

CAPHN  
EXECUTIVE BOARD MEETING  
April 13, 2010

Those present were: Barbara Dingfelder, Monica Wheeler, Linda Bailey, Beth Mertz, Liz Reynolds, Margaret Balint, and Debbie Horvath

The meeting started at 8:55 AM at the Olympian Diner in Meriden.

Barbara Dingfelder, Treasurer, stated that the taxes have been paid. The webmaster has been paid, and the expenses for the last membership meeting (3-29-10) have been paid. The balance remaining is about \$170.

Discussion about the annual meeting began. The membership fee is presently \$35. We have had no increases since the group began. Discussion ensued about increase the annual membership fee to \$40 for 2010 to 2011 year. A motion was made by Beth Mertz to increase the annual membership fee to \$40. The motion was seconded by Barb Dingfelder. The motion was passed unanimously.

A discussion continued about the location at which to hold the annual meeting. A suggestion had been made by Angela Simpson to a facility she uses in Meriden rather than last year's location. Monica and Beth and possibly Angela will check out the restaurant and report back.

We discussed having an early bird registration for the annual meeting. The discount would be \$5.

The suggested agenda for the May Executive Board meeting would include:

- Creating a calendar of dates for CAPHN meetings, (This would be posted on our website.),
- Further discussion of the white paper on the need for a public health nurse in every health department/district;
- Discussion on where CAPHN are in alignment with other organizations (APHA, CAN etc),
- The annual meeting in June.

We discussed using the annual meeting to develop a membership directory with a discussion of including photos of each member. Another thought was to instruct members on how to use survey monkey. A discussion also included having Lisa Davis talk about the Connecticut Nursing Collaborative.

Deb Horvath will send out a survey to the members to find the most convenient day and time for the annual meeting. Once that is decided as well as a location, a Save the Date flyer will be created and sent to the membership.

The discussion continued about using our membership meetings to develop a toolbox for the public health nurse. One thought was to include "How to Use Facebook." Liz Reynolds will present the idea to Eileen Boulay to see if she might be willing to be the speaker for that meeting. Also the manual for public health nurses that Barb Dingfelder is working on will be considered another tool in the toolbox. From this discussion, we decided to create a "Technology" committee. The lead people for this group will be Linda Bailey and Liz Reynolds. Debbie Horvath will also be a member of the committee.

We have also decided to have prize baskets at the annual meeting.

We need to convene a Nominating Committee. The chair will be Deb Horvath. We will ask Rita Foster and Heather Henning to be other members. For the next year we are looking for a President (as we did not find a president-elect last year), President-elect, Treasurer, Committee Chairs and 2 Members at Large.

The meeting adjourned at 10:20 AM

The next meeting will Tuesday May 4<sup>th</sup> at 8:30 AM at CAN offices in Meriden.

Respectfully submitted by  
Margaret Balint RN, BC