

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS MEETING
Pittsburgh Airport Marriott
APPROVED MINUTES**

Date: Wednesday, October 26, 2016

Time: 9:00 a.m. to 4:00 PM EST

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

Absent: none

Guests: L. Kennedy Sheldon

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:03 AM EST

II. Welcome/Introduction and Catch Up

S. Schneider welcomed the Board members and guests to the October meeting. The new Chief Clinical Officer, Lisa Kennedy Sheldon was introduced to the ONS Board of Directors.

III. Assignment of To-Do List and Timekeeper

E. Gallagher 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

J. Watson 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 September conference call minutes were approved via email vote on October 21, 2016.

CONSENT AGENDA

VII. Reports

1. Technology Strategic Plan – R. Conover
2. ONCC Sanction – C. Miller Murphy
3. Regional Chapter Officer Program (PHX) – D. Barber

ACTION AGENDA

VIII. President's update

S. Schneider provided an update on third quarter activities of the ONS President.

IX. ONS Center for Advocacy

The ONS Board reviewed and approved the proposed concept of the Center in January 2016 based on the strategic direction. The purpose of the ONS Center for Advocacy and Health Policy will elevate the voice and presence of oncology nurses and provide a forum for collaboration and advocacy at a national and local level. Staff will begin exploring funding opportunities for the ONS Center for Advocacy.

X. Summary of Healthcare Innovators Collaboration (HIC) meeting

ONS partners with CECity, a Pittsburgh-based company that is a subsidiary of Premier, Inc. Premier, Inc. is a large healthcare technology group working in oncology along with many other specialties. Premier conducts a meeting with their Healthcare Innovators Collaboration (HIC) twice a year. Premier was interested in focusing on the topic of oncology for their fall meeting and asked ONS to host their collaborator meeting Tuesday, October 25th and Wednesday, October 26th.

XI. Generative Discussion on Board assessment

During the January 2016 Board Meeting met with the Association of Critical Care Nurses. One of the topics discussed was their processes for selecting officers from within the board and for evaluating board members. The ONS Board realized that it would be good to look processes for board evaluation. The Board identified the need to conduct an individual assessment as well as a team assessment annually. Tools identified will be the ONS Leadership Competencies for Self-Assessment and the Nicholson paper as a basis to develop the team evaluation. S. Schneider and B. Nevidjon will question others at the Nursing Organization Alliance meeting in November to gather information on how their respective Boards conduct evaluations and the benefits.

For the individual assessment, the President, an additional ONS Board member (Board Buddy for first year members) and ONS Board member will meet annually to review the self-assessment and provide verbal feedback. The Board will use the ONS Leadership Competencies as a tool for self-review during the January 2017 Board meeting. The timeline moving forward will be to conduct the annual assessment in October.

Board members will also review the current board position descriptions. J. Rosiak and E. Gallagher will review the Director at Large position. Each officer will review their respective positions. Changes to the position descriptions will be reviewed by the full board at a future meeting.

XII. Update on Moonshot/Nurse Researchers

The Blue Ribbon panel presented its report to the National Cancer Advisory Board in September. The final report describes 10 transformative research recommendations for achieving the goal for making 10 years' worth of progress in cancer prevention, diagnosis, and treatment in 5 years. A conference call was held at the end of September with the nurse researchers to discuss potential areas of collaboration. Everyone on the call was asked to think about what the specific themed workgroups should be. ONS Staff to review all potential opportunities mentioned on the call. ONS will set up a meeting with NCI for the fall of 2016.

XIII. Update on ASCO Safe Handling request

K. LeFebvre, L. Kennedy Sheldon and M. McCorkle will participate on a joint call with ASCO to discuss the ONS concerns with the ASCO Recommendations for the Safe Handling of Hazardous Drugs.

