

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

Date: Thursday, June 13, 2019

Place: ONS National Office

Pittsburgh, PA

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

Attendees: President, Laura Fennimore; Secretary, Heather Mackey; Treasurer, Kristin Ferguson; Directors-at-Large: Nancy Houlihan, Julie Painter, Susan Bruce, Anne Ireland, Marty Polovich, and Maggie Smith; Chief Executive Officer, Brenda Nevidjon

Absent: None

Guests: L. Kennedy Sheldon, Chief Clinical Officer; L. Brown, Chief Experience Officer; M. Cooley, Scholar-In-Residence; K. LeFebvre, Oncology Clinical Specialist

Recorder(s): Heather Mackey, Secretary

I. Call to Order

L. Fennimore called the meeting to order at 9:20 am EST

II. Welcome and Updates

L. Fennimore welcomed the ONS Board of Directors to the June Board meeting.

III. Assignment of To-Do List and Timekeeper

J. Painter has been assigned to capture the to-do list and N. Houlihan will be the timekeeper.

IV. Approval of Agenda including consent agenda and timeframes

S. Bruce moved to approve the agenda including consent agenda as submitted. The motion was adopted.

V. Need for an Executive Session

No request made for an executive session

VI. Conflict of Interest

H. Mackey reported that she served on the project team producing the Oncology Nurse Practitioner competencies.

VII. E-mail Vote

The May conference call minutes were approved via email vote on 6/12/2019.

CONSENT AGENDA

VIII. Reports

1. RCOP Meeting (Waco, TX) – J. Painter
2. ASCO guidelines – L. Fennimore

ACTION AGENDA

IX. Board Governance Activity

The ONS Board participated in a board governance activity led by President, L. Fennimore.

X. Presidents Report

L. Fennimore provided an update on the second quarter activities of the President.

XI. CEO Report

B. Nevidjon provided an update on the second quarter activities of the CEO.

XII. Chapter requests

1. J. Painter moved to approve the request from the Metro Detroit Chapter to add Genesee and Lapeer Counties (Michigan) to their chapter territory. The motion was adopted.
2. S. Bruce moved to approve the West Michigan Shoreline Chapter's request to disband effective immediately. The motion was adopted.

XIII. Chapter Policy revisions

L. Brown reviewed the recommended revisions, including rationale, to the Chapter Policy manuals. K. Ferguson moved to approve the following recommended policy changes to the Chapter Policy and Operations Manual and/or Chapter Treasurer's Handbook to include:

1. Changes to the contract review process language;
2. Revisions to the ONS trademark and logo usage policy as it relates to the usage of the ONS trademarks and national logo and revisions to chapter logos;
3. Removal of Chapter-in-Progress (CHIP) language.

The motion was adopted.

XIV. Undergraduate Curriculum program

L. Kennedy-Sheldon provided an overview of the pilot program conducted by ONS outlining the multi-site feasibility study and content evaluation of the pre-licensure nursing student program. Discussion was held on the results reviewing next steps for the future including follow up questions for course faculty. L. Kennedy-Sheldon will take recommendations back to D. Struth and the team for further discussion, with plans for the ONS Board to revisit at the September 2019 meeting.

XV. 2019 Oncology Nurse Practitioner (ONP) competencies

The ONP Competency Team was convened in January 2019. The team included ONS members and a member representative from Advanced Practitioner Society for Hematology and Oncology (APSHO). The team began with an extensive literature review and established competency categories utilizing the structure from the most recent version of the ONS Oncology Nursing: Scope and Standards of Practice. Competencies were drafted and reviewed by the team.

The public comment period occurred over two weeks in April and May of 2019 and was advertised to ONS members and APSHO members by email and discussion community posting discussion.

Further review was conducted using an expert panel of experienced ONPs who provided feedback. The final document reflecting this input and edits was presented to the ONS Board. The ONS Board adopted the revisions to the Oncology Nurse Practitioner competencies as presented. The Oncology Nurse Practitioner competencies will be published in the fall of 2019.

