

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

Date: Friday, September 20, 2019

ONS Board of Directors Meeting

Washington, DC

Time: 8:30 a.m. to 1:00 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:

Guests: Chief Financial Officer, Jeff DeWalt; Research Associate, Deb Struth (via phone); Senior Manager of Evidence Based Practice, Pam Ginex (via phone)

Recorder(s): Secretary, Heather Mackey

I. Call to Order

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

II. Welcome and Updates

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

III. Assignment of To-Do List and Timekeeper

M. Polovich has been assigned to capture the to-do list, A. Ireland will capture the parking lot items and J. Painter 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. Guiding Principles

- Each person is encouraged to share divergent viewpoints
- Leave the meeting sharing the decisions of the Board
- Begin and end on time and value time together

VII. Conflict of Interest

No conflicts were noted.

VIII. E-mail Vote

The July conference call minutes were approved via email vote on 9/16/2019.

ACTION AGENDA**IX. Board Governance Activity**

The ONS Board discussed articles from the American Society of Association Executives regarding board effectiveness, preparation and financial oversight. The Board also participated in a board development activity led by President, L. Fennimore.

X. Treasurer's report

K. Ferguson and J. DeWalt provided and overview of the financial statements through July 2019. At the halfway mark for 2019, ONS remains a financially healthy organization and should conclude the year with a positive net operating profit.

XI. Guideline Update

In 2018 a pilot was initiated to transition PEP® recommendations to actionable, methodologically rigorous guidelines. The five topics – radiodermatitis, constipation, hot flashes, skin toxicities and lymphedema – were selected because they did not have prominent national guidelines and they had manageable bodies of evidence. Using the GRADE methodology, each topic was transitioned into a symptom guideline by the corresponding guideline panel made up of representatives from the PEP® team, interprofessional team members, and a patient representative. The guideline recommendations will be open for public comment, will be sent to key stakeholders for review, and will then be submitted to the ONS Board for approval. Once approved, each guideline will result in two manuscripts in *ONF*: one on guideline recommendations and one on the systematic reviews. In addition, a clinical summary of each guideline will be published in *CJON*. The goal is to have all five topics published prior to Congress 2020 so they can be disseminated to ONS members first and then to other healthcare professionals. The next set of topics to be transitioned to guidelines will be identified after review by the ONS clinical team.

The Board discussed the process of endorsement and whether ONS should endorse guidelines from other organizations as well as the Society's view on obtaining endorsement for our guidelines. P. Ginex and L. Kennedy Sheldon will bring the topic of endorsement back to the February Board meeting to include a clear definition of endorsement.

XII. Undergraduate Curriculum program

An evaluation of the undergraduate curriculum pilot was conducted in academic year 2018-19 and the findings were presented to the ONS Board at the June 2019 meeting. During that meeting, Board members presented questions regarding the institutional participation rate and the evaluation results, including additional input desired from the participating faculty. To address the Board's questions, phone interviews between ONS staff and faculty participants were held with subsequent results presented at this meeting. Recommended next steps include the creation of an internal project team to address technical issues and consider other delivery approaches, as well as additional research on implementation including cost structure, access determination (e.g., direct to student vs. faculty only), promotion and marketing options, including collaboration with AACN and NLN.

XIII. Adjournment

L. Fennimore adjourned the meeting at 11:52 am EST.

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

Date: Saturday, September 21, 2019

ONS Board of Directors Meeting

Washington, DC

Time: 8:30 a.m. to 4:30 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:

Guests: Chief Strategy Officer, M. McCorkle; Director of Public Affairs, A. Stone

Recorder(s): Secretary, Heather Mackey

I. Call to Order

L. Fennimore called the meeting to order at 8:26 am.

II. Approval of Oncology Nursing Foundation Trustees

As the sole member of the Foundation, the ONS Board has the authority to approve trustees for the Foundation. S. Bruce moved to approve P. Moore, L. Benson, and S. Groenwald as trustees of the Oncology Nursing Foundation for the length of two 3-year terms determined jointly between the Foundation Board and the individual trustees. The motion was adopted.