XIV. CEO 2016 goal review and 2017 goal planning

2016 CEO Goal Review

- End 2016 with an ONS positive net operational balance of at least \$650,000 – goal has been met
- Increase donations to the ONS Foundation by 27% - not quite at goal, ONSF is confident that goal will be met by year end.
- Design and implement a membership satisfaction tracking and reporting tool – goal has been met
- Complete 80% of the strategic plan tactics identified for 2016 – goal has been met
- Implement the bylaws approved in 2016 – goal has been met
- Increase employee engagement score to 81 or greater – goal met, score was 81.44

XV. 2017 CEO Goal Planning

The ONS Board discussed the 2017 goals for the CEO. The timeline to have the goals finalized is December 2016.

XVI. Adjournment

The meeting was adjourned by President, S. Schneider at 2:40 pm EST.

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS MEETING
ONS National Office
APPROVED MINUTES**

Date: Thursday, October 27, 2016

Time: 9:00 a.m. to 4:00 PM EST

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

Absent: none

Guests: J. DeWalt, J. Katz, D. Duda, K. Burns, B. Theil, D. Struth

To Do List/Timekeeper: D. Barber/C. O'Leary

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:55 AM EST

II. Membership and Component Relations

1. ONS Communities Update

The ONS Communities have continued their transition from the traditional SIG format to the new Community structure. Staff have been working with the selected vendor to build out the new online platform, including data integration, Single Sign On capability, and customized templates. Once finalized, technical testing will begin for quality assurance. Completion is scheduled for the end of

November. After discussion, the Board suggested that B. Theil take the recommendation back to the small workgroup on the possibility of having champions for each of the communities versus a formal leader title.

2. Chapter Charter request

J. Watson moved to approve the charter of the Northeast Illinois Chapter. The motion was adopted.

3. Evaluation of ONS United Arab Emirates Affiliate Pilot Program

In March of 2014, the ONS Board approved a two-year pilot program to evaluate the impact of ONS internationally. The Board selected the United Arab Emirates (UAE) due to strong leadership, no competing oncology nursing association in the country, ongoing ONS activities in the Middle East, and that English is commonly spoken there. After evaluation, it was decided that ONS would discontinue the ONS International Affiliate program and allow ISNCC to guide the UAE. J. Watson moved to discontinue the international affiliate pilot program. The motion was adopted.

4. Membership Survey Report

Traditionally each year ONS conducts a survey of its membership to assess their overall level of satisfaction with their membership and engagement with the Society. In 2016 it was decided to take a different approach in gathering member feedback. This year a brief, 5-question survey was developed that sought feedback on current nursing practice and ONS resources related to practice. The data collected will help ONS to assist members in their specific area of need.

5. Review of the structure and operations of ONS Chapters

Membership in local chapters was an optional “add on” to ONS national membership until 2013. At that time, only about one-third of ONS members were also members of a chapter. In 2012-13 ONS underwent a comprehensive review of its membership model, including chapters. An outcome of that process was a change to the chapter structure, whereby membership in your local chapter was included in your national membership (with \$10 of the total dues amount rebated back to the

chapter to support local operations). While this new “universal” chapter membership model greatly increased the number of members in most chapters, that has not translated into a greater level of participation or engagement at the local level. For these reasons, staff believe that it is time to undertake a review of our chapter structure and operations to determine if the way chapters operate today still makes sense. There is a recommendation to create a Board Task Force to review the structure and operations of ONS Chapters. J. Rosiak moved to approve the creation of a Board task force to review the structure and operations of ONS Chapters. The motion was adopted. J. Rosiak, D. Barber, and C. O’Leary will participate on the task force on behalf of the ONS Board.

6. Member Experience Project Team

Feedback received from the 2015 Member Satisfaction and Engagement Survey revealed that, despite recent improvement efforts, more work needed to be done to address areas of member dissatisfaction with their ONS experience. Some specific complaints were frustrations with being able to reach staff, receiving timely responses to inquiries, and navigating the website. To address these types of issues, a small group of staff leaders, began investigating ways to improve the member and customer experience. Part of the work that the small group did was to develop a membership experience statement to clarify the meaning of member experience.

