

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

Date: Thursday, March 16, 2017

Time: 9:00 am – 4:00 PM EST

Place: Pittsburgh, PA

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: J. Krause, Director of National Conferences; K. Burns, Chief Administrative Officer, L. Kennedy Sheldon, Chief Clinical Officer, B. Theil, Director of Membership and Component Relations; D. Scheuring, Project Manager of membership and ONS Communities; J. Sirilla and J. Visser, Leadership Development Committee (via phone)

Recorder(s): Jennifer DiVito, Senior Executive Assistant

**I. Call to Order**

S. Schneider called the meeting to order at 8:44 AM EST

**II. Welcome and Catch Up**

S. Schneider welcomed the Board members to the March board meeting.

**III. 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.

**IV. Approval of Agenda including consent agenda and timeframes**

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

**V. Conflict of Interest**

None noted

**VI. Need for an executive session**

An executive session has been scheduled on Thursday, March 16<sup>th</sup> at 11:15 am.

**VII. E-mail Vote** – The January meeting minutes were approved via email vote on March 13, 2017.

**CONSENT AGENDA**

**VIII. Reports**

1. Technology Strategic Plan Update – R. Conover
2. 2017 Health Policy Agenda – A. Stone

**ACTION AGENDA**

**IX. President's Report**

S. Schneider gave an update on the 1st quarter activities of the ONS President.

**X. Board Development Session**

The ONS Board of Directors utilized Strength Finders 2.0 to identify talent themes by leadership domains. The leadership domains consist of strategic thinking, relationship building, influencing, and executing. Based on the results, the Board has identified the area of influencing as an area for future Board development.

**XI. Corporate Resolution**

C. O’Leary moved to approve the corporate resolution per the ONS Financial Policies, the Chief Executive Officer, Chief Administrative Officer, Chief Clinical Officer, Chief Financial Officer, Chief Strategy Officer and Chief Experience Officer have the authority to sign contracts. The Chief Executive Officer will sign all contracts exceeding \$250,000. The motion was adopted.

**XII. Overview of 2017 Congress**

J. Krause provided an update on the 2017 Congress to be held in Denver, CO.

- Attendance: 2,142 (up 5% from same days out last year)
- Exhibit/sponsorship revenue: \$4,003,845 (\$482,862 needed to hit budget)
- Total exhibitors: 289 to date (244 total last year)
- New exhibitors: 89 to date (up from 58 total last year)
- Abstract submissions: 700 (up 7% from 2016)
- Poster presentations: 498 CNE and 24 non-CNE industry

New in 2017

- ePosters: ONS has transitioned to all electronic posters. CNE posters will be housed adjacent to the learning hall next to an attendee networking area, industry posters will be in the learning hall.
- Award lectures: The Distinguished Nurse Researcher and Trish Green lectures will be presented in one 90-minute unopposed power session slot. The New Investigator and State of the Science lectures will be done similarly within the Research track.

- New types of sessions: Best of Abstracts are oral presentations of the four top-scoring abstracts in each track. The new two-hour intensives take a deep dive into hot topics in oncology nursing. There will be one intensive for each track.

### **XIII. ONS Clinical Practice Division**

L. Kennedy Sheldon, Chief Clinical Officer, presented the vision for the ONS clinical practice division.

The ONS Clinical Practice division is almost at full staff, recently M. Galioto has been named the Assistant Chief Clinical Officer.

ONS and ONS Foundation will be hosting a Research Think Tank at the National Office March 20<sup>th</sup> and 21<sup>st</sup>. The purpose of the 2017 ONS Research Think Tank is to reevaluate ONS roles in cancer nursing research. With the upcoming retirements in the research department, the realignment of the research department under the Chief Clinical Officer (CCO), and the release of the Blue-Ribbon Panel Report from the Cancer Moonshot, we have an opportunity to rein-vision what nursing research looks like across the organizations.

ONS will also host an Immunotherapy Think tank at the ONS National office March 28<sup>th</sup> to identify significant issues and gaps in knowledge, skill, and practice to assist in setting ONS priorities and provide guidance in adjusting current ONS products and the creation of new ONS services.

