

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

Date: Thursday, October 26, 2017

Place: ONS National Office, Pittsburgh, PA

Time: 2:00 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; Chief Executive Officer, Brenda Nevidjon

Absent:

Guests: Chief Strategy Officer, Michele McCorkle; ONS Chief Clinical Officer, Lisa Kennedy-Sheldon; Assistant Chief Clinical Officer, Michele Galioto

Recorder(s): Barbara Holmes Gobel, Secretary

I. Call to Order

S. Schneider called the meeting to order at 2:10 PM EST

II. Need for an Executive Session

An executive session with the CEO has been scheduled for Thursday, October 26th. There was not a need for an executive session.

III. Assignment of To-Do List and Timekeeper

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

IV. Approval of Agenda including consent agenda and timeframes

The October agenda including consent agenda was approved 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 10/25/17

CONSENT AGENDA

VII. Reports

1. President Letters of Intent
2. Digital Strategy (R. Conover)
3. ONS Communities (L. Brown)
4. Membership update (L. Brown)
5. 2018 Congress Update (J. Krause)
6. 2018 Board meeting and conference call schedule (J. DiVito)
7. Regional Chapter Officer Program – New Hampshire (L. Fennimore)

ACTION AGENDA

VIII. Strategic Plan

M. McCorkle provided a status update on the 2017 strategic plan as of October 1, 2017. In addition, the draft 2018 Strategic Plan was reviewed with the ONS Board.

This will come back to the ONS Board on either the December or January conference call.

IX. Position discussion and annual review

J. Rosiak and M. Galimoto presented the ONS position statements for review and approval.

L. Fennimore moved to approve the position statement titled “Education of the Nurse Who Administers and Cares for the Individual Receiving Chemotherapy, Targeted Therapy and Immunotherapy”. The motion was adopted.

K. Harse moved to approve the position statement titled “Access to Quality Cancer Care” with the changes as outlined. The motion was adopted.

L. Fennimore moved to approve the position statement titled “Cancer Pain Management” with edits. The motion was adopted. It was a recommendation by the board that an issue brief on the opioid crisis and its impact on cancer pain management be developed by ONS.

J. Watson moved to approve the position statement titled “Oncology Certification for Nurses”. The motion was adopted.

The revised position statement titled “Palliative Care for People with Cancer” will be held and reviewed during the February 2018 Board meeting contingent on when the updated palliative care consensus guidelines have been published.

The Hospice and Palliative Nurses’ position on assisted suicide will be discussed on the December Board conference call.

The position subcommittee will continue to collect data on the workforce shortage before making the decision on the development of a position statement. This topic could be a strategic plan focus for 2019.

X. ONS Foundation request

Based on a request from the ONS Foundation in March, the ONS Board agreed to have the Foundation investigate what it would take to change their name to back to Oncology Nursing Foundation. The Executive Director had meetings with various stake holders in the name change to determine the feasibility and work load involved.

K. Harse moved to approve the ONS Foundation request to move forward with changing their name back to Oncology Nursing Foundation. The motion was adopted.

XI. CEO 2017 goal review and 2018 goal planning

The Board of Directors reviewed the status of the 2017 CEO goals and began planning to identify the goals for the CEO in 2018.

XII. Adjournment

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

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

Date: Friday, October 27, 2017

Place: ONS National Office, Pittsburgh, PA

Time: 8:30 a.m. to 2:20 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, D. Duda; Chief Experience Officer, L. Brown; Chief Clinical Officer, L. Kennedy Sheldon, Assistant Chief Clinical Officer, M. Galioto

Recorder(s): Barbara Holmes Gobel, Secretary

I. Call to Order

S. Schneider called the meeting to order at 8:30 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

D. Duda presented the investment overview as of September 30, 2017. The S&P 500 gained 4.5% this quarter, making it 18 of the last 19 quarters that produced a gain, including the last 8 quarters in a row.

J. Watson moved to have Bilkey Katz explore alternative managers to replace Neuberger Berman and Eagle Asset Management and report to their findings to the board at the February Board meeting. The motion was adopted.

