

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

Date: Thursday, January 19, 2017

Time: 9:00 am – 4:00 PM MST

Place: Scottsdale, AZ

Attendees: President, Susan Schneider; Secretary, Barbara Holmes Gobel; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Eva Gallagher, Diane Barber, Joni Watson Colleen O'Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon; Michele McCorkle, ONS Executive Director

Absent: none

Guests:

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:04 AM MST

II. Welcome and Catch Up

S. Schneider welcomed the Board members to the January meeting.

III. Assignment of To-Do List and Timekeeper

J. Watson has been assigned to capture the to-do list and C. O'Leary will be the timekeeper.

IV. Approval of Agenda including consent agenda and timeframes

B. Gobel moved to approve the agenda including the consent agenda and timeframes with the addition of a discussion on the ONCC contract Saturday morning. The motion was adopted.

V. Conflict of Interest

None noted

VI. E-mail Vote – The December conference call minutes were approved via email vote on January, 13, 2017.

CONSENT AGENDA

VII. Reports

1. December conference call evaluation – B. Gobel
2. Regional Chapter Officer program (Orland) – D. Bailey

ACTION AGENDA

VIII. President's Report

S. Schneider gave an update on the fourth quarter activities of the ONS President.

IX. Board Source generative discussion

The Board discussed content from The Source: Twelve Principles of Governance that Power Exceptional Boards. The ONS Board exchanged ideas on how the Board has evolved over the last few years and how the mission should remain in the forefront of Board discussions and decisions.

X. ONS Board Goals

The ONS Board reviewed their goals for 2016-2017. All Board goals and tactics identified are underway and in line to be met in 2017.

XI. Discussion and selection of members for the ONS Foundation Board of Trustees and the Leadership Development Committee

The ONS Board of Directors will work with the ONS Foundation Board of Trustees to fill open positions on their respective Board.

Currently the Leadership Development Committee has two open positions. In addition, there is an unfilled position for a term of one year due to the passing of Frances Lee-Lin. J. Rosiak moved to appoint Joni Watson to the Leadership Development Committee for a three-year term, Colleen O’Leary for a term of one year and discuss the third open position for a three-year term with Connie Henke Yarbrow. The motion was adopted, B. Nevidjon will reach out to C. Henke Yarbrow to gauge interest in serving.

XII. Health Policy Items

1. Preview of the 2017 Health Policy Agenda

D. Bailey moved to approve the Health Policy agenda with two inclusions that consist of the addition of pain management and NINR as an organization that should receive funding. The motion was adopted. The changes will be made and the Health Policy agenda will be placed on the February consent agenda.

2. Update on the Center for Advocacy

M. McCorkle provided an update on the progress for the Center for Advocacy. Currently, funders are being sought and scope of practice and quality cancer care will be highlighted through the Center. In addition, Hill Day has been scheduled September 5-7th at the Hyatt in Washington, DC.

XIII. CTAC

B. Nevidjon and A. Stone attended the CTAC summit in September 2016. They have a broad scope, are connected, and requested that ONS become a member of CTAC. K. Harse moved to approve membership in CTAC at the Networker level. The motion was adopted. B. Nevidjon will connect with M. Grant to convey the decision of the Board.

XV. Update from ONSF President

D. Kirk Walker provided an update on ONS Foundation donations received year to date. Other projects ONSF will be working on include identifying ONS Foundation Board of Trustee members and legacy planning in 2017 with P. Lombardo taking the lead in this project.

XVI. Treasurer's report

K. Harse provided a financial update through November 2016. The net profit is currently \$695,000 with registrations, exhibits and advertising revenue all higher than 2015. This has been and will be a financially successful year. Our operating revenue exceeds budget and our operating expenses are less than budgeted. Complete year-end budget numbers will be available for review on the February conference call.

XVII. Board evaluations with feedback sessions

The ONS Board conducted individual evaluations to identify strengths and/or areas for improvement for each Board member. With the new Board structure, it is imperative that members have the support and tools necessary to serve in various roles if interested.