C. O’Leary moved that the Board endorse the following as ONS’s Membership Experience Statement: Members will be inspired by a sense of community and dedicated to transforming the quality of cancer care. To achieve this, we need to make their experience as easy as possible, from getting answers to their questions, connecting and collaborating with their peers, and navigating our online resources. The motion was adopted. The ONS Board requested that B. Theil send the membership mapping data from the project.

III. Registry Demonstration

D. Struth provided a demonstration of the information captured in the Registry system and how the software works.

IV. Investment Items

1. Investment Update

D. Duda and J. Katz from Bilkey Katz provided an update on current market conditions and investment performance review for Q3 2016.

2. Annual review of asset allocation

C. O'Leary moved to approve the recommendation from Bilkey Katz and move \$1 million into investments and decrease the cash allocation to 10%. The motion was adopted.

V. Financial Reports

1. Building report

J. Rosiak moved to approve the 2016 ONS Building Partnership LLP report. The motion was adopted.

2. Treasurer's report

K. Harse reported that the net operating profit for the organization through September is \$1,617,000. The operating revenue saw a \$770,000 increase over 2015 due to increased registration, exhibits, and advertising increasing. The ONS Board will continue to keep track of the operating budget.

VI. Budgets

1. Approval of building budget
D. Barber moved to approve the 2017 Building Partnership LP budget as presented. The motion was adopted.
2. Approval of capital budget
J. Watson moved to approve the 2017 Capital Budget as proposed.
3. Approval of 2017 Operation budget
D. Bailey moved to approve the 2017 budget as presented. The motion was adopted.
4. The following discussion questions were answered for the 2017/2018 budgets
 - a. We did not budget for the cost of the new community leaders to attend leadership weekend. Should this be added to the budget? The Board decided to not bring Communities in for Leadership weekend.
 - b. For 2018 purposes – should the Board consolidate the January and March board meetings into a February face to face meeting? The Board decided to consolidate the January and March Board meeting into a February face to face meeting off site.
 - c. For 2018 purposes – should the board consider ending our relationship with NIWI if we have an annual Hill Day or as an alternative only a Board member attends NIWI and general members can attend Hill Day? NIWI scholarships will not be funded in 2018, however ONS will continue to send one Board member annually.

XVII. Adjournment

The meeting was adjourned by President, S. Schneider at 3:48 pm EST

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS MEETING
ONS National Office
APPROVED MINUTES**

Date: Friday, October 28, 2016

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

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

Absent: B. Holmes Gobel, Secretary

Guests: E. Becze, A. Borchert

To Do List/Timekeeper:

Recorder(s): Jennifer DiVito, Senior Executive Assistant

I. Call to Order

S. Schneider called the meeting to order at 9:02 AM EST

II. ONS/ONSF Board joint meeting

The ONS Board and ONS Foundation Board members attended a joint meeting to provide updates on major initiatives. The ONS Board discussed ideas in an effort to support the ONS Foundation via funding. The ONS Foundation will share their fundraising toolkit with the ONS Board of Directors.

III. Strategic Plan

The ONS Board discussed potential strategic targets for 2017. The goal is to have at least 80% of the strategic tactics met in 2017.

IV. ONS Voice

There are various ways individuals receive news. The primary focus for the ONS Voice, to be launched in January 2017, will be the nurse. ONS Voice will be printed on a quarterly basis as well as being available online and will respond to trends in oncology.

V. Reflections

- Compress meeting to shorter timeframes
- S. Schneider will follow up with B. Holmes Gobel to provide an overview of the October meeting
- Review ONS Board positions
- Pilot new assessment tools at January meeting

VI. Adjournment

The meeting was adjourned by President, S. Schneider at 11:43 pm EST