIMA: Brandy Lewis, CTR  
ISDH: Laura Ruppert, MHA  
NCRA & COC: Claudia Jenkins, CTR