

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

Date: Tuesday, December 5, 2017

Place: Conference Call

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

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

Absent: none

Guests: Chief Experience Officer, L. Brown; Assistant Chief Clinical Officer, M. Galioto

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 December conference call.

III. Assignment of To-Do List and Timekeeper

J. Painter has been assigned to capture the to-do list and E. Gallagher will be the timekeeper.

IV. Approval of Agenda including consent agenda and timeframes

J. Rosiak moved to approve the agenda including the consent agenda and timeframes as submitted. The motion was adopted.

V. Conflict of Interest

None noted

VI. E-mail Vote

The October Board meeting minutes will be approved via email in January.

ACTION AGENDA

VII. Debrief of President-Elect selection process

The governance committee reviewed the ONS President-Elect selection process with the ONS Board.

Items of note include:

- The ONS Board members will vote by the deadline as established by the nominating committee.
- Fifteen-minute presentation maximum.
- Development of a checklist for President-Elect packet submission.

J. Rosiak will make the required revisions to the President-Elect process and J. Watson will develop the checklist for packet submission. J. Watson and J. Rosiak will also develop a Treasurer and Secretary selection process which will be placed on the January conference call agenda to be approved.

VIII. Chapter models

During the October 2017 Board meeting, the Board discussed ONS's philosophy specific to the financial support of Chapters. The Board determined the Chapters are an extension of the brand and mission. Currently, ONS covers 74% of the fees related to Chapters. Going forward, the Board would like to consider models with a 60% investment from ONS and 40% from the Chapters. Three different models were presented to the Board for their review.

J. Rosiak moved to approve the hybrid model, maintaining a flat rate for Chapter Leadership Weekend and insurance costs with management fees weighted based on Chapter size. The motion was adopted.

IX. Hospice and Palliative Nurses Association (HPNA) position on assisted suicide

ONS previously endorsed the HPNA position statement on the “Role of the Nurse When Hastened Death Requested.” HPNA recently updated this position statement to reflect guidelines for the RN and APRN when hastened death is requested.

J. Rosiak moved to endorse the HPNA position statement titled “Guidelines for the Role of the RN and APRN When Hastened Death Requested.” The motion was adopted.

M. Galioto will notify HPNA of the Board’s decision and the communication plan will be implemented as outlined.

X. CEO Goals

The ONS Board reviewed the preliminary 2018 goals for the Chief Executive Officer.

- 1) End 2017 with an ONS positive net operational balance of at least \$800,000
- 2) Maintain membership retention rate of at least X%. Stretch goal- increase membership retention rate by X%.
- 3) Evaluate the structure of the Oncology Nursing Foundation and implement changes that facilitate the Foundation in meeting its mission.
- 4) Develop guidelines/policies for protecting and pricing of intellectual property
- 5) Develop strategic model for meeting the needs of specific constituencies

- a. Implement recommendations from APN summit
- b. Nurse navigators

J. Rosiak moved to approve the 2018 CEO goals in concept as presented. The motion was adopted

B. Nevidjon will identify the retention rate percentage with the Chief Experience Officer based on the three-year average data being collected. The final 2018 CEO goals will come back to the ONS Board on the January consent agenda for approval.

XIII. Presidents Update

S. Schneider gave an update on the fourth quarter activities of the ONS President. The President recently attended the National Cancer Policy Forum meeting in Washington, DC as well as the European Oncology Nursing Society meeting in Amsterdam.

XV. Final Thoughts

2018 National Cancer Policy Forum meetings (NCPF)

- February 12-13, 2018 (ONS Board members will review their schedules and contact Sue with their availability)
- July 16-17, 2018 (D. Barber to attend)
- October 29-30, 2018 (J. Painter to attend)

2018 Regional Chapter Officer Programs

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|---------------|--------------------|---|
| • February 24 | Fort Worth, TX | Fort Worth Regional Chapter, host chapter (J. Rosiak) |
| • March 10 | Memphis, TN | Memphis Area Chapter, host chapter (B. Gobel) |
| • April 14 | Salt Lake City, UT | Intermountain Chapter, host chapter (K. Harse) |
| • June 23 | Minneapolis, MN | Metro Minnesota Chapter, host chapter (E. Gallagher) |
| • Sept. 22 | New Haven, CT | Southwestern Connecticut Chapter, host chapter (J. Painter) |
| • Oct. 6 | Pittsburgh, PA | Greater Pittsburgh Chapter, host chapter (L. Fennimore) |
| • Nov. 3 | Charlotte, NC | Greater Charlotte Chapter, host chapter (open for new board member) |

- Dec. 1 Riverside, CA Inland Empire Chapter, host chapter (D. Barber)

2018 ONS Board Brief Schedule

January 2018 – J. Rosiak
February 2018 – J. Watson
April 2018 – K. Harse
May 2018 – E. Gallagher
June 2018 – B. Gobel
July 2018 – J. Painter
August 2018 – M. Smith
September 2018 – D. Barber
October 2018 – to be filled
December 2018 – to be filled

J. Painter is interested in attending the 2018 Nurse in Washington Internship, March 11-13, 2018 in Washington, DC.

XVII. Adjournment

The meeting was adjourned by President, S. Schneider at 7:45 pm EDT.