

CAPHN Board Meeting Minutes

December 9, 2008

8:30 – 10:00 am @ CT Nurses Association

Attendees: Phil Greiner, Deborah Horvath, Liz Reynolds, Monica Wheeler

Committee Reports

Finance: no change

Membership: Liz Reynolds reported on activities to promote membership.

3 – 5 new members pending.

- Made contact with CPHA's President, Joan Siegal, who is willing to include articles from CAPHN in newsletter. In Fall, 2008 issue an introduction to CAPHN was included.
- Pointed out that we need to simplify who and what public health nurses are and do. Not in terms of scope and standards but of practical real life function, as in the Minnesota Intervention Wheel.
- Is planning to send a broad email to school nurses and attach information regarding CAPHN meetings, membership brochures.
- Schools of Nursing were sent letters inviting student participation at annual meeting.
- Welcome letter sent to new members.
- Presented "Views & Voices" to identify issues and what PHN's have done to address issues (their recipe). Phil referred to Quality and Safety Education for Nurses as a model – can search their website using basic word search and it will pull up related quality and safety files. We could do same by posting to our website, then when click on Views & Voices, and search for issues and get related files posted.
- Membership list – Liz had questions regarding management of the list and would like to reformat to make it easier for her to use. Can do for contact purposes. However, membership list for financial accountability (dues, balance, fees to be paid, etc.) is maintained by of CT Nurses Association (Virginia) for CAPHN.
- For membership development need to use official CAPHN logo, letterhead, cards, notes – need template, which Deb will send to Liz.
- Liz would also like to be copied on anything that is to be added to website – Deb will request that webmaster (Linda Graffen) does so.
- Talking to Chris Stan and Kristin Sullivan about CEU's and registering on CT TRAIN
- Discussed establishing a repository at CNA of all organization's historical information and files (confirmed with Virginia at end of meeting – we are to provide file cabinet and there is a fee for maintenance which she will inform us of.
- Annual meeting – Barbara Quigley and Sharon Enot checking out facilities. To be held last week of April.
- Deb will confirm with Andrea Lombard that invitations for student presentations at the annual meeting went to BSN/MS programs only.
- Outreach: "Dear Nursing Colleague" letters to nursing, schools, Homecare Association Agencies – highlight Public Health Workforce Development. Addressing regulatory nurses at DPH this week.
- January meeting to be rescheduled – will confirm date via meeting wizard.

Respectfully submitted,
Monica Wheeler