

Michigan Cancer Registrar's Association
Annual Fall Business Meeting
Thursday, October 11, 2007
Grand Rapids, Michigan

Officers Present:

Crystal Beeman	President
Michelle Hulbert	President-Elect
Sheila Tolfree	Treasurer
Cari Vida	Corresponding Secretary
Danita Roberts	Recording Secretary
Chris Sharp	North Regional Director
Chris Russell	South Regional Director
Bonnie Cohoon	Parliamentarian

- I. Call to Order: The meeting was called to order at 1:05 p.m. by President Crystal Beeman. Crystal extended a warm welcome to one new MICRA member, Michelle Heyboer from Ionia County Memorial Hospital. Crystal began the meeting with an update of board activity during the past year. She explained that the board chose not to send a member to the NCRA meeting this year in order to save the expense to the Association. For the same reason (expenses), we chose not to enter a basket in the state basket raffle. The board will probably address the same question regarding next year's meeting in Minneapolis. Crystal also reminded members that we now require the annual meeting host to be present at three executive board meetings during the year. Crystal notified the membership we are soliciting hosts for the annual meeting for 2009 and 2010. The board also voted to allow electronic communication by phone, conference call, via the internet, etc. She explained the board is trying to find ways to keep costs down so we can keep the quality of our meetings high.
- II. Review of Minutes: Danita Roberts, recording secretary, asked members to take a few minutes to review the minutes from the 2006 Business Meeting included in the program booklet. A motion was made and seconded (Sheila Tolfree/Bonnie Cohoon) to accept the minutes as written. The motion was approved.
- III. Treasurer's Report: Sheila Tolfree, treasurer, noted the program book usually includes last year's annual meeting report. This year, we just included a report on the current financial status. Sheila said the up-to-date treasurer's report will be posted on the website. The complete report for this year's annual meeting will also be posted on the website. Sheila also pointed out to the members that she is writing the date dues were paid on their receipt. She expressed appreciation to everyone who got their registration in on time this year. She noted there is a humor section in the front of the program book. Sheila also felt the early registration worked very well. A motion was made and seconded (Chris Russell/Cari Vida) to accept the treasurer's report. The motion was approved.

IV. Standing Committees:

- a. Membership: Cari Vida, corresponding secretary, reviewed the report included in the program book. We currently have 92 active members. Only active members are entitled to privileges such as voting, reduced annual meeting fee rate, and access to the membership only section of the website. Printing and mailing the membership roster is a large expense for the Association. Posting the roster on the website will save a lot of money. Cari said the information in our database comes from the membership renewal form. She asked member to please fill the form in as completely as possible. Cari noted she has one copy of the printed roster, which she will pass around for members to check for accuracy of their information. Crystal Beeman informed members we hope to have the meeting registration form and brochure posted on the website next year to save printing and mailing costs. The members-only ID and password will change each year.
- b. Education: Chris Russell, south regional director, said we have some extra program books for those who want one. She also said we have recently purchased a couple of new books -- Cancer Practice & Principles and a book on central cancer registries. Information on central cancer registries will be on the new CTR exam in 2008. If anyone is interested in borrowing any of these educational materials, please call or e-mail Chris Russell. Materials can be kept for one month.
- c. Nominating: Danita Roberts reported the positions up for election this year are president elect, corresponding secretary, north regional director, south regional director, and parliamentarian. Danita said we have received candidate profile summaries for all positions except president-elect. She encouraged members to consider running.
- d. Bylaws: Bonnie Cohoon, parliamentarian, reported there are no bylaws changes this year. Bonnie said a copy of last year's bylaws changes is included in the program book.

V. Election of Officers:

- a. President-Elect: No nominees. The floor was opened for nominations. There were none.
- b. Corresponding Secretary: There were two nominees, Janet Miller and Kathleen Hess. Danita reviewed the candidate profile summary of each. The floor was opened for other nominations; no others received. A secret ballot vote was held and the winner was Janet Miller.

- c. North Regional Director: Nominee - Chris Sharp. The floor was opened for nominations; no others received. A motion was made and seconded to elect Chris Sharp to another term as north regional director. The motion passed unanimously.
 - d. South Regional Director: Nominee - Chris Russell. Chris said she is willing to serve, but would gladly welcome another member to get involved. The floor was opened for nominations; no others received. A motion was made and seconded to elect Chris Russell to another term as south regional director. The motion passed unanimously.
 - e. Parliamentarian: Nominee - Bonnie Cohoon. The floor was opened for nominations; no others received. A motion was made and seconded to elect Bonnie Cohoon to another term as parliamentarian. The motion passed unanimously.
 - f. President-Elect: Crystal Beeman addressed the meeting as president and took several minutes to express her deep disappointment that no member was willing to run for president-elect. Danita Roberts finally agreed to put her name in. A motion was made and seconded to elect Danita Roberts to the position of President Elect. The motion passed unanimously.
 - g. Recording Secretary: Danita noted that being elected president-elect would now leave the position of recording secretary vacant. Danita asked if there were any nominees to complete the one-year term of recording secretary. Maria Maier volunteered. A motion was made and seconded to elect Maria Maier to complete the recording secretary term vacated by Danita. The motion passed unanimously.
- VI. President's Report from NCRA: Crystal reported that the CE application fee for state and national meetings has been raised to \$75. The NCRA website has changed quite a bit. You can now post your resume online. Crystal said she has received some complaints about I&R and will probably be making some formal complaints to the College based on those complaints. Crystal stated she would like to encourage the NCRA to have more activities at the state level. She feels NCRA is a great organization that provides a lot of resources, but would still like to see more transaction with the state associations. Crystal noted there is a new CTR exam handbook available. The base passing score for the CTR exam will be 175 out of 250 questions. Anyone interested can take a demo of the computer-based test. Crystal asked if any members had questions they would like submitted to NCRA. There were none.
- VII. Old Business:
- a. MICRA Website: Glenn Radford was introduced as our new webmaster. Glenn gave a live overview of the website and asked the membership to submit any feedback (changes, punctuation, etc.). Glen said we can post and remove job

openings quickly. He also demonstrated the members only section. The ID will always be upper case and the password will always be lower case. Some members asked for the membership roster to be listed by facility as well as alphabetically. Glenn said this can be done. He also plans to add a blog section. Crystal expressed our appreciation to Glenn for the work he has done. One member pointed out that we will have to think about how to get information about our annual meeting out to non-members if it is only posted on the website. For example, we normally send out info to SOCRA members.

VIII. New Business

- a. Owens Community College: Crystal welcomed Michelle Hulbert to the position of president and reviewed Michelle's background and credentials. Michelle presented Crystal with flowers as a thank you for serving as MICRA president. Michelle then introduced Bonnie Hemp and Melissa Treece from Owens Community College in Ohio. They gave a presentation on their on-line cancer registry program and distributed information to members.
 - b. Due to time constraints, the remainder of the agenda items were tabled. As these items were primarily announcements, we will attempt to cover them during the general education session.
- IX. Adjournment: There being no further business, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Danita Roberts, BS, CTR
Recording Secretary