

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
June Virtual Meeting
APPROVED MINUTES**

Date: Thursday, June 10, 2021

Time: 10:00-4:00 EST

Attendees: President, Nancy Houlihan; Secretary, Darcy Burbage; Treasurer, Valerie Burger; Directors-at-Large, Marty Polovich, Jeannine Brant, Kristin Ferguson, Teresa Knoop, Danya Garner, Patty Geddie; CEO, Brenda Nevidjon (attended from 1:00-2:15 pm) ONS Executive Director, Lori Brown

Absent: none

Guests: Chief Administration Officer, Kristine Burns

Recorder(s): Darcy Burbage, Secretary

I. Call to Order

N. Houlihan called the meeting to order at 10:05 am EST.

II. Assignment of To-Do List and Timekeeper

K. Ferguson has been assigned to capture the to-do list and parking lot items; J. Brant will be the timekeeper.

III. Approval of Agenda including consent agenda and timeframes

V. Burger moved to approve the agenda including the consent agenda and timeframes as presented. The motion was adopted.

IV. Conflict of Interest

None noted.

V. Need for an executive session

An executive session has been scheduled for Friday, June 11, 2021.

VI. E-mail Vote – The May 25, 2021 ONS Board conference call minutes were approved via email vote on June 9, 2021.

VII. Consent Agenda

1. FNSNA Scholarship Thank You Letter
2. 2021 Pearl Moore Award Thank You Letter

Action agenda

VIII. Board Development Activity

The ONS Board participated in a Board Development Activity using the Enneagram of Personality tool. Enneagram types identify leadership personality tendencies and how they affect interaction with others.

X. Diversity and Inclusion

The Board Diversity and Inclusivity Start-Up Team presented a proposal to the full Board for consideration.

J. Brant moved to approve the addition of inclusivity to the ONS Core Values which states “Our organization is stronger when we appreciate the diverse backgrounds and invite the diverse perspectives of our membership and staff. The motion was adopted.

The Integrated Marketing and Communication staff will work to add the value of inclusivity where appropriate.

J. Brant moved to approve an investment expenditure of up to \$200,000 for a Diversity and Inclusion consultant in 2021. The motion was adopted.

The approval for the proposed charter for the Diversity and Inclusivity Committee will be placed on hold until the consultant is identified. The Diversity and Inclusivity Start-up Team, which consists of N. Houlihan, M. Polovich, K. Ferguson, D. Garner, T. Knoop and L. Brown, will continue to meet until the formal Diversity and Inclusivity Committee is established. Updates from the Diversity and Inclusivity Start-Up Team to the full ONS Board will be provided, as necessary.

XI. Partnership Policy

The ONS Board reviewed the proposed changes to the current ONS Partnership Policy. The policy will be retitled to the “Strategic Engagement Policy” to improve on the purpose and desired outcome of the arrangement with other organizations. The revised policy will be brought back to the July Board meeting for approval.

XII. Partnership and Coalition review

The ONS Board conducts an annual review of all ONS Partnership and Coalition relationships.

V. Burger moved to approve the continuation of the relationship with all the organizations as listed except for the Pain Care Forum. The motion was adopted.

XIII. Chapter Leadership Weekend Requirement Consideration

Since CLW has been canceled for 2021, ONS staff is recommending that the current chapter charter requirement of sending at least one representative to Chapter Leadership Weekend be amended for 2021 to instead require each chapter to have at least one chapter leader representative attend a leadership webinar live or as a recorded session by December 15, 2021.

T. Knoop moved to approve the revision to the eligibility requirements for chapter charter renewal for 2021. The motion was adopted.

ONS staff is currently exploring the opportunity to award NCPD for the presentation and to make it available to all chapter members.

XIV. 2021-2022 ONS Board Goals

N. Houlihan provided an update on the status of the 2020-2021 ONS Board goals and provided a draft of the 2021-2022 ONS Board goals for feedback. N Houlihan will incorporate the suggestions from the ONS Board into the 2021-2022 ONS Board goals to be approved at a future meeting.

XV. Discussion on 2022 Board sponsored Congress Sessions

The ONS Board discussed potential board sponsored Congress session topics for 2022.

The ONS Board would like to sponsor a session on transgender health considerations as part of continuing work on diversity and inclusion as well as social disparities using the Future of Nursing Report as the framework for the session. The ONS Board will be split into two groups to develop the session content.

