

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

Date: Wednesday, July 27, 2016

Place: Sheraton Station Square, Pittsburgh, PA

Time: 4:00 p.m. to 8:00 p.m. EST

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

Absent: none

Guests: Director of Education, Michele Galioto; Director of Membership and Component Relations, Brian Theil; Corporate Relations Manager, Dana Barkley

Recorder(s): Barbara Holmes Gobel, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 4:02 PM EST

II. Need for an Executive Session

An executive session has been scheduled for Wednesday, July 27th at 7:00 p.m. EST.

III. Assignment of To-Do List and Timekeeper

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

IV. Approval of Agenda including consent agenda and timeframes

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

V. Conflict of Interest

None noted

VI. E-mail Vote – approved on 7/26/16

CONSENT AGENDA

VII. Reports

1. 2016 Chapter Awards – B. Theil
2. 2016 Milestone Anniversaries – B. Theil

ACTION AGENDA

VIII. Strategic Sponsor Program meeting preparation

D. Barkley presented an outline for the Strategic Sponsor lunch to be held on Thursday, July 28th. The breakout sessions will be eliminated this year and replaced with a group lunch consisting of all strategic sponsor representatives in attendance. Areas of interest for the Strategic Sponsors include the elevating the role of the nurse, leadership, and adherence.

IX. Generative session on care coordination

For years, the oncology landscape has focused on navigation rather than care coordination. The ONS Board discussed their philosophy on care coordination versus nurse navigation, as well as ONS's role in the nursing community inside and outside of oncology in helping to shape care coordination in policy. It was identified that the board identifies care coordination as a function and not a role, and that navigation is one approach to coordinating care. Future work will consist of reviewing the ONS Nurse

Navigation Role and Qualifications position statement along with obtaining feedback from the Nurse Navigation Community to confirm that the messaging reflects the ONS vision for care coordination. In addition, a crosswalk of care coordination and navigation will be done to categorize the products ONS currently has and identify potential gaps. A board-sponsored Congress session will be planned for 2017 with B. Gobel and C. O'Leary will be working with the ONS staff on this session. By utilizing care coordination as an emphasis for cancer care, we will continue to move the needle for quality cancer care.

X. Update on Communities

B. Theil provided an update on the progress of the Communities transition. There has been some hesitancy related to this transition with the Communities leaders, due to a new structure base along with the end of having a “formal title” within ONS leadership.

During the 2016 Congress, a preview of the new platforms to be utilized by the Communities was displayed. During Leadership weekend, a more enhanced version of the platform will be available for demonstration with the Communities leaders. The plan is to beta-test the platform by the beginning of 2017.

XI. Executive Session

XII. Adjournment

The meeting was adjourned by ONS President, S. Schneider at 7:19 pm.

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

Date: Thursday, July 28, 2016

Place: Sheraton Station Square, Pittsburgh, PA

Time: 9:00 a.m. to 5:30 p.m. EST

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

Absent: none

Guests: Director of Education, Michele Galioto; Director of Membership and Component Relations, Brian Theil; Katie Wiley, Oncology Jen Krause, Director of National Meetings, Stephanie Jardine, Oncology Clinical Specialist

Recorder(s): Barbara Holmes Gobel, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 4:02 PM EST

II. Assignment of To-Do List and Timekeeper

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

III. Membership and Component Relations

1. Request to rename the Santa Clara Valley Chapter

J. Rosiak moved to accept the Santa Clara Valley Chapter's request to change its name to the Silicon Valley Chapter. The motion was adopted.

2. Request to disband the Reading Area and Verrazano Chapters

J. Watson moved to accept the Reading Area and Verrazano Chapter requests to disband. The motion was adopted. The ONS Board will relook at the Chapter model in 2017. B. Gobel will send letters to both Chapters on behalf of the ONS Board.

