

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES**

Date: Tuesday, January 30, 2018

Place: Conference Call

Time: 6:00 p.m. to 8:00 PM EDT

Attendees: President, Susan Schneider; President-Elect, Laura Fennimore, Secretary, Barbara Holmes Gobel; Treasurer, Kay Harse; Directors-at-Large, Diane Barber, Eva Gallagher, Joni Watson, Maggie Smith, Julie Painter, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon

Absent: none

Guest: Chief Administrative Officer, Kristine Burns, Chief Experience Officer, Lori Brown, Director of Information Services, Ryan Conover

Recorder(s): Jennifer DiVito

I. Call to Order

S. Schneider called the meeting to order at 6:02 pm EDT

II. Welcome and Catch Up

S. Schneider welcomed the Board members to the January conference call.

III. Assignment of To-Do List and Timekeeper

K. Harse has been assigned to capture the to-do list and J. Watson will be the timekeeper.

IV. Approval of Agenda including consent agenda and timeframes

J. Painter moved to approve the agenda including the consent agenda and timeframes as amended. The motion was adopted. The membership report will be pulled from the consent agenda for discussion.

V. Conflict of Interest

J. Watson declared that she has a pending scholarship through the ONS Foundation.

VI. E-mail Vote

The October board meeting minutes, December conference call minutes and banking resolution were approved via email on 1/22/18.

ACTION AGENDA

VII. Membership Report

The ONS membership report was provided to the ONS Board that showed minor growth in total membership, however there was a minor decline in member retention. The member retention rate has been identified as a goal for the CEO in 2018. Future discussion will need to be held to define member retention.

VIII. Aptify Update

K. Burns provided an overview of the timeline for the Association Management System project. Some challenges encountered with the project have been cloud environment/security, new software unready for launch, eBusinessmodules not fully written and/or rewritten and the turnover of key personnel at Aptify. The 2018 schedule will consist of a mock go-live in March with a readiness assessment deployed directly following the mock go-live. Dependent on a successful readiness assessment and the timing of Congress, go-live is scheduled for mid-April to mid-June.

VIX. ONS Board Treasurer/Secretary selection process

With the bylaw changes approved in 2016 related to the selection of Board officers, the ONS Board of Directors reviewed the selection process for the Treasurer and Secretary. B. Gobel moved to approve the selection process for the Secretary and Treasurer of the ONS Board of Directors with one minor edit. The motion was adopted. Jeanie moved to formalize the use of Strength Finder 2.0 as one of the tools used for Officer selection. The motion was adopted.

X. Leadership Development Committee Board Appointed member

After the December conference call, the ONS Board received information regarding the Leadership Development Committee Board Appointed member position and the desired qualities and skill set needed for the LDC. Suggested candidates should be submitted by ONS Board members along with a paragraph describing why they would be a good candidate. Next steps will include rating the submitted candidates; once the ratings are completed candidates will be contacted concerning their willingness to serve.

XI. Leadership Performance Assessment

Annually, the governance committee distributes a survey to the leadership groups within the ONS Enterprise to gauge the performance of the ONS Board of Directors. Overall, the data showed that the ONS Board has improved communication efforts and is still viewed as a strong leader in the field of oncology nursing and cancer care.

XII. Board Development session

Prior to the January conference call, L. Fennimore shared an article with the ONS Board on the topic of influence for virtual discussion. The Board found value in the article and would like to continue using this format for development. Staff will create a closed Community for the ONS Board to use in the future. Ideas for future articles should be forwarded to B. Gobel and L. Fennimore.

XIII. Pre-Work for LDC joint meeting

The ONS Board reviewed the draft charter for the Leadership Development Committee to be discussed during the joint session with the LDC in February. Board consensus is for the Leadership Development Committee to provide our members with transferrable skills for governance leadership. S. Schneider will make the requested revisions to the charter, send to the ONS Board to finalize, and provide the charter to E. Meade who will be facilitating the session in February.

XIV. Adjournment

The meeting was adjourned by President, S. Schneider at 8:01 pm EDT.

Respectfully submitted,

Barbara Holmes Gobel, MS, RN, AOCN, FAAN
Secretary, Oncology Nursing Society