

C.A.P.H.N. Executive Board Meeting  
March 10, 2009

Those present were: Liz Reynolds, Monica Wheeler, Margaret Balint, Barbara Dingfelder, Debbie Horvath, Lynn Abrahamson, and Linda Bailey.

The meeting began at 9:15 AM.

The meeting began with a discussion of the arrangements for our Annual meeting scheduled for April 23, 2009. The number of people attending has influenced the size of the room we will need and the amount of food that would need to be ordered. The secretary will send out a Save the Date flyer as soon as possible. The meeting will be held at the North Haven Holiday Inn on April 23<sup>rd</sup>, 2009 from 4 to 6:30 PM.

There was a discussion about the benefits to joining CAPHN. There was a suggestion that we create a membership booklet and a list serve. We will need to check with Linda Grafton our webmaster on the creation of a list serve. We also discussed a special "members only" section on our website. Again we will need to check with our webmaster about that. These ideas will save to further discussion at a later date.

Further discussion about the annual meeting continued with a discussion of the price of attending the meeting. The final decision was to have an "early bird special" of \$50 to cover the cost of the meeting and membership dues for the 2009-2010 year. The meeting only would cost \$20. Membership for 2009-2010 would be \$30 until April 23, 2009, a savings of \$5; then the cost would increase to \$35 after the annual meeting.

We discussed how the balloting would proceed for the elections of new officers and chairpersons. Rather than voting at the Annual meeting, as we usually have done, at the annual meeting a request would be made by Lynn Abrahamson, the chair of the Nominating Committee, for additional nominations from the floor. The ballots will be electronically mailed out in mid-May with a return date due of June 1<sup>st</sup>. The returns will be made to Virginia at CAN and date-stamped. The board members not needing re-election at this time will count the votes at our June 9<sup>th</sup> Board meeting and be announced via electronic mail and the website.

Liz Reynolds, the Membership Committee Chair, reported that, we have one new member who is employed by DCF. She expected 2 more memberships from recent recruitment efforts as well. Liz has asked Kathy McDermott-Cooper to assist her in calling and asking old CAPHN members to rejoin. Liz also has another presentation planned for Fairfield School Nurses on March 18<sup>th</sup>. Liz also requested that membership renewals be sent out along with the ballots in mid-May.

Deb Horvath volunteered to make the invitation flyer for the Annual Meeting.

Barbara Dingfelder announced that there is a meeting for "Nursing Leadership" on March 17<sup>th</sup> which will feature Linda Davis as the speaker. Barbara also noted that ASTDN is meeting in Oklahoma May 4, 5 and 6<sup>th</sup>. There was a request that the CT DPH VOPHN present at the meeting. Barb also discussed setting priorities for the public health nursing standards. Barbara also stated that she is planning a tabletop exercise in June focusing on Emergency Preparedness for Vulnerable Populations. She plans to

especially highlight those with functional considerations. The wrap-up meeting is planned for September. She hopes this will be a one hour lunch and learn meeting.

A motion to adjourn was made by Linda Bailey. It was seconded by Monica Wheeler. All were in favor.

The meeting adjourned at 10:35 AM

The next meeting is scheduled for Monday April6, 2009 at 2 PM in CNA offices in Meriden.

Respectfully submitted by,

Margaret Balint R.N., B.C.