

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

Date: Tuesday, January 28, 2020

Time: 6:00-8:00 pm EDT

Attendees: President, Laura Fennimore; Secretary, Heather Mackey; Treasurer, Kristin Ferguson; Directors-at-Large, Nancy Houlihan, Anne Ireland (off at 6:45 pm), Julie Painter, Susan Bruce, Maggie Smith; Chief Executive Officer, Brenda Nevidjon

Absent: Director-at-Large Marty Polovich

Guests: Executive Director, Center for Innovation, Michele Galioto; Chief Strategy Officer, Michele McCorkle

Recorder(s): Heather Mackey

I. **Call to Order**

L. Fennimore called the meeting to order at 6:03 pm EDT.

II. **Assignment of To-Do List and Timekeeper**

S. Bruce has been assigned to capture the to-do list, K. Ferguson will capture the parking lot items and J. Painter will be the timekeeper.

III. **Approval of Agenda including consent agenda and timeframes**

K. Ferguson moved to approve the agenda including the consent agenda and timeframes as amended. The motion was adopted. The revised affirmation of service will be added to the action agenda for discussion.

V. **Conflict of Interest**

None noted

VI. **Need for an executive session**

No request for an executive session.

VII. **E-mail Vote** – The December 2019 conference call minutes were approved via email vote on Monday January 27, 2020.

ACTION AGENDA

VIII. **Revised Affirmation of Service form**

The ONS Board of Directors reviewed the revised Affirmation of Service form that all ONS volunteers are asked to complete on an annual basis. Edits made to the revised document reflect changes in verbiage with no change in process.

IX. **Approval of non-budgeted expense**

The Oncology Nursing Society will be celebrating its 45th Anniversary in 2020. As a way of showing appreciation to Congress attendees, a request for the approval of a non-budgeted expense was submitted to the ONS Board for the purchase of intention blocks. H. Mackey moved to approve the nonbudgeted Congress expense in the amount of \$46,575 for the purchase of giveaways to celebrate the Oncology Nursing Society's 45th Anniversary. The motion was adopted.

X. **Update on ACOS CoC**

Michele Galioto presented recommendations of draft guidance to the ONS Board that may be helpful to the Commission on Cancer (CoC) staff and surveyors working with CoC accredited sites on the implementation and evaluation of revised standard 4.2 (Oncology Nursing Credentials). Additional contact was made with the CoC sites to obtain feedback on the proposed information and report back to the ONS Board during the January 2020 call.

Michele discussed the recommendations with staff from the following CoC institution categories:

- Comprehensive Community Cancer Program
- Community Cancer Program
- Integrated Network Cancer Program
- Academic Comprehensive Cancer Program
- NCI-Designated Comprehensive Cancer Center Program
- NCI-Designated Network Cancer Program

Feedback from the sites provided additional clarification on the categories each type of institution would be assigned to (sites who only offer cancer care vs. those that provide care for other non-cancer services as well as cancer care). The institutions believed the proposed

recommendations were feasible, especially with an opportunity to adjust for additional clarity throughout the implementation process.

S. Bruce moved to approve guidance for COC implementation of the 2019 revised 4.2 standard as drafted. The motion was adopted.

XI. Oncology Nursing Specialty position

During the December 2019 Board conference call, the ONS Board requested the position subcommittee revise the proposed Oncology Nursing Specialty position to reflect a consistent voice as well as incorporating the workforce position language and compare it to the newly published *Oncology Nursing: Scope and Standards of Practice* (Lubejko & Wilson, 2019). J. Painter moved to approve the revised Oncology Nursing Specialty position statement as submitted. The motion was adopted.

Based on the conversation, the ONS Board will hold a generative discussion to discuss when the Society should develop white papers and/or position statements during the February 2020 Board meeting.

XII. Strategic Plan revisions

At the October 2019 meeting, the Board reviewed and suggested edits to the draft 2020-2022 strategic priorities descriptors. Staff worked to incorporate those edits to be resubmitted to the ONS Board of Directors. S. Bruce moved to approve the revised 2020-2022 ONS strategic priorities as presented. The motion was adopted.

XIII. Leadership Development Committee

1. Leadership Development Committee nominations

During the December 2019 conference call, the ONS Board reviewed potential LDC nominees for consideration to be appointed to two open positions for a term of three years beginning in May 2020. Those individuals were contacted to ascertain their interest in serving on the Leadership Development Committee and asked to submit a letter of interest to the ONS Board. The ONS Board reviewed the letters received and ranked the nominees prior to the January 2020 conference call. M. Saria and B. Gobel will be appointed to the Leadership Development Committee for a term of three years to begin at Congress.

2. Revised Leadership Development Committee selection process

Based on changes to the ONS Board schedule, the Leadership Development Committee selection process timeline needed to be

revised. The ONS Board governance subcommittee reviewed the existing process with recommended revisions submitted to the ONS Board. H. Mackey moved to approve the amendments to the Leadership Development Committee selection process. The motion was adopted.

XIV. Secretary/Treasurer selection process

The ONS Board governance committee reviewed the secretary/treasurer selection process to ensure consistent language was used in comparison to the president selection process. Based on that review, the committee recommended revisions to the process. H. Mackey moved to approve the amended Secretary/Treasurer selection process as presented. The motion was adopted.

XV. Feedback from Leadership Assessment

The ONS Board governance committee conducts and oversees the external ONS Board leadership performance evaluation annually. This evaluation is sent to the ONS Past Presidents, ONF Board of Trustees, Leadership Development Committee, ONCC Board, and the Chapter Leaders. This year, a total of 158 responses were received in comparison to the 133 responses received last year.

Themes from the comments and summary section:

- Chapter model, concerns voiced related to size, leadership terms, diversity, sustainability for smaller chapters
- Education, education to help support certification, need for CE, need for additional “free” CE, health policy education/scholarships
- ONS Board visibility, would like to see more of the ONS Board, social media, town halls, virtual meetings
- Financial decisions made by the ONS Board, unclear how and why financial decisions are made and would like to be informed

The ONS Board will discuss further and identify ways to increase ONS Board visibility as well as avenues to convey financial decisions made by the ONS Board.

XVI. President’s Update

L. Fennimore provided an update on the 4th quarter activities for the ONS President as well as an overview of upcoming meetings that will be attended on behalf of the organization. An overview of the February 2020 ONS Board meeting was also provided.

XVII. CEO Update

B. Nevidjon provided an update on behalf of the CEO office.

XVIII. **Adjournment**

L. Fennimore adjourned the meeting at 7:58 pm EDT.

Respectfully submitted,

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