XVI. Concept approval of mentorship proposal

M. Cooley reviewed the ONS Mentorship Proposal, whose goal is to grow a vibrant oncology nursing research community committed to expanding the evidence base for oncology nursing practice and to be at the forefront of advancing oncology nursing science and cancer care through research innovation and discovery. Recommendations include the creation of a hub for support, resources and mentorship of oncology nurse researchers; establishing a Research Communities based on the various research career stages Research Fellow (or Scholar); developing and curating a virtual repository of key resources for oncology nurse research career development and mentorship; commissioning Thought Papers that strategically address and inform policy on challenges in advancing research and the evidence base needed for oncology nurses in order to improve cancer outcomes for patients, families and communities; increasing policy advocacy for oncology nursing research priorities, funding and training; communicating with the Oncology Nursing Foundation on grant funding calls and opportunities that would address progress in advancing research priorities of importance to oncology nursing practice and development of the research workforce; providing recognition and awards in key areas that advance oncology nurse researchers' careers at various career stages and for exemplary mentorship. The ONS Board adopted the mentorship proposal concept.

XVII. Research priorities

M. Cooley presented the 2019-2022 ONS Research Priorities. Three overarching priority areas were identified, which included Symptom Science, Health Disparities, and Palliative and Psychosocial Care in Oncology. Three cross cutting themes to provide context for the priorities emerged: survivorship care, aging, and health care delivery implications, Finally, advanced research methods needed to strengthen science were identified by the project team. The ONS Board of Directors adopted the research priorities as outlined. The research priorities will be published this fall.

XVIII. Guideline update

L. Kennedy Sheldon provided a review of EBP and Guideline work to date. Guidelines are based on clinical questions developed by a multidisciplinary panel including patients. Systematic reviews of the research evidence based on these questions forms the core of a guideline. Systematic reviews are the foundation of guidelines and can either be developed in house or contracted out. The systematic reviews were contracted out with a staff blend to complete five guidelines in 2019. The guidelines will be publicized in the future. The agenda topic will return to the September Board meeting for additional updates.

XIX. Center for Innovation

B. Nevidjon reviewed the staffing structure and objectives for the Center for Innovation.

XX. Community Site Demo

The ONS Board will transition to the use of a Community platform to conduct Board business. An overview of the site was given by J. DiVito.

XXI. Adjournment

L. Fennimore adjourned the meeting at 5:01 pm.

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

Date: Friday, June 14, 2019

Place: ONS National Office, Pittsburgh, PA

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

Attendees: President, Laura Fennimore; Secretary, Heather Mackey; Treasurer, Kristin Ferguson; Directors-at-Large: Anne Ireland, Julie Painter, Nancy Houlihan, Susan Bruce, Marty Polovich, and Maggie Smith; Chief Executive Officer, Brenda Nevidjon

Absent: None

Guests: D. Duda/J. Katz, Bilkey Katz; J. DeWalt, Chief Financial Officer; K. Burns, Chief Administrative Officer; J. Krause, Director of National Conferences

Recorder(s): Heather Mackey

I. Call to Order

L. Fennimore called the meeting to order at 9:03 AM EST

II. Investment Items

BilkeyKatz Investment Advisors is the independent investment company charged with providing the Board with independent information related to the organizations' investments. Darrin Duda and Jerry Katz present investment updates during the face to face board meetings. The U.S. equity markets continued its strong performance in April but completely reversed in May. The S&P 500 returned 10.7% through May 2019. The Total Fund captured all of the strong capital markets performance and returned 8.9% (net of fees) versus the Policy Index return of 8.9% for the quarter. The portfolio was helped by its

overweight to equities and underweight to fixed income and cash & equivalents along with competitive manager results.

III. Financial Items

1. Treasurer's report

The financial results through April 2019 were presented to the ONS Board. ONS remains a healthy organization.

2. Congress Financials

The comparative Congress financials between 2018 and 2019 have resulted in a \$596,000 increase in overall net profit.