3. Future focused membership survey questionnaire

The Board has previously expressed an interest in conducting a future focused survey of the ONS membership in order to assess member needs and to identify emerging trends within the profession. The Board reviewed the draft questions developed to date. The questions posed should be developed in a manner to gather meaningful data beneficial to the Society. It was agreed that the questions require further editing to provide an efficient survey. In the future, the annual membership satisfaction survey and the future focused membership survey will be conducted every other year.

IV. Recommendations from the PEP taskforce

As stated in the 2016 ONS Strategic Implementation Plan, ONS brought together a task force to develop recommendations for how ONS PEP and other evidence-based symptom management content can be more readily utilized at the bedside. The task force consisted of 9 ONS members recommended by members of the ONS Board and staff. The task force was a diverse group of nurses currently in clinical practice with a mix of experience (2-25 years in oncology nursing), practice settings, and roles from across the country. The task force identified two recommendations that they believe facilitates use of ONS' evidence-based symptom management content/resources at the bedside/chairside. These recommendations focus on two resources: clinical practice guidelines and a community.

J. Rosiak moved to convert PEP content into Symptom Management Clinical Practice guidelines with work beginning in 2016 and release in 2017. The motion was adopted.

J. Rosiak moved to establish a symptom management community in 2017. The motion was adopted.

K. Wiley will distribute the names of those that worked on the PEP taskforce to the ONS Board of Directors.

V. Strategic Plan Update

M. McCorkle provided a midyear update on the Strategic plan. In January, the Board established the goal of meeting 80% of the strategic plan deliverables by the end of 2016. Of the 36 deliverables, staff are on target to meet 100% of them by the end of 2016. As of July 2016, nearly 20% of the deliverables are already complete. The remainder are on track to be met by year's end. S. Schneider will work with M. McCorkle to plan an interactive activity with the staff during the October meeting to thank them for all of their hard work on actualizing the Strategic Plan.

VI. Joint meeting with the ONS Foundation Board of Trustees

Since the avenues for funding have changed over the years, the ONS Foundation Board of Trustees is developing a strategy to bring in innovative types of funding. Contacts in various geographic locations are being pursued.

VII. Congress

J. Krause provided a summary of the 2016 Congress. Notable highlights include:

- 3,622 nurses attended Congress
- Four educational tracks offered (clinical practice, advanced practice, leadership/management and research)
- 71% increase in the number of abstracts submitted from 2015
- ONS debut of a career fair pavilion
- 71% of attendees downloaded the Congress mobile app

An update on the 2017 Congress initiatives was provided. Thirty-minute podium sessions showcasing the highest-scoring abstracts in each track followed by two-hour track-specific “intensives” that take an in-depth look into hot topics in cancer nursing will be added in 2017. The Clinical Lecture and the Distinguished Nurse Researcher Lecture will be presented in one 90-minute unopposed power session slot. Each lecture will last 45 minutes. In addition, the State-of-the-Science Lecture and the New

Investigator Lecture will be combined into one unopposed time slot within the research track. Six preconference session will be offered on the topics of survivorship, OCN® review, obesity, dermatology, EBP, and magnet.

The Board sessions will include one on Care Coordination (B. Gobel and C. O’Leary will work with the conference planning team) and the other slot will be left open with the topic to be determined at a later time.

VIII. Joint meeting with ONCC Board of Directors

The meeting with the ONCC Board of Directors focused around the navigation role delineation study. Based on the data, the numbers do not support the feasibility of a navigation certification. Both Boards came to the conclusion to not pursue navigation certification at this time and continue to encourage those interested to sit for the OCN exam.

IX. Adjournment

The meeting was adjourned by ONS President, S. Schneider at 5:17 pm.

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

Date: Friday, July 29, 2016

Place: Sheraton Station Square, Pittsburgh, PA

Time: 9:00 a.m. to 5:00 p.m. EST

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

Absent: none

Guests: CFO, J. DeWalt; CAO, K. Burns; J. Katz, Bilkey Katz Investment Consultant;

Recorder(s): Barbara Holmes Gobel, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 2:00 pm EST.

