ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES

Date: Thursday, October 31, 2019
ONS Board of Directors Meeting
Place: Pittsburgh Airport Hyatt
Time: 4:00 p.m. to 8:00 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; Chief Executive Officer, Brenda Nevidjon

Absent: Director-at-Large, Maggie Smith

Guests: None

Recorder(s): Secretary, Heather Mackey

I. Call to Order
L. Fennimore called the meeting to order at 4:16 pm EST

II. Welcome and Updates
L. Fennimore welcomed the ONS Board of Directors to the Fall Board meeting.

III. Assignment of To-Do List and Timekeeper
J. Painter has been assigned to capture the to-do list, A. Ireland will capture the parking lot items and N. Houlihan has been assigned as 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 September meeting minutes were approved via email vote on 10/30/2019.

ACTION AGENDA
IX. Board Governance Activity
The ONS Board participated in a board development activity led by President, L. Fennimore.

X. Review of ONS Board Goals
The 2019-2020 Board goals and tactics were reviewed by the ONS Board. The ONS Board remains on target with identified timelines.
XI. **Presidents Report**

L. Fennimore provided an overview of the activities of the President during the 3rd quarter of 2019. The ONS Board will meet with the Leadership Development Committee on Friday, February 21st and with the Southeast Virginia Chapter of ONS, Saturday, February 22nd.

XI. **CEO Report**

B. Nevidjon provided an overview of current initiatives at the National Office. The new Learning Management System will be ready for launch in January 2020. The Learning and Development team will be conducting a deeper dive on the mentorship program, set to launch in 2021. Congress 2020 in San Antonio was discussed, the ONS Board will continue to introduce sessions, develop blog posts, and assist in the registration area. The business meeting is scheduled for Friday from 3:00-4:00 pm to be followed by conversation cafés with the ONS Board.

XIII. **President Elect process for Board members**

Current policy did not provide a process in the event the election ends in a tie. N. Houlihan moved to approve the President Elect process as revised. The motion was adopted. Similar language in the Secretary and Treasurer process will be updated and presented to the Board for approval at a future meeting.

XIII. **Adjournment**

L. Fennimore adjourned the meeting at 8:08 pm EST.
ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES

Date: Friday, November 1, 2019
ONS Board of Directors Meeting
Place: ONS National Office
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:

Guests: Executive Director, Center for Innovation, M. Miller; Assistant Executive Director, Center for Innovation, M. Galioto

Recorder(s): Secretary, Heather Mackey

I. Call to Order
L. Fennimore called the meeting to order at 9:00 am.

II. Joint educational session with the Oncology Nursing Certification and Oncology Nursing Foundation
ONCC, ONF, and ONS Board members participated in an educational session conducted by Dee Giffin Flaherty. D. Flaherty holds a master’s degree in Social Work, a master’s degree in Professional
Leadership and a PhD in Leadership and Change and presented on the topics of change and adaptive leadership.

III. **Individual meeting with ONCC**
The ONS and ONCC Boards met and held discussion on the topics of collaboration, strategies to bolster the leadership pipeline, and how to effectively share information.

IV. **Meeting with the Corporate Council**
The ONS Board and members of the Corporate Council met to discuss priorities for ONS which include the ONS Center for Innovation, the 2020-2023 Strategic Plan, the future of oncology nursing and what those nursing roles look like as well as our advocacy and policy efforts.

V. **Individual meeting with the Oncology Nursing Foundation**
The ONS and ONF Board met and discussed the work with Bridgeable and how to keep the human touch in nursing with the advances of technology. The Foundation will be participating in Giving Tuesday on December 3rd fueled by social media and collaboration. The Chapters will be utilizing Casvox to place messaging related to Giving Tuesday and the importance of donating to the Foundation. Message points will also be provided to the ONS Board of Directors.

The ONF Chapter Fund was also discussed. The Chapter Fund is an opportunity for ONS Chapters to work together to make an even bigger impact on the future of oncology nursing. Strong viable chapters comprised of strong leaders within cancer care will be recruited to be founding chapter fund partners. These Chapters will have the opportunity to step forward and utilize their resources to make an impact on chapters throughout the country. With treasury gifts starting at $25K, chapters will be able to provide resources to oncology nurses from across the country. The Oncology Nursing Foundation Board of Trustees, the Executive Director and Director of Development will be meeting with chapter leadership to ask for their participation in the Chapter Fund.
VI. **Center for Innovation**
M. Miller and M. Galioto provided an update on the work of the ONS Center for Innovation. The focus for the Center for Innovation is to deliver streamlined, effective practice resources and develop new solutions that support oncology clinical nurse excellence. The team is currently developing an institutional strategy to highlight the value ONS brings to the institutional landscape.

VII. **Adjournment**
L. Fennimore adjourned the meeting at 5:06 pm EST.
II. Investments
   1. Investment overview
      The S&P 500 Index was up 1.7% for the quarter, with mid and small cap stocks coming in flat to negative. The international developed markets, as represented by the MSCI EAFE (Net) Index, were down
1.1%, and the emerging markets, as represented by the MSCI Emerging Markets (Net) Index, returned -4.2%.

