

CAPHN Board Meeting

July 23, 2008

8:30 – 10:30 a.m.

Minutes

Attendees: Lynn Abrahamson, Linda Bailey, Kathleen Cooper-McDermott, Barbara Dingfelder, Sharon Enot, Deborah Horvath, and Monica Wheeler.

Treasurer's Report, presented by Barbara Dingfelder

Financial Summary from 2004-present was distributed and reviewed. Barbara provided a description of the categories and breakdown of expenditures: e.g., administrative fees include consistent, repetitive expenses, such as, CNA fees, office supplies, postage; PR/Outreach includes brochures, posters, and banners.

This year fiscal year reporting will change to July – June rather than calendar year. Proposed budget will be based on history, plan to work off income, and maintain June 2008 ending balance in a CD. End of July balance is \$2739.10.

Old Business

Minutes, sent by Margaret Balint, from Annual Meeting were reviewed and accepted.

Meeting evaluations received by Andrea Lombard: great response from attendees, and, overall, positive, wanting more such programs. However, some were negative regarding temperature of the room (too cold) and the food choices. Different options for next year will be explored.

New Business

Deb Horvath introduced the topic of a survey to engage the entire membership, using the service available from “surveymonkey”. Ten questions can be asked, and responses are collated free of charge. Questions prepared by Deb were reviewed. The group recommended that there be some drop down suggestions given for future programs.

Many were given by the group: healthy homes (new push from CDC for all-hazards approach not just lead), environmental issues, infectious diseases, HIPPA/FOI and legal issues, legislative activities, state statutes, nurses' role (is it eroding?) and advocacy, grant writing 101, cultural issues, what is going on in various LHDs.

Names of individuals were offered as presenters: Peggy Sayer for advocacy, Marilyn Heyman for environmental issues.

Decided to send a Welcome to the New Year letter and introduce survey. To be sent out next week.

Need to define CAPHN goals:

a) Expand membership. Need to target distribution of information – looking for a broader membership. Identify liaison and establish partnerships with other nurses associations, such as, school and parish nurses. Need to show value of collective voice. Linda Bailey suggested discount fees for program attendance if one belongs to a partner association (e.g. member free, nonmember full rate, partner org. member discount)

b) Determine what steps, as an organization, we can take to lay the framework to get the mandate that there be a PHN in every LHD. Gather evidence about what happens when nurse is not there. Competition seen with Health Educators in some departments, some see nurse undervalued (positions supported by grants).

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Website update

Current member form is the brochure. No problem changing online form into simple registration that can be completed and submitted online or printed.

Board contact information will be added.

Minutes of meetings will be archived.

Some links need to be updated.

Policies & Procedures Not discussed due to Andre Lombard's absence.

Future Meeting Schedule

Second Tuesday of the month works for most members, with the exception of August. Alternate dates (5th, 7th, 11th, 14th) to be sent out via Meeting Wizard and date will be determined by number available.

Other Business, Announcements, & Discussion

Barbara will email us the state report from Association of State & Territorial Directors of Nursing (ASTDN).

Virtual Office of Public Health Nurses (VOPHN) – December meeting will be on communicable diseases. There seems to be some confusion between the DPH's VOPHN and CAPHN. Need clarification of relationship if program announcements are to be on website. (At CAPHN strategic planning meeting, a goal was for mentoring and instruction.)

At Annual CNA meeting in November, Transitions, Choices, Changes, & Impact, keynote speaker Suzanne Gordon will present "From Silence to Voice".

A suggestion was made to put a request into the membership letter for feedback and recommendations on programs being offered by various organizations that may be of interest to membership, and that will professionally support and strengthen them. Also suggested, have a section on website for "Upcoming Educational Programs/Programs of Interest" which could be linked to CNA, CPHA, CADH, CT Train, etc.

As an example, Sharon Enot described a program offered on Mobile Medical Hospital equipment to be used for emergencies that she and Monica Wheeler attended.

Linda Bailey discussed a screening and education program mandated in Texas which includes screening for neck markings (Acanthosis Nigricans) associated with insulin resistance in children, and follow-up with home visits, nutrition and exercise education. She herself implemented it when in school nursing.

Still need a program chair. Number of programs – quarterly was consensus, one of which could be the annual flu meeting in September, and one is the Annual CAPHN meeting. Rotating location was suggested. Web-based program was suggested, but most thought that people enjoy the networking. Setting dates for programs was deferred until August meeting.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by:

Monica K. Wheeler, MSN, RN