III. ONS Strategic Roadmap Report

The ONS Board previously approved proceeding with strategic scenario planning work in 2019 with a service-design company, Bridgeable. The results of this work were presented to the Board through two documents: The “Supplemental Report,” representing a summary of the interviews, discussions, and meetings with both the project team and co-creation team; and the final report, presenting a synthesis of data and insights gleaned along the project’s four phases. The Board discussed these results including what surprised them, what excited them, and what worried them after reviewing the reports. The consensus of the Board was support over the findings. There is a need to adopt a long-term winning aspiration statement to be the motivating purpose for ONS as a driver of quality oncology care. Next steps include the formation of an advisory panel or project team to identify tactics and measurements for the 2020-2023 strategic plan. Discussion was also held on the needs for communication across the membership and staff moving forward.

IV. ONS Hill Days

A. Stone provided an update on the 2019 ONS Hill Day schedule. The meeting will begin with an opening reception the evening of September 22nd followed by training from 9 am-5 pm on September 23rd. ONS Hill Days will wrap up on the 24th with visits on the Hill. This year’s Hill Day marks the most congressional meetings scheduled since its inception.

V. Update on ACOS CoC

ONS maintains representation on the CoC Executive, member organization, and accreditation committees. Representation on the Accreditation committee provided a significant opportunity for ONS in the revision process for the CoC accreditation standards including nursing credentialing, survivorship programs, and care coordination. Once the Accreditation committee presented revised standards to the CoC Executive Committee, the standards were reviewed by the Commission leadership. Minor revisions occurred at the leadership level. The draft accreditation standards were posted for public comment in late May. Feedback on the standards resulted in some minor revisions and the move to having a few

standards phased in over a few years. The revised standards have completed legal and editing processes and are expected to be released in early November 2019. For continuity, M. Galioto will remain as the ONS representative to this group.

VI. Position Statements

J. Painter moved to approve the revised position statement previously titled “Potential Adverse Health Consequences of E-Cigarettes and Vaping,” now retitled as “Use of E-Cigarettes and Vaping,” including the two revisions as outlined today. The motion was adopted. This position will be published in the November *ONF*.

K. Ferguson moved to approve the endorsement of the revised ANA position statement titled, “The Nurse’s Role When a Patient Requests Medical Aid in Dying.” The motion was adopted. ONS will continue its current endorsement of the HPNA position statement titled “Guidelines for the Role of the RN and APRN When Hastened Death Requested.”

Following discussion, the ONS Ambulatory Staffing position will be brought back to the October Board conference call for approval.

VII. ONS Board Member feedback sessions

Individual board member feedback was provided during the September meeting. This provides the Board and opportunity to reflect on their individual contribution to the ONS board work as well as receive feedback from other board members. This will be conducted again during the Fall ONS Board meeting for the first year members.

VIII. Schedule

The ONS Board reviewed the draft schedule for Board meetings and conference calls in 2020. The schedule will be finalized during the October Board conference call.

IX. Presidents report

L. Fennimore provided an overview of meetings and travel during the third quarter of 2019 as well as upcoming fourth quarter schedule.

XI. CEO report

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

XII. Adjournment

L. Fennimore adjourned the meeting at 4:21 pm EST.

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

Date: Sunday, September 22, 2019

ONS Board of Directors Meeting

Washington, DC

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

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

Absent: Director-at-Large, Julie Painter

Guests: Chief Experience Officer, L. Brown; Director of Learning & Development, K. Loutzenhiser

Recorder(s): Secretary, Heather Mackey

I. Call to Order

L. Fennimore called the meeting to order at 8:25 am EST. N. Houlihan agreed to serve as timekeeper as J. Painter was unable to participate in today's meeting due to a prior commitment.

II. Member Experience

1. Leadership Think Tank Results

During the February 2019 BOD meeting, the LDC discussed a desire to explore additional leadership opportunities for ONS members. Then in April, the BOD approved the LDC's proposal to hold a think

tank with members & non-members, from both inside and outside of the nursing industry. In parallel, ONS staff had been working to identify the professional development & leadership opportunities of the ONS members. Based on this work, K. Loutzenhiser presented the three phased proposal representing the merged efforts of LDC, staff, and insights from Bridgeable, Congress feedback, and focus groups to create a comprehensive approach to professional & leadership development. The ONS Board accepted the Leadership Intensive proposal as outlined. Next steps include distributing the report to the think tank participant group as well as a future article in the *ONS Voice* for the membership.