XVIII. Adjournment

S. Schneider adjourned the meeting at 3:14pm MST.

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

Date: Friday, January 20, 2017

Time: 9:00 am – 12:00 PM MST

Place: Scottsdale, AZ

Attendees: President, Susan Schneider; Secretary, Barbara Holmes Gobel; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Eva Gallagher, Diane Barner, Joni Watson Colleen O’Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon; ONS Executive Director, Michele McCorkle

Absent: none

Guests: Senior Manager of International Affairs, S. Terwindt and Director of Membership and Component Relations, Brian Theil (via phone)

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:01 AM MST.

II. Board evaluations with feedback sessions

The ONS Board conducted individual evaluations to identify strengths and/or areas for improvement for each Board member. With the new Board structure, it is imperative that members have the support and tools necessary to serve in various roles if interested.

III. International Initiatives

S. Terwindt provided an update on the international initiatives underway for ONS. Key accomplishments include:

- 1600 nurses reached through ONS sponsored education
- Advised 2 pharma companies on nursing advisory boards
- Secured \$70,000 in licensing and grant revenue
- Developed a pipeline of licensing opportunities for 2017

ONS hosted a Low-and-Middle Income (LMIC) Think Tank in December 2016. The meeting was held to assess how ONS can support members that build oncology nursing capacity and recommend strategies to the Board to develop resources and training for ONS member that volunteer in LMICs.

IV. Membership Items

1. The ONS Board reviewed the report from the millennial project. Consensus is to share the report with Chapter leadership and the Leadership Development Committee. There was also a suggestion to have a few of the millennial panel members present during Leadership weekend.
2. The ONS Board discussed the Honorary award process. The ONS Board requested that the honorary award description be revised to include the importance of having a history of engaging in actions that support ONS.

V. Discussion on Board evaluation

The ONS Board discussed processes for the various evaluations conducted on behalf of the Society on an annual basis. ONS Board meeting evaluations will continue to be done and then reevaluated mid-year. The team evaluation will continue to be completed annually in conjunction with the individual Board assessment.

The individual Board member evaluation and feedback sessions will be conducted again during the October meeting.

VI. Adjournment

S. Schneider adjourned the meeting at 12:03 MST

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

Date: Saturday, January 21, 2017

Time: 8:30 am – 12:00 PM MST

Place: Scottsdale, AZ

Attendees: President, Susan Schneider; Secretary, Barbara Holmes Gobel; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Eva Gallagher, Diane Barber, Joni Watson Colleen O’Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon; ONS Executive Director, Michele McCorkle

Absent: none

Guests: none

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 8:32 am MST.

II. ONS Board position description review

The ONS Board reviewed the revised Board position descriptions, which are now contained in one document consisting of basic ONS Board duties/responsibilities and those of the officers. C. O’Leary

moved to approve the ONS Board position description with minor edits and approval by HR. The motion was adopted. The revised position description will be shared with the Leadership Development Committee and posted under the election materials on the ONS website.

III. Board role in excellence awards

The current process for excellence awards is that the awards advisory panel reviews the applications and then notifies the Board of the recipients. J. Watson moved to add a statement to the excellence award description outlining that the ONS Board has the power to veto a recipient when reviewing candidates for the excellence awards. The motion was adopted.

IV. Net promoter score

The net promoter score was originally discussed during the December conference call. The net promoter score is used to track and trend customer satisfaction and loyalty. After researching the topic there is no strong evidence of an actual base score that organizations use as a standard. K. Harse moved to charge the CEO with implementing a process to establish a net promoter score quarterly to create a baseline. The motion was adopted.

V. CEO update

B. Nevidjon provided an update on the fourth quarter activities at the national office.

VI. ONCC/ONS Contract

In 1998 a contract was developed between ONS and ONCC for a management fee to be paid to ONS for the cost of shared services. Changes to the existing contract have been received on behalf of the ONCC Board of Directors. After review of the requested changes, the Board would like legal counsel to review prior to making a decision. B. Nevidjon will contact D. Duronio for clarification and counsel on the proposed changes in the contract.

VII. Wrap up and Assignments:

1. 2017 ONS Board orientation develop a current events overview
2. Board education session and topic selection – J. Watson and B. Gobel
3. Send evaluation for January meeting – J. DiVito
4. Develop slides for RCOP meetings in 2017 – J. DiVito
5. March Board meeting recap for ONS Voice – C. O’Leary
6. C. O’Leary to attend Baltimore RCOP meeting
7. Search for articles on Leadership

VIII. Adjournment

- S. Schneider adjourned the meeting at 11:55 am MST.