II. Joint meeting with the Leadership Development Committee

The ONS Board and Leadership Development Committee discussed new processes for identification and slating of potential Board members. The goal is to keep the slate diverse and not focus on slating by categories. It was recommended by the Board that education related to governance be recommended/required by individuals who apply for a position on the Board.

To date, the Leadership Development Committee has received 9 letters of intent for the 2017 ONS Board election.

III. Financial Items

1. Investment Update

J. Katz gave an overview of investment performance for the 2nd quarter of 2016. Despite the market volatility in anticipation of the Brexit vote, the quarterly performance remained strong. K. Harse moved to replace Blackrock as a fund manager and transfer the dollar value of assets held by Blackrock to American Funds' Washington Mutual Fund A. The motion was adopted.

2. Treasurer's report – K. Harse provided an update on the financial performance for the Society through June 2016.

3. 2017 Membership Dues

The historical calculation determines the percentage increase in dues by averaging:

- a) The increase determined using the previous calendar year's CPI,
- b) The increase determined using the CPI for previous 12 months (June to May),
- c) And the increase using the percentage increase in ONS's modified expense increase for previous two completed calendar years.

Staff proposes revising the historical calculation to consider changes in the organization's revenues in determining the third factor in the calculation. The proposal is based on netting the increase in expenses with the increase in revenue.

C. O'Leary moved to approve to approve the recommendation of adding the organization's revenues as a third factor in the membership dues calculation. The motion was adopted.

J. Rosiak moved to keep the membership dues in 2017 at the 2016 amount. The motion was adopted. A campaign will be launched to highlight the Board's decision to not increase member dues in 2017. On a future agenda, the ONS Board will look at data to either provide free membership to

new members or a 6-month trial offer. The data on the conversion rates of student members to full members will be reviewed during the October Board meeting.

III. Media Training

H. Bulvony with A to Z Communications Inc. provided Media Training to the ONS Board.

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

Date: Saturday, July 30, 2016

Place: Sheraton Station Square, Pittsburgh, PA

Time: 9:00 a.m. to 5:00 p.m. EST

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

Absent: none

Guests: ONS Executive Director, M. McCorkle; Director of Health Policy, A. Stone

Recorder(s): Barbara Holmes Gobel, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 2:31 pm EST.

II. Assignment of To-Do List and Timekeeper

D. Barber has been assigned to capture the to-do list and D. Bailey will be the timekeeper.

III. Review of Partner Liaisons and Coalitions

Annually, the ONS Board reviews the formal partnerships and liaisons that ONS has.

A. Partnerships

1. American College of Surgeons Commission on Cancer (ACOS CoC) – recommendation is to appoint an ONS staff member as the CoC liaison upon the end of Carma's term at the end of 2018.
2. The Joint Commission Network – no changes for 2017
3. Joint Commission Ambulatory Care Professional and Technical Advisory Committee (PTAC) no changes for 2017
4. National Accreditation Program for Breast Centers (NAPBC) – no changes for 2017
5. American Nurses Association (ANA) – ONS will continue membership as an Organizational Affiliate in 2017.
6. C-Change – C-Change will dissolve at the end of 2017.
7. American Association of Nurse Practitioners (AANP) – continue membership in AANP in 2017
8. National Cancer Policy Forum – Continue membership in NCPF in 2017 and appoint a new liaison in 2017.
9. National Quality Forum – continue membership in NQF in 2017
10. Nursing Organization Alliance (NOA) – continue membership in 2017.

J. Rosiak approved the recommendations for the 2017 ONS partnerships as outlined with the exception of the NCPF where the Board will identify a replacement for the current liaison prior to 2017. The motion was adopted.

B. Coalitions

1. Coalition for Patients' Rights (CPR) – the recommendation is to discontinue membership in CPR for 2017.
2. Health Professions and Nursing Education Coalition (HPNEC) – continue membership in 2017
3. Nursing Community – continue membership in 2017
4. One Voice Against Cancer – continue membership in 2017

5. Partnership for Effective Tobacco Control – continue membership in 2017
6. Pain Care Forum – continue membership in 2017
7. Patients Quality of Life Coalition – continue membership in 2017
8. Coalition to Transform Advanced Care – approve membership in CTAC at the \$5,000 level in 2017 pending CEO attendance at the September 2016 meeting.

