

CAPHN Executive Board Meeting

Minutes of January 29, 2008

Present: Margaret Balint, Deborah Horvath, Lynn Abrahamson, Barbara Dingfelder, Kathy Cooper-McDermott, Linda Bailey, Judy Sartucci, Sharon Enot, and Andrea Lombard.

The meeting was called to order at 8:45 AM. The minutes of the last meeting were reviewed. A motion was made by Debbie Horvath to accept the minutes as written. Linda Bailey seconded the motion. The vote was unanimous to accept the minutes as written.

Lynn Abrahamson thanked us and especially Judy Sartucci and the Bylaws committee for the work done towards the revision of the bylaws. Lynn asked Judy Sartucci to continue to lead the discussion of bylaw revision. Judy handed out an overview of issues to be considered next. She asked us to consider the authority and composition of the Board of Directors of CAPHN. She asked us to consider 3 specific issues – 1) What size and configuration of the Board is needed to get the work of the organization done?; 2) What number of officers and succession/election pattern for the officers is needed?; 3) How large should the board be; what positions should be included and what is the role of each (i.e. committee chairs, members-at-large)? Discussion ensued. The discussion included stating in the bylaws the function of the board of directors.

A motion was made by Andrea Lombard and seconded by Kathy Cooper-McDermott to have the bylaws committee meet face to face to develop policies and procedures for the organization. Discussion ensued where the fact was made known that up to this point there has been scheduling conflicts to prevent face-to-face meetings.

Andrea Lombard asked to amend her motion to make it that the Board requests that one conference call and one face to face meeting of the Bylaws Committee take place before the next executive board meeting. The motion was then rephrased to request that the Bylaws Committee to meet in a timely fashion to finish recommendations for bylaw revision.

After discussion, Andrea withdrew all motions.

Linda Bailey made a motion to accept Model B as presented on the overview handed out as the model of CAPHN Board of Directors. (This model had an executive committee consisting of 5 officers – the president, the president-elect, and the immediate past president, the treasurer and secretary. A Board of Directors that include the 5 officers, the members-at-large and the standing committee chairs. See handout following for more detail.) Deborah Horvath seconded the motion. Discussion ensued.

Linda Bailey amended her motion to state that at the time of election the president elect would serve one year then move into the president's position for one year and serve as the immediate past president for one year. Deborah Horvath seconded the motion. The vote was unanimously yea for the motion as amended.

Sharon Enot made a motion that the Secretary and Treasurer would be elected for a two year term. This positions would be elected in alternate years (i.e. Treasurer is elected on year and the

Secretary would be elected in the following year). This motion was seconded by Linda Bailey. The vote was unanimously yea.

There was request made that for the sake of time we postpone discussion of the options for committee with the caveat that we all read over the option before the next meeting. A note was made that the revised bylaws will need to be set to the membership 30 days prior to our annual meeting – the estimated date is by May 1, 2008.

OLD BUSINESS

Lynn Abrahamson stated that her charge to investigate what it would mean to align with either CPHA or CNA will be postponed because recent leadership changes in both organizations. We will remain unaffiliated at this time.

NEW BUSINESS

Kathy Cooper-McDermott has had a request for a price to frame the article from CNA News about Barbara Dingfelder receiving the "CT State Nurse of the Year Award" and purchase and easel for its display the purpose of which would be to show a positive image of a public health nurse. As she did not have a price as yet, it was agreed that she will email the price to us when she has received it.

The Treasurer was ready to report that we have a balance of \$3914.00 on hand. We had received one person's membership renewal dues. Our last payment was for the administrative fees from CNA. Barbara reported that there will be an increase of 6% for administration fees beginning in 2008.

Sharon Enot made a motion that we pay the 6% increase in fees and continue to contract with CNA for administrative activities. Deborah Horvath seconded. The vote was a unanimous yea.

The next meeting of the Board of Directors is set for Friday February 15, 2008 at 8AM at Bristol-Burlington Health District. The meeting after that will be March 4, 2008 at 8:30AM at CAN in Meriden.

Deborah Horvath made a motion to adjourn the meeting at 11:50 AM. The motion was seconded by Sharon Enot and passed unanimously.

Respectfully submitted by

Margaret Balint R.N., B.C.

Secretary C.A.P.H.N.