

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

Date: Wednesday, July 26, 2017

Place: Sheraton Station Square, Pittsburgh, PA

Time: 4:00 p.m. to 6:30 p.m. EST

Attendees: President, Susan Schneider; Secretary, Barbara Holmes Gobel; Treasurer, Kay Harse; Directors-at-Large, Diane Barber, Eva Gallagher, Joni Watson, Jean Rosiak, Julie Painter, Maggie Smith; Laura Fennimore (arrived at 6:00pm) Chief Executive Officer, Brenda Nevidjon; Chief Strategy Officer, Michele McCorkle; ONS Chief Clinical Officer, Lisa Kennedy-Sheldon

Absent:

Guests: Director of Integrated Marketing, A. Borchert; Chief Experience Officer, L. Brown

Recorder(s): Barbara Holmes Gobel, Secretary and Jean Rosiak, Director-at Large

**I. Call to Order**

S. Schneider called the meeting to order at 4:05 PM EST

**II. Need for an Executive Session**

None.

**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**

D. Barber moved to approve the agenda including consent agenda with a change in the timeframe for Thursday afternoon. The motion was adopted.

**V. Conflict of Interest**

None noted

**VI. E-mail Vote – approved on 7/26/17**

**CONSENT AGENDA**

**VII. Reports**

1. 2017 Chapter Awards – B. Theil
2. 2017 Milestone Anniversaries – B. Theil
3. 2017 Congress evaluation-J. Krause
4. RCOP meeting-Des Moines-J. Rosiak
5. ONS Board goals-S. Schneider
6. American College of Surgeons-C. Herring
7. Curriculum Workgroup update-B. Nevidjon

**ACTION AGENDA**

**VIII. President’s Report**

S. Schneider gave a report of her recent activities including attending the National Cancer Policy Forum (along with J. Rosiak, B. Nevidjon and L. Kennedy-Sheldon). She and B. Nevidjon will be meeting with C. Miller-Murphy and R. O’Shea to further discuss the ONCC contract. Sue announced that D. Sweeney is our new Director of Government Affairs and A. Stone will be the Director of Public Affairs.

**IX. Corporate Council meeting preparation**

M. McCorkle presented an outline for the Corporate Council lunch to be held on Thursday, July 27<sup>th</sup>. The board reviewed questions that had been developed to pose to our Corporate Council members at the lunch meeting. It was requested that a board member take notes regarding the discussion and then share with M. McCorkle.

**X. Generative session on clinical resources in diverse patient populations**

S. Schneider, B. Nevidjon, M. McCorkle, and L. Kennedy-Sheldon led a discussion about how to develop ONS resources for diverse patient populations. Over the years, ONS has received requests for the development of resources that target a specific cancer population, such as adolescents with cancer and the LGBTQ patient with cancer. The group identified that it would be important to hold a Think Tank session on resource development for diverse patient populations. The need to create a rubric of stratification for needs related to resource development was also discussed. The areas that the board identified to address in this process include: what resources/evidence currently exists related to diverse patient population(s); identification of high-impact issues related to requests, media impact, and health policy; size of the diverse population(s); the vulnerability/risk faced by the diverse population(s); impact on ONS members; the integration/intersection of diversity and disparity in the population(s); survivorship, palliative care and navigation issues of the diverse population(s); and the sense of urgency and uniqueness of the diverse population(s).

**XI. Website Demonstration**

A. Borchert and L. Brown provided a demonstration and overview of the new ONS website. Members have identified 4 priority areas: resources, networking, career development, and making a difference. The site design will require user testing as well as association management education and training before it is rolled out to members. Feedback from the board about the website and its design was very positive.

**XII. Adjournment**

The meeting was adjourned by ONS President, S. Schneider at 6:45 pm.

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

Date: Thursday, July 27, 2016

Place: Sheraton Station Square, Pittsburgh, PA

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

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

Absent: none

Guests: Chief Financial Officer, J. DeWalt; Bilkey Katz representative, Jeff Katz; Director of Membership and Component Relations, B. Theil; Chief Experience Officer, L. Brown; K. LeFebvre, Oncology Clinical Specialist; Chief Clinical Officer, L. Kennedy Sheldon, Assistant Chief Clinical Officer, M. Galioto

Recorder(s): Barbara Holmes Gobel, Secretary and Jean Rosiak, Director-at-Large

**I. Call to Order**

S. Schneider called the meeting to order at 9:00 AM EST

**II. 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.

### **III. Financial Items**

#### *1. Investment overview*

J. Katz provided an overview of ONS's investments over the past year. Jeff led a discussion on ONS investing in Real Estate Investment Trusts (REITS). The board had previously asked Jeff to discuss whether REIT investments would violate the no-tobacco provision held by ONS. According to Jeff, REITs do not invest in companies that manufacture or distribute tobacco products; through its leased properties, REITs conduct business as a vendor-type relationship, providing a service/product for compensation. B. Gobel moved to approve investing in REITs as recommended by BilkeyKatz in their presentation with the gradual investments. The motion was adopted.

