

**CAPHN Board Meeting
September 9, 2008
Minutes**

The meeting was called to order at 9 AM. Those present were Margaret Balint, Philip Greiner, Monica Wheeler, Deborah Horvath, Linda Bailey, Andrea Lombard, and Sharon Enot.

Deborah reported the survey on Survey Monkey had not yielded many replies yet. She will send out a reminder to see if we can collect a few more responses.

Phil Greiner reported that the United Way is helping set up an I Mentoring Program at Harding High School in Bridgeport for their Health Magnet Program. They are looking for people in medical professions to correspond to students via email to talk of the experiences in their profession.

Phil also stated that he has been appointed as the Chairman of Development for Connecticut Public Health Association. That leaves his position as CAPHN's ex-officio member to their Board open. Anyone interested in the position should contact Phil for further information and submit his/her name to Deborah for discussion at the next Board Meeting.

There also has been an open position for a CAPHN member on the Public Health Workforce Development Task Force. Monica Wheeler expressed an interest and was appointed to that position by President Deborah Horvath with the approval of the Board.

Secretary's Report – August minutes were emailed and handed out at the meeting. Suggestions were made as to corrections needed. Phil Greiner made a motion to accept the minutes with the corrections. Monica Wheeler seconded the motion. The motion was passed with no abstentions or dissenting votes.

Treasurer's Report and the Finance Committee Report were given by Philip Greiner. The present balance is \$2774.10. The budget for the year is based on Zero balance budgets. Barbara's hard work was noted as she was able to look back over our last few years and see what our costs were. From there, a budget was projected for the upcoming year (see copy attached). The finance committee suggested that some of our extra funds be placed in a Certificate of Deposit account to earn better interest for us.

Phil Greiner made a motion to accept the proposed working budget. This was seconded by Linda Bailey. All present voted in favor of the motion.

Phil Greiner made another motion to set aside \$1000 from the treasury for the Treasurer to purchase a CD at the best possible rate. This was seconded by Linda Bailey. All present voted in favor of the motion.

The Membership Committee chair, Liz Reynolds was not present but had sent on a report that the enrollment form is now online. A procedure has been established so that both the membership chairperson and Virginia (at CNA) would receive a copy of the enrollment form. Liz is also in the process of sending out information about CAPHN to all schools of nursing in the state. A discussion ensued about moving our annual meeting or having a more substantial spring membership meeting to engage more students.

As we have no Program Committee at present the continued the discussion as to scheduling and arranging programs for our quarterly meetings. We came up with several topics: What old and new with HBV, HIPPA and Public Health, Grant Writing 101, Program Development. We set the time schedule: lat October/early November, The week of Jan 26th, March/April 2009 Flu round-up, April/May Annual meeting.

Virtual Office of Public Health Nursing is setting up a meeting for December 4th. The question was asked if we want co-sponsor or to set up a table. Discussion ensued about whether some public health nurses are getting confused between these meeting and CAPHN.

We continued with a discussion of with whom CAPHN should connect. The organizations considered were Connecticut Public Health Association, Connecticut Association of Health Directors, Connecticut Nurses Association, and Association of School Nurses of Connecticut. This discussion will need to be continued.

Linda Bailey made a motion to adjourn the meeting. This was seconded by Margaret Balint. All present were in favor.

The meeting adjourned at 10:50 AM.

The next meeting will be Tuesday October 14, 2008 at 8:30 AM at CNA offices in Meriden.

Respectfully submitted by

Margaret Balint BSN, RN, BC