K. Harse moved to approve the asset allocation recommendation of 60% equity, 40% fixed income, 10% cash, and increased percent of REITs as presented with the additional \$1,000,000 contributed from the checking account as presented. The motion was adopted.

2. Reports

a. Bi-Annual building report

J. Painter moved to approve the bi-annual building report as presented. The motion was adopted.

b. Treasurer's report

K. Harse provided an update on the financial status of the Oncology Nursing Society through September 30, 2017.

3. Budgets

a. Approval of 2018 Building budget

L. Fennimore moved to approve the 2018 ONS Building Partnership, LP budget as presented. The motion was adopted.

b. Approval of Capital budget

J. Watson moved to approve the 2018 Capital budget as presented. The motion was adopted.

c. Approval of 2018 operation budget

J. Watson moved to approve the 2018 ONS operation budget as presented. The motion was adopted.

IV. Governance Committee

B. Gobel and L. Fennimore reviewed the most recent board performance evaluation with the BOD. Discussion included whether to continue the board performance evaluation in light of the current process of evaluating individual meetings and individual board performances. As this is an external performance review it was decided to continue this performance evaluation. The board recommended that an evaluation be done annually prior to the start of the new year.

V. Membership and Component Relations

1. Chapter Charter fees

ONS has historically required that Chapters pay an annual charter renewal fee. The fees are allocated based on the membership size of the Chapter. The charter renewal fee is an assessment for liability insurance that ONS carries on its policy, the accounting fee for the annual IRS Group 990 Form, the officer dishonesty insurance, and ONS staff time to manage the Chapter functions. In addition, the registration fee for the Chapter's primary representative to attend the annual Chapter Leadership Workshop is included in the Chapter's charter fee. The group discussed the need to allocate fees to the Chapters for the addition of Director and Officer insurance and various options of fee allocation. This item will be discussed on the December conference call.

2. Chapter Task Force recommendations

A taskforce was formed in 2016 to review the current Chapter structure and recommend changes to the ONS Chapter Model that serve to clarify expected outcomes from chapters, provide greater flexibility in developing local volunteer leaders, engaging members, and ensuring long-term sustainability for local chapters.

J. Rosiak moved to adopt a vision statement for chapters that reads, "Chapters serve ONS members and advance the ONS mission at the local level. The motion was adopted.

L. Fennimore moved to amend the ONS Chapter Policy Manual as edited. The motion was adopted.

J. Watson moved to amend the ONS Chapter Policy Manual as follows: Chapters shall be required to provide a minimum of six member engagement opportunities each year (open to all members), replacing the current requirement of at least four educational meetings each year. The motion was adopted.

D. Barber moved to amend the ONS Chapter Policy Manual as follows: The minimum threshold for chartering new ONS chapters shall be 100 members. Existing chapters currently below that threshold shall remain chapters in good standing so long as they continue to meet all other annual re-chartering requirements. Seven in favor, three opposed. The motion was adopted.

E. Gallagher moved to amend the ONS Chapter Policy Manual as follows: As a requirement for re-chartering, chapters must receive a minimum satisfaction rating of 75% from their membership each year. If the satisfaction score falls below 75% an action plan will be developed for Chapter leadership. The motion was adopted.

3. *Member Satisfaction*

A survey of ONS members was conducted during August and September to assess their overall level of satisfaction with their membership and engagement with the Society. The survey was administered electronically collecting 2,386 responses (a 7.9% participation rate). The overall results are positive at 86%, and compare favorably to the last such survey, conducted in 2015.

VI. Board evaluations

The ONS Board of Directors conducted individual board evaluations.

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

Date: Saturday, October 28, 2017

Place: ONS National Office, Pittsburgh, PA

Time: 8:30 a.m. to 12:00 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

Absent: none

Guests: none

Recorder(s): Barbara Holmes Gobel, Secretary

I. Call to Order

S. Schneider called the meeting to order at 8:31 AM EST

II. Board evaluations

The ONS Board of Directors conducted individual board evaluations and discussed the team development survey.

III. ONS President presentations

IV. Adjournment

The meeting was adjourned by ONS President, S. Schneider at 11:57 am ET.

Respectfully submitted,

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