ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES

Date: Tuesday, July 23, 2019
Conference call
Time: 6:00 p.m. to 8:00 p.m. EST

Attendees: President, Laura Fennimore; Secretary, Heather Mackey; Directors-at-Large: Nancy Houlihan, Julie Painter (joined at 7:11 pm), Susan Bruce, Anne Ireland, Marty Polovich, and Maggie Smith; Chief Executive Officer, Brenda Nevidjon

Absent: Treasurer, Kristin Ferguson

Guests: Executive Director Oncology Nursing Foundation, Linda Worrall; Chief Financial Officer, Jeff DeWalt; Chief Strategic Officer, Michele McCorkle

Recorder(s): Secretary, Heather Mackey

I. Call to Order
   L. Fennimore called the meeting to order at 6:06 pm EST

II. Welcome and Updates
   L. Fennimore welcomed the ONS Board of Directors to the July conference call.

III. Assignment of To-Do List and Timekeeper
   S. Bruce 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**  
A. Ireland 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**  
M. Polovich reported that she participated on a working group with HOPA/ONS in relation to the position on Safe Handling.

VII. **E-mail Vote**  
The June conference call minutes were approved via email vote on 7/22/2019.

**CONSENT AGENDA**

VIII. **Reports**  
1. RCOP Meeting (Indianapolis) – M. Polovich  
2. Bogota, Colombia – M. Smith

**ACTION AGENDA**

IX. **Board Development**  
The Board discussed an article from the American Society of Association Executives regarding legal responsibility to the organization as a Board member. Board members should consistently put the organization above any personal or business gain.
X. **LDC Policy Change**
During the February 2019 meeting, the Leadership Development Committee discussed the election process and determined that the election timeline had not been evaluated recently. The result of the discussion was to propose shortening the election from six weeks to four beginning with the 2020 ONS election to provide information to the winning candidates faster and to keep marketing materials from becoming stagnant. M. Polovich moved to approve the proposed policy change with updated language that the annual ONS election shall be open to eligible members for a period of approximately 4 weeks, commencing the first week of January each year. The motion was adopted.

XI. **Chapter Fund**
L. Worrall provided an overview of a new fund being developed by the Oncology Nursing Foundation aimed at bringing ONS chapters together to address issues facing oncology nursing today. The Future of Oncology Nursing Chapter Fund would be an opportunity to utilize chapter resources to make an impact in chapters throughout the country. Treasury gifts would start at $25,000 and would provide annual funding opportunities to chapters as identified by the Oncology Nursing Foundation Board of Trustees. Grant possibilities could include innovative projects, collaborative opportunities, and wellness initiatives. Grants from the fund would be available to all chapters, not just those who have contributed. Once a chapter becomes a partner within the fund, they may continue to make additional gifts at any time.

XII. **Position Statement on Safe Handling**
The “Ensuring Healthcare Worker Safety When Handling Hazardous Drugs” position statement is a joint effort between the Hematology/Oncology Pharmacy Association (HOPA) and ONS to promote safety in healthcare workers who handle hazardous drugs. N. Houlihan moved to approve the “Ensuring Healthcare Worker Safety When Handling Hazardous Drugs” position statement. The motion was adopted. This will now move to the HOPA Board of Directors for their review and approval. Once both Boards have approved the position statement, a joint press announcement will be released.
XIII. ONS Hill Days
M. McCorkle provided an update on the 2019 ONS Hill Day schedule. The meeting will begin with an opening reception the evening of September 22\textsuperscript{nd} followed by training from 9 am-5 pm on September 23\textsuperscript{rd} followed by a reception that evening. ONS Hill Days will wrap up on the 24\textsuperscript{th} with visits on the Hill. Each Board member will have the opportunity to attend at some point during their term of office. Those attending from the Board in 2019 are L. Fennimore, A. Ireland, N. Houlihan, H. Mackey and M. Polovich.

XIV. Board Evaluation Process for September and October/November meeting
L. Fennimore discussed the upcoming schedule for the ONS Board individual evaluations. The evaluations will be conducted during the September and October/November Board meeting. Each evaluation will consist of face to face meetings held in 20-minute increments in which the President, along with a fellow Board member, will provide feedback on an individual Board member’s performance. L. Fennimore will develop a schedule to share with the ONS Board of Directors in preparation of the meetings.

XV. ONS member dues
Based on the formula used to establish annual dues, it was determined that a dues increase would not be proposed in 2020. S. Bruce moved to keep all membership dues categories at the 2019 levels. The motion was adopted.

XVI. Approval of unbudgeted expense
The Center for Innovation intends to develop a B2B (business-to-business) platform to deliver ONS content and data in order to replace the current ONS voucher system. The B2B platform would assist with institutional bulk purchases of courses and how ONS content and resources are delivered to institutional customers. H. Mackey moved to approve a $356,000 as a capital variance within the 2019 budget. The motion was adopted.
XVII. Wrap Up
L. Fennimore provided an update on the Leadership Think Tank that took place at the ONS Office July 22nd and 23rd. A full report from the Leadership Think Tank will be shared with the ONS Board of Directors during the September Board meeting. The August conference call has been tentatively cancelled.

XVIII. Adjournment
L. Fennimore adjourned the meeting at 7:57 pm EST.

Respectfully submitted,

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