### **XIV. Membership and Component Relations**

#### **1. Communities Update**

The ONS Communities launched in 2016 and were developed to provide the members of ONS the chance to connect with each other and share experiences with a broader clinical audience.

The overarching goals of the ONS Communities have followed the FAST strategy which stands for

finding others with similar interests, asking questions at the time of clinical need, solving clinical problems with input from a wider audience, and teaching others by sharing experiences and expertise. A recent feature includes the option to receive consolidated emails when individuals are members of multiple communities.

2. Proposed change to the award policy

J. Rosiak moved to approve the recommended change to Section 7 of the ONS Award Policy that clarifies the Board's authority to veto selections made by the Awards Advisory Panel. The motion was adopted.

3. Chapter Charter Renewals

J. Rosiak moved to renew the charters of the 217 chapters, designated on the report, who met all re-chartering requirements. The motion was adopted.

D. Bailey moved to renew the charters of the North Valley Chapter and the Toledo Area Chapter, who met all the chartering criteria except for sending a representative to the 2016 Chapter Leadership Workshop. The motion was adopted.

C. O'Leary moved to approve the merger of the Grand Canyon Chapter into the Phoenix Chapter, and the merger of the Kansas Capital Chapter into the Lawrence KS Sunflower Chapter. The motion was adopted.

K. Harse moved to transition the Florida Southern Gulf Coast Chapter back to CHIP status. The motion was adopted.

J. Watson moved to disband the Merrimack Valley (MA), Mountain State (WV), and Waccamaw Neck (SC) Chapters. The motion was adopted.

4. Member retention and renewal plan for 2017

The current total ONS end of year member numbers were down 2% in 2016 based on the numbers at 12/31/15.

The strategy for member renewals in 2017 is an aggressive combination of digital and print marketing efforts directed at recruiting new members (including prospects already in our database and via external sources), retaining current members, and reinstating lapsed members. While these efforts will be directed at members and potential members at all career levels, students and Early Career Professionals will be a priority focus.

**XV. Conference call with the Leadership Development Committee**

The LDC reported on the results from the 2017 ONS National Election. Election voting percentage was 8.94%, winners for the ONS Board Directors-at-Large were Maggie Smith, Julie Painter and Laura Fennimore. ONS members had a 97% satisfaction rate with the election process. In the future, credentials and region should be added to the candidate information. Submission for potential Leadership Development Committee members will be added to the February timeline for the ONS Board.

**XVI. Adjournment**

S. Schneider adjourned the meeting at 3:54pm EST.

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BOARD OF DIRECTORS  
APPROVED MINUTES**

Date: Friday, March 17, 2017

Time: 9:00 am – 4:00 PM EST

Place: Pittsburgh, PA

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: D. Duda, Bilkey Katz; J. DeWalt, Chief Financial Officer;

Recorder(s): Jennifer DiVito, Senior Executive Assistant

**I. Call to Order**

S. Schneider called the meeting to order at 8:59 AM EST.

**II. Financial Items**

1. Investment Update

D. Duda from Bilkey Katz presented an update on the 1<sup>st</sup> quarter investments for 2017. Since the restructure of the investments in 2012, the Total Fund has outperformed the median fund in each calendar year. Over the trailing three years, the Total Fund ranked in the top 14%.

K. Harse moved to rebalance the portfolio by reducing Neuberger Berman by \$150,000 still maintaining a small overweight to large cap equity and move those funds to fixed equity to better balance the budget. The motion was adopted.

The ONS Board discussed REITs which are real estate companies that acquire commercial properties and lease the space in the structure to tenants. After paying the expenses associated with their properties, equity REITs pay out annually the bulk of their income to their shareholders as dividends. Capital appreciation from the sale of the properties is also included in the dividends they pay. Thus, the dividend distribution is designed to approximate the investment return investors would receive if they owned the properties directly.

2. Year End Financials for 2016

The ONS financials closed with a net operating profit of \$2,385,000. Comparing actual to year-to-date budget, overall operating revenue exceeded our target. Our operating expenses are also less than budget.