#### *2. Treasurer's report*

K. Harse provided an update on the financial performance for the Society through June 2017.

#### *3. 2018 membership dues*

In 2016 the Board approved a process of instituting a criterion for determining an annual dues increase. 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.

Using the calculation, the 2017 dues (without considering the chapter dues) increase to \$126 from \$125. While the calculation indicates raising the dues by \$1, given 2015 and 2016's financial success and being on track for another successful year in 2017, staff recommended keeping the current 1 year regular membership dues amount of \$125 for 2018.

J. Watson moved to keep the membership dues in 2018 at the 2017 amount. The motion was adopted. Marketing will craft a message regarding no dues increase for 2018.

#### **IV. Membership and Component Relations**

##### *1. Generative discussion on membership metrics*

In 2017, staff was tasked with conducting Net Promoter Score (NPS) surveys to establish a baseline metric. Initial results are strong. For example, ONS's NPS is currently 41, which is considered great on the typical NPS scale. (McKinleyAdvisors reflects the average association NPS in 2015 was 22. Satmetrix, the leader in NPS benchmarks across categories, also further validates ONS's strong performance showing only retailers ahead of ONS.) Looking ahead to 2018, ONS recognizes the landscape is changing. With these changes in mind, the recommendation from staff was to think about the future outcomes ONS wants to achieve, then identify appropriate performance metrics, which demonstrate progress toward the outcomes while ensuring we invest our resources appropriately. The board reviewed existing membership and NPS data as well as an overview on the emerging market trends.

L. Fennimore moved to approve an unbudgeted expense to support research (up to \$65,000) to evaluate the engagement and the membership needs of ONS members. The motion was adopted.

##### *2. Chapter Task Force Update*

B. Theil provided the board with an update on the Chapter Task Force Model. At its October 2016 meeting the Board approved the creation of a task force to review ONS's chapter model, to ensure that the Society remains positioned to provide a valued member experience at the local level and the appropriate support for volunteer chapter leaders. Potential modifications to the chapter model that have identified focus on the following key outcomes:

- Provide chapter leaders with more robust volunteer leadership development and succession planning tools.
- Define what "engagement" means at the local level (meaning, engagement is more than showing up at a monthly dinner meeting).
- Determine and then focus on predictors of success, regardless of chapter size or financial resources.
- Promote the mission of ONS.

- Leverage technology to make work easier (i.e., Online event registration).

Moving forward, the proposed changes to the chapter governance and operational model developed by the task force will be further investigated by staff, in order to identify the logistical issues and ramifications related to implementation. With greater clarity around the details of implementation, a more detailed report and recommendations will be shared with the Board in October.

## V. **APN Competencies**

K. LeFebvre and L. Kennedy Sheldon presented the board with a draft set of Oncology APRN competencies that had been developed by a team of ONS volunteers in late 2015. The document was a blended set of competencies for the clinical nurse specialist and the nurse practitioner roles. The board identified that due to the maturity of the roles and the current published scope and standards on these roles and role-based competencies that no further action related to the competencies should be undertaken. K. LeFebvre will notify the group of volunteers who helped to develop the document.

## VI. **ONS Positions**

1. Generative discussion on positions

The following decisions were made about the ONS Position Statements:

- **Health Care Policy and Consumer Advocacy**
  1. Access to Quality Cancer Care- **keep**
  2. Potential Adverse Health Consequences of Exposure to Electronic Cigarettes and Electronic Nicotine Delivery Systems-**retire and archive** this statement into the Tobacco position
  3. The Impact of Nursing Workforce Issues on Quality Cancer Care-**revise**
  4. Tobacco-**see above**
  5. **Add** Issue Briefs: financial toxicity of cancer treatment



- **Nursing Practice**
    1. Cancer Pain Management-**revise**
    2. Ensuring Healthcare Worker Safety When Handling Hazardous Drugs-**keep (Incorporate USP 800)**
    3. Implementing Screening for Distress: The Joint Position Statement from the American Psychosocial Oncology Society, Association for Oncology Social Work, and Oncology Nursing Society-**retire**
    4. Palliative Care for People with Cancer-**keep**
    5. Rehabilitation of People with Cancer (Endorsed Position Statement, Association of Rehabilitation Nurses)-**retire**
    6. **Add**-Advanced Care Planning/Advance Directives
    7. **Possible Issue Briefs**: Self Care of Nurses working with Patients with Cancer and Patient Centered Care
      - **Education, Certification, and Role Delineation**
        1. Education of the Nurse Who Administers and Cares for the Individual Receiving Chemotherapy and Biotherapy-**keep**
        2. Lifelong Learning for Professional Oncology Nurses-**retire**
        3. Oncology Certification for Nurses-**keep**
        4. Oncology Nurse Navigation Role and Qualifications-**retire**
        5. Oncology Nursing Society, the Association of Oncology Social Work, and the National Association of Social Workers Joint Position on the Role of Oncology Nursing and Oncology Social Work in Patient Navigation-**retire**
        6. Oncology Nursing: The Application of Cancer Genetics and Genomics Throughout the Oncology Care Continuum- **retire**
        7. The Role of the Advanced Practice Nurse in Oncology Care- **retire**
        8. **Add**: Survivorship: The Role of the Nurse
        9. **Add**: Nurse Navigation
2. Proposed position statement on rehabilitation for the person with cancer