The Eagle small cap growth equity portfolio has not performed to expectations over recent periods. The portfolio’s investment strategy has been out of sync at times with the market environment as it has typically performed better in weaker markets. In addition, stock selection has been mixed which has contributed to the underperformance. Thus, the conclusion was to conduct a search to find if there were better alternatives available from a risk-return and fee perspective. The recommendation is to replace Eagle Asset Management with Hartford Small Company Y. J. Painter moved to replace Eagle Asset Management with Hartford Small Company Y. The motion was adopted.

2. Asset allocation

Given risk profile and cash flow needs, the portfolio can support the current target of 60% equity/40% fixed income. Consensus of the ONS Board is to leave the asset allocation as is with 60% equity and 40% fixed income.

It is projected that ONS will have a cash need of approximately $2.8 million over the next year. Given this short time frame and the desire to minimize the impact of market volatility, Bilkey Katz recommend rebalancing the fund by raising the $2.8 million now and set aside those funds in the money market fund. The money could then be drawn upon as needed and not be subject to market volatility. J. Painter moved to approve the proposed rebalancing as presented. The motion was adopted.

III. Financial reports

1. Building report - As sole member of the limited liability company (ONS Building, LLC) which is the general partner in the ONS Building Partnership, LP, the ONS Board must meet twice a year to discuss the partnership activities and financial results. N. Houlihan moved to approve the ONS Building, LLC report as submitted.

As of 12/31/2019 the payoff on the building is $2,741,000. The advantage to paying it off early goes to the ONS enterprise and can be significant to ONS. Under the mortgage note, ONS is obligated to pay $21/sq. ft. for the entire space in the building which totals $2,266,300 per year. Without the mortgage note, ONS would be free to negotiate a new rate with the partnership and could save a substantial amount per year in operating costs.
H. Mackey moved to approve the payoff of the mortgage loan for the ONS Building, LP by December 31, 2019. The motion was adopted.

2. Treasurer’s Report – K. Ferguson provided an overview through September 2019. Comparing actual to year-to-date budget, overall operating revenue slightly exceeded our target and our operating expenses are less than budget. ONS remains a financially healthy organization.

IV. Budgets
1. ONS Building Partnership, LP
S. Bruce moved to approve the 2020 ONS Building Partnership, LP budget as presented with the decision to pay off the mortgage by December 31, 2019. The motion was adopted.

2. 2020 Capital Budget
S. Bruce moved to approve the 2020 Capital budget as presented. The motion was adopted.

3. 2020 ONS Board budget
As part of the budget process, staff presents the board budget to the board members for review. It is important the board is aware of the cost to hold board meetings, represent oncology nursing at various tables, and oversee the ONS’s operations in accordance with their fiduciary responsibility.

4. 2020 ONS Operational Budget
A. Ireland moved to approve the 2020 ONS Operational budget with the understanding that adjustments will be made based on the payoff of the building. The motion was adopted. The revised 2020 ONS Operational budget will be presented at a future Board meeting.

V. International Memorandum of Understanding (MOU)
The Oncology Nursing Society received a request from the European Oncology Nursing Society (EONS) for ONS to discontinue activities in the European region as defined by the World Health Organization (WHO). K. Ferguson moved to decline the request from EONS to have ONS discontinue activities in the European region as defined by the World Health Organization. The motion was adopted. L. Fennimore will send communication to A. Charalambous outlining the ONS Board decision. Moving forward, existing MOUs’ will be on a three-year review cycle.
VI. **Strategic Plan Update**
The ONS Board reviewed the 2019 Strategic priorities progress report as of October 2019 and the draft 2020-2022 ONS Strategic Plan goals and objectives. Minor changes were recommended to the 2020-2022 strategic goals and objectives.

During a future meeting, the innovation value for ONS will be reviewed as well as the revised 2020-2022 ONS Strategic plan with the suggested revisions.

VII. **Position Statement**
M. Polovich moved to approve the “ONS Staffing Position Statement: Ambulatory Treatment Centers” with the discussed revisions. The motion was adopted.

VIII. **Adjournment**
L. Fennimore adjourned the meeting at 4:12 pm EST.
ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES

Date: Sunday, November 3, 2019
ONS Board of Directors Meeting
Place: Pittsburgh Airport Hyatt
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, Julie Painter, Marty Polovich, and Maggie Smith; Chief Executive Officer, Brenda Nevidjon

Absent: none

Guests:

Recorder(s): Secretary, Heather Mackey

I. Call to Order
L. Fennimore called the meeting to order at 8:25 am EST.

II. Board feedback sessions
The ONS Board participated in feedback sessions on individual Board performance. Board group performance will be evaluated through a survey from ASAE. Results will be presented to the Board during the December conference call. A second survey will be distributed to ONS Past Presidents, ONF Board of Trustees, Leadership Development Committee, ONCC Board, and ONS Chapter Leaders in November to assess ONS Board performance.
III. **Wrap Up**
The ONS Board discussed the Fall Board meeting schedule and provided feedback on the joint educational session as well as the individual meetings with the Oncology Nursing Foundation and Oncology Nursing Certification Corporation.

IV. **President-Elect Presentations**
Candidates for President-Elect made presentations to the Board of Directors for consideration.

V. **Adjournment**
L. Fennimore adjourned the meeting at 12:02 pm EST.

Respectfully submitted,

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