2. Chapter Satisfaction survey

In January 2018, the new Chapter Model Policy amendments were approved including the requirement that chapters receive a minimum satisfaction rating of 75% from their membership survey each year in order to be re-chartered. Chapters whose satisfaction scores fall below 75% are required to develop and submit an action plan for consideration. In 2019, ONS administered the chapter member satisfaction survey to all Chapters resulting in a response rate of 4.5%. Discussion was held over concern that these results are too low to appropriately validate the overall membership satisfaction rate of any given chapter. M. Polovich moved to remove the requirement that chapters must receive a minimum satisfaction rating of 75% to be re-chartered effective immediately. The motion was adopted.

3. Membership categories and application

During the February 2019 Board of Directors meeting, the ONS Board agreed to move to optional chapter membership a three-tiered pricing approach, with prices to not exceed 20% of National dues, which equates to \$25 currently. ONS student members will maintain free chapter membership access.

Currently, ONS is updating the member application process. During this period, ONS staff took the opportunity to benchmark its member categories against other nursing organizations. Based on those benchmarks, it was determined that ONS may have member categories outside of the industry standard. M. Polovich moved to approve the changes to the member categories, so to align with other organizations, as presented to include:

- Removal of the physically challenged category
- Increase the age for retired members
- Change the eligibility criteria for associate members
- Introduce a new affiliate member category

The motion was adopted.

4. Consideration for Regional Chapter Officer program

In 2011, ONS launched a new engagement activity called Chapter Officers Mini-Retreats, which was later renamed the Regional Chapter Officer Programs (RCOP). The purpose of the RCOPs is to provide a forum for chapter board members, within a designated geographical region, to meet and share ideas and best practices related to successful chapter programs, board leadership development issues, and improving chapter operations and management. The number of participants has been steadily declining since its inception with very low attendance (average of 9 members) over the past year. ONS staff have not been able to correlate the RCOP meetings to positive impacts on the chapters (i.e. submit annual reports on time, larger meeting attendance, increased revenue, etc.). There appears to be no obvious difference between those chapters who have had members attend an RCOP and those who have not attended an RCOP. Based on those findings, the recommendation was made to eliminate the Regional Chapter Officer programs. A. Ireland moved to approve the elimination of the Regional Chapter Officer programs beginning in 2020. The motion was adopted.

In order to replace the opportunity for Chapter and Board interaction, a new offering will be implemented where Chapters could request to have an ONS Board member attend and present during a Chapter event, not to exceed one event per Board member. N. Houlihan moved to approve the attendance of one Board member at one Chapter meeting per year as the request exists. The motion was adopted.

To address the improvement of chapter performance and the growth of chapter leaders, ONS staff will

begin focusing on the creation of a Chapter Board Orientation Program. Presidents and Treasurers will be required to complete this training prior to taking office on January 1st. To achieve this, ONS staff is recommending the formalization of the election cycle to ensure that newly elected members are communicated to ONS no later than November 1st of each year. S. Bruce moved to approve a formal schedule as proposed for Chapter elections. The motion was adopted.

5. Requiring Chapter logos to comply with new brand standard polices

To evaluate where our chapters stood regarding logo compliance implemented in June 2019, ONS staff requested the logos from all 215 chapters. Seventy-four chapter logos were collected through this request. The remaining 141 chapters either do not have logos or did not respond. While there is a level of subjectivity to the evaluation, 39 logos were deemed to meet the new ONS logo policy, while 35 logos we found to be out of compliance, mainly due to use of an outdated logo, improper alteration of the ONS logo, or the use of clipart. N. Houlihan moved to approve the proposal that all chapters be required to use the standardized ONS logos. The motion was adopted.

III. Wrap Up

The Board discussed the pros and cons for the September Board meeting. In addition, the schedule for the October/November ONS Board meeting was discussed.

IV. Adjournment

L. Fennimore adjourned the meeting at 11:54 am EST.

Respectfully submitted,

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