After review of the position statement on rehabilitation for the person with cancer:

J. Rosiak moved to endorse the position statement titled “Cancer Rehabilitation” as a Position Statement from the Association of Rehabilitation Nurses with modifications. The motion passed.

3. Endorsement of the ANA Position Statement on incivility and workplace violence.

L. Fennimore moved to endorse the ANA Position Statement on Incivility and Workplace Violence. The motion passed.

**VII. Partnerships and Coalition Annual Review**

M. McCorkle reviewed with the board a list of formal partnerships and liaisons as well as informal partnerships with ONS. No significant changes were recommended regarding the formal partnerships and liaisons. (Tab 6-Appendix A in meeting materials.) M. McCorkle also provided an update on the governmental, nursing and cancer care organizations relationships with ONS as of July 2017 (Tab 6-Appendix B in meeting materials.)

**VIII. Adjournment**

The meeting was adjourned by ONS President, S. Schneider at 5:05 pm.

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

Date: Friday, July 28, 2017

Place: Sheraton Station Square, Pittsburgh, PA

Time: 12:00 p.m. to 5:00 p.m. EST

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

Guests: Leadership Development Committee; ONS Foundation Board of Trustees

Absent: none

Recorder(s): Barbara Holmes Gobel, Secretary and Jean Rosiak, Director at Large

**I. Call to Order**

S. Schneider called the meeting to order at 12:30 pm EST.

**II. Joint meeting with the Leadership Development Committee**

J. Visser, chair of the LDC, shared some key highlights of the work of the Leadership Development Committee (LDC) in transitioning this past year from the Nominating Committee to the LDC. Slated candidates will be required to take the ONS Governance Online Course. The ONS Mentorship Course will be available to candidates later in 2017, but this will not be required. There was a discussion of

potential candidate skill sets by the board and the LDC, including the need for candidates with research experience and health policy experience.

To date, the Leadership Development Committee has received 7 letters of intent for the 2018 ONS Board election.

### **III. Strategic Plan Update**

M. McCorkle provided an update to the board about the progress to date on the ONS Strategic Plan as of July 2017. Of the 60 deliverables included in the plan, 15% are completed and the remainder on track for completion by end of 2017.

### **III. CEO Report**

B. Nevidjon provided an update on the 3<sup>rd</sup> quarter activities at the ONS National Office.

### **IV. Joint Meeting with ONS Foundation Board**

The ONS Foundation Board of Trustees shared with the ONS Board of Directors their new strategic plan. They also announced that their revised fundraising goal for 2017 of \$1,000,000. The two boards discussed ideas for fund raising efforts.

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

Date: Saturday, July 29, 2017

Place: Sheraton Station Square, Pittsburgh, PA

Time: 12:00 p.m. to 2:00 p.m. EST

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

Absent: none

Recorder(s): Barbara Holmes Gobel, Secretary and Jean Rosiak, Director at Large

**I. Call to Order**

S. Schneider called the meeting to order at 12:30 pm EST.

**II. 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.

**III. Joint Meeting with the ONCC Board**

B. O'Shea provided an update to the ONS Board of Directors. ONCC has certified 38,000 RNs, has experienced a 20% growth since 2016, has experienced a slight decline in renewal (thought to be due to ILNA requirements) in 2016, and is retiring the CNS exam in 2017.

#### **IV. Wrap up**

1. Review of assignments and deadline dates
  - a. Notify J. Rosiak and J. Watson if you intend to be considered as the 2018 ONS President.
  - b. Review the by-laws regarding the need to be an ONS member for 5 consecutive years in order to run for national office.
  - c. Follow up regarding the strategic direction of the LDC-move to leadership development and not just a nominating committee.
  - d. Finalize the draft of procedures for appointing members and Chair to the LDC committee. To be reviewed on the August conference call. Also, add to the document who appoints members to the LDC.
2. Identify key issues that need to be conveyed to the Chapters, Editors, Communities, etc.
  - a. ONS to standardize the terminology of Interprofessional (from Interdisciplinary) on all ONS endorsed products and in the ONS style guide.
3. Reflections of the meeting
  - a. Meeting ran smoothly
  - b. Everyone on the board actively contributed over the week
  - c. Need to continue to focus on strategy and “not get in the weeds”

#### **V. Adjournment**

S. Schneider adjourned the meeting at 2 pm EST.

Respectfully submitted,

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