J. DeWalt presented the ONS bi-annual building report. The statement of financial position includes assets decreasing by approximately \$290,000, as well as cash decreasing while fixed assets increased. The completion of ONS space and the buildout for the third-floor tenant offset by an increase in depreciation generated the increase in fixed assets and decrease in cash. Liabilities decreased by \$682,000 due to paying down the mortgage. At the end of the year the mortgage balance was \$4,524,000. K. Harse moved to approve the bi-annual building report as submitted. The motion was adopted.

3. Banking resolution

K. Harse moved to approve the banking resolution for the ONS Building Partnership authorizing Brenda Nevidjon, Kristine Burns, Michele McCorkle, Lisa Kennedy Sheldon and Lori Brown as authorized signers on the checking account. The motion was adopted.

K. Harse moved to approve the banking resolution for ONS authorizing the titles of Chief Executive Officer, Chief Administrative Officer, Chief Strategy Officer, Chief Clinical Officer, and Chief Experience Officer as authorized signers on the checking account, and removing the Executive Directors of ONS Foundation and ONCC. The motion was adopted.

K. Harse moved to approve the banking resolution for ONS Payroll Account authorizing the titles of Chief Executive Officer, Chief Administrative Officer, Chief Strategy Officer, Chief Clinical Officer, and Chief Experience Officer as authorized signers on the payroll checking account. The motion was adopted.

4. Financial Policies

C. Bailey moved to accept the financial policies as revised and presented to the ONS Board of Directors. The motion was adopted.

5. Computer Software Tax

ONS is a tax-exempt organization but that designation applies only to U.S. and PA corporate income tax. ONS is subject to collecting PA sales tax on products sold and paying PA sales tax on purchased items. In July 2016, the PA legislature passed a bill expanding the PA sales tax base to include the sale of digital products including items electronically or digitally delivered, streamed or accessed. Most notably this legislation covers software-as-a-service (SaaS) such as streaming (Netflix) or remotely accessing canned software (Office 365). This new tax is a non-budgeted expense for this fiscal year and will be included in future budgets.

**III. Conflict of Interest**

The ONS Board discussed potential conflicts of interest and the importance of disclosing outside endeavors. Currently, ONS does not have a policy on gifts. The Chief Administrative Officer (CAO) brought a draft policy to the Board for their review and input. Discussion on the cap amount per individual gift was discussed. K. Burns, the CAO will make the necessary edits and bring back to the Board with additional language.

#### **IV. ONS Foundation request**

B. Becze provided an update to the ONS Board on the 2016 CEO goals related to the ONS Foundation. The ONS Foundation has increased their fundraising 28% over 2015 amounts.

The ONS Foundation requested that ONS fund a campaign which would donate \$2 per ONS member. K. Harse moved to approve ONS providing a \$2 per member gift to the ONS Foundation in honor of the members of the organization. The motion was adopted.

The ONS Foundation will also conduct a pre-Congress match reaching out to those individuals that have donated at least \$750.00 to the ONS Foundation. Those donors that accept will match the funds raised during Congress.

#### **V. ONS Position Statement Generative Discussion**

ONS received a request to endorse the AACN position on the RN role in ambulatory care. C. O'Leary moved to approve the endorsement of the AACN position statement on the RN role in ambulatory care. The motion was adopted.

The ONS Board held a generative discussion related to the direction ONS will take with statements on issues significant to oncology nursing and cancer care and the processes to develop to support development, review, maintenance, and retirement of statements. The position subcommittee will conduct a complete review of ONS position statements in 2017 to ensure ONS statements are written in an "evergreen" manner.

These statements will be placed on a three-year review cycle and slotted into a future Board agenda in 2018 to identify gaps.

**VI. Leadership Performance Assessment**

The ONS Board reviewed the feedback from the Leadership Performance Assessment. This assessment, conducted annually, allows leadership groups within ONS the ability to weigh in on the job the ONS Board has done over the last year. Overall, the feedback was positive. Recommended changes to the survey include the addition of a not applicable option, each question provide the opportunity for further comments, and drop Q. 3 to the end of the survey. To encourage participation, the importance of this survey will be discussed with the President's Council and the Past President's by the current ONS President.

**VII. CEO Update**

B. Nevidjon provided an update on the 1<sup>st</sup> quarter activities for the CEO.

**VIII. Adjournment**

S. Schneider adjourned the meeting at 3:45 EST.