XVI. Board appointed member procedure

V. Burger moved to approve the Board appointed member procedure as written. The motion was adopted.

XVII. Adjournment

N. Houlihan adjourned the meeting at 3:48 pm EST.

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
Virtual Meeting
UNAPPROVED MINUTES**

Date: Friday, June 11, 2021

Time: 10:00-4:00 EDT

Attendees: President, Nancy Houlihan; Secretary, Darcy Burbage; Treasurer, Valerie Burger; Directors-at-Large, Marty Polovich, Jeannine Brant, Kristin Ferguson, Teresa Knoop, Danya Garner, Patty Geddie; CEO, Brenda Nevidjon (attended from 12:30-4:00 pm) ONS Executive Director, Lori Brown

Absent: none

Guests: Chief Financial Officer, Jeff DeWalt; Bilkey Katz Consultants (D. Duda/J. Katz); Chief Administrative Officer, Kristine Burns; Oncology Nursing Certification Corporation Executive Director, Tony Ellis; Director of Finance, Kris Schwartz, ONF Board of Trustees; Oncology Nursing Foundation Executive Director, Anizia Karmazyn; ONF Staff (M. Leta, B. Cinpinski, A. Kocon)

Recorder(s): Darcy Burbage, Secretary

I. Call to Order

N. Houlihan called the meeting to order at 10:01 am EDT.

II. Investment Update

The market saw all-time highs for U.S. equities and posted another solid quarter as the S&P 500 saw a return of 6.2%. For the quarter, both mid and small cap stocks outperformed the medium-large cap stocks.

The ONS portfolio also realized strong performance through March 31, 2021 with \$635,000 in capital appreciation for the quarter. Diversification was a positive factor as value outperformed growth and small/mid cap stocks outperformed large cap stocks.

Investment manager costs for the investment portfolio are impacted by the size of the assets and an investment policy restriction. The estimated

annual investment fee is 48 points, or approximately \$105,000 for the portfolio. The asset allocation will be reviewed by the ONS Board in November 2021.

III. Financial Items

The ONS Treasurer reported on the financial status for the organization through April 2021. ONS remains a financially healthy organization. The ONS Board requested that due to the recent changes to the national conference structure, it would be helpful to report the expenses/revenue in an alternate way.

Due to the continued uncertainty of the economy, the CFO is recommending to not set financial targets for 2022. The CFO stated that the ONS Staff will commit to a positive net operating number and will present this to the ONS Board in the Fall for review.

Based on the changing landscape of the ONS Conferences, revisions will be made to future Treasurer reports to provide context on virtual conferences versus in person related to the financials.

IV. Oncology Navigation Standards of Practice

The Professional Oncology Navigation task force provided the first draft of the Professional oncology navigation standards to the ONS Board for feedback as ONS is one of the authoring organizations.

B. Nevidjon will provide the Board's feedback to the taskforce members prior to the open comment period. Once the open comment period is closed and edits are finalized, this will come to the ONS Board for final approval.

V. ONS Board Executive Session

The ONS Board, CEO, and ONS Executive Director met in executive session.

V. ONS/ONF Joint Meeting

The ONS and ONF Boards' met to discuss the Foundation's current academic scholarship opportunities and if they are adequate and responsive to the educational needs of the oncology nursing field.

Board members participated in small group breakout sessions discussing targeted questions related to the academic scholarships provided by the Foundation. Notes from the session will be synthesized and compiled for future discussion.

VI. Wrap Up/Assignments

General follow up:

- Future ONS Board competencies assessment
- Add Inclusivity to ONS Core Values
- Identify a D&I Consultant
- Bring back revised partnership policy to the July Board meeting
- Finalize February 2022 meeting dates
- Send copies of M. Engle book – recruiting the right board to new Board members
- Identify how and what schedule the Board members will be featured in the ONS Voice and other publications to increase Board visibility
- Discuss with ONS Congress planning team what session(s) Board should focus on developing
- Discuss with CFO video of financial review of information
- Treasurer's reporting – capturing the ONS conferences in a different way due to the changing landscape.

VIII. Adjourn

N. Houlihan adjourned the meeting at 3:35 pm EST.

Respectfully submitted,
Darcy Burbage, DNP, RN, AOCN, CBCN
Secretary, ONS Board of Directors