3. 2020 operational margin

A. Ireland moved to approve \$800,00 as the operational margin for the 2020 budget. The motion was adopted.

IV. National Conference Registration fee

J. Krause and K. Burns presented a recent analysis of 12 comparable conferences shows that current Congress pricing is slightly below average yet competitive with other organizations. The last time Congress registration pricing was increased was in 2019 for Washington, DC. ONS is not recommending an increase in Congress registration fees for 2020.

V. Discussion on the 2020 board sponsored sessions at Congress

The ONS Board will sponsor two sessions during the 2020 Congress. A. Ireland will be the point person for the Oncology Nursing 2029 session. K. Ferguson and N. Houlihan will plan the workshop on media training.

VI. Annual business meeting and best practice exchange for 2020

The best practice exchange conducted by the ONS Board has generally consisted of question and answer sessions concerning clinical challenges experienced by members. Moving forward, the ONS Board would like to offer this time as an open discussion forum in a roundtable setting to encourage more

conversation about broader issues confronting cancer care with the ONS Clinical Staff having responsibility for more focused clinical related sessions. Information regarding the Business meeting will be pushed out in between session to encourage attendance. The recognition of outgoing Board and LDC members will now take place during the Saturday evening reception rather than the Business meeting.

VII. Expense Reimbursement protocol

The ONS Board discussed permissible items to request for reimbursement per policy.

VIII. Adjourn

L. Fennimore adjourned the meeting at 12:05 p.m. EST

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

Date: Saturday, June 15, 2019

Place: Pittsburgh Airport Marriott

Time: 8:45 a.m. to 12:00 p.m. EST

Attendees: President, Laura Fennimore; Secretary, Heather Mackey; Treasurer, Kristin Ferguson; Directors-at-Large: Anne Ireland, Maggie Smith, Julie Painter, Susan Bruce, Marty Polovich, and Nancy Houlihan; Chief Executive Officer, Brenda Nevidjon

Guests: Chief Strategy Officer, M. McCorkle

Absent: None

Recorder(s): Heather Mackey, Secretary

I. Call to Order

L. Fennimore called the meeting to order at 8:53 am EST.

II. Generative Discussion on the ONS position on member queries regarding staffing

Questions about staffing are consistently posted on the Communities and submitted to the Clinical Query Inbox. Although most questions relate to infusion centers or ambulatory clinics, we have had queries about inpatient units, Radiation Oncology Centers and nurse navigator services. ONS does not have a position statement on staffing and resources addressing this are limited. The ONS Board approved the implementation of a volunteer/staff project team to explore this topic further.

III. Partnership and Coalition agreements

Annually, the ONS Board reviews the formal partnerships and liaisons for the Society. M. McCorkle provided a review of recommendations for 2020 ONS Partnerships and Coalitions. K. Ferguson moved to approve the recommendations as set forth in the partnership/liaison overview. The motion was adopted. J. Painter moved to approve the recommendations as set forth in the coalition overview. The motion was adopted.

IV. Bridgeable Update

M. McCorkle presented an update on the Bridgeable project. The co-creation of four possible “worlds” was held in May. ONS was joined not only by ONS members but representatives from technology, patient advocacy, medicine, pharmacy, and other backgrounds. The coordinating team will meet in mid-June and will work with Bridgeable team to hone the worlds and identify 6 or so possible nursing roles in the future. The final report and recommendations will come in July and goes to the ONS Board in September.

V. President Elect Process

The ONS Board reviewed the process for electing the officer position as well as the language in the policy. The goal is to have succinct language in all documents. N. Houlihan moved to approve the length of office for the President to serve to a “one- or two-year term”. The motion was adopted.

VI. Wrap Up

The ONS Board reviewed the meeting calendar/assignments for the next six months. A verbal evaluation of the June meeting was discussed as well as what worked and what could be improved for the next face to face meeting.

V. Adjournment

L. Fennimore adjourned the meeting at 12:01 pm EST.

Respectfully submitted,

Heather Thompson Mackey, MSN, RN, ANP-BC, AOCN®
Secretary, ONS Board of Directors