K. Harse moved to approve the discontinuation of the membership of CPR for 2017. The motion was adopted.

J. Rosiak moved to approve the membership in CTAC at the \$5,000 level pending the CEO meeting attendance in September. The motion was adopted. B. Nevidjon will alert the finance committee in September if the \$5,000 will remain in the budget for 2017.

IV. CEO Update

Capital Request – B. Nevidjon requested an increase in the capital budget amount for work Elliance will be doing to the ONS website. The initial work done in 2015 was to improve the content housing.

K. Harse moved to approve the change in allocation of capital amount for the website upgrade to an amount of \$500,000. The motion was adopted.

B. Nevidjon provided an update on the 2nd quarter initiatives from the National Office.

B. Nevidjon was invited to be a member of the Board of people with serious illness through the National Academy of Medicine. The first workshop for this work is in December 2016.

V. Adjournment

S. Schneider adjourned the meeting at 4:51 pm EST.

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

Date: Sunday, July 31, 2016

Place: Sheraton Station Square, Pittsburgh, PA

Time: 9:00 a.m. to 12:00 p.m. EST

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

Absent: none

Guests: none

Recorder(s): Barbara Holmes Gobel, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:01 am EST.

II. Conflict of Interest

No conflicts of interest were noted.

III. Board Goals

The ONS Board Goals for 2016-2017 include:

1. Keep strategic plan front and center of our Board activities and communicate progress on plan to membership.
2. Increase percentage of those knowledgeable of ONS board's decisions and actions by 5%.
3. Succession planning – implement new bylaws change transitioning to a Leadership Development Committee. Focus on growing future leaders for local and national ONS positions.
4. Provide ongoing leadership development activities for Board members
5. Revise the Board evaluation procedures including reviewing current Board job descriptions and process for evaluating individual Board member performance.

The ONS Board will review the current evaluation process and tools used during the October Board meeting.

IV. Overview of Joint Meetings

1. ONS Foundation Board of Trustees – the term length for the ONS Foundation Board of Trustees will be a maximum of 6 years (2, 3 year terms) based on individual effectiveness. Work on becoming a 21st century foundation will be conducted in the coming year.
2. ONCC – shared goal is to rigorously market certifications.
3. Communities – the communities transition is on target; what happens with this group through the end of 2016 will be critical.
4. Leadership Development Committee – slated for after the election will be to develop a process to look at who is rotating on and off of the board and what strengths are needed.

V. Schedule conference calls and meeting dates for 2017

The schedule for 2017 is as follows:

January 18-21st (Scottsdale, AZ)

February 28th conference call

March 16th- 18th (Pittsburgh, PA)

May 7, 2017 – ONS Board Orientation and Meeting (Denver, CO)

June 27th conference call

July 26-30th (Pittsburgh, PA)

August 29th conference call

September 26th conference call

October 26th- 28th (Pittsburgh, PA)

December 5th conference call

VI. Reflections

The following items were identified for follow up:

1. Adjust the joint meeting times during Leadership in 2017 to 1.5 hours.
2. B. Gobel and C. O'Leary will work with the Congress planning team to develop a session at Congress on care coordination.
3. The Board is in agreement to continue using the new format for agendas.
4. The October meeting will begin on Wednesday at 9:00 am at the contracted hotel.
5. Review the ONS position statement on navigation
6. Do a crosswalk between care coordination and navigation
7. Provide the ONS Foundation with 10 potential donor names from their respective geographic location
8. B. Gobel to send out the letters to the Chapters requesting to disband.

VII. Adjournment

S. Schneider adjourned the meeting at 11:14 am EST.

Respectfully submitted,

Barbara Holmes Gobel, MS, RN, AOCN®
Secretary, ONS Board of Directors