



CONNECTICUT ASSOCIATION  
OF PUBLIC HEALTH NURSES

**CAPHN**  
**Executive Board Meeting**  
**Tuesday February 10, 2015**  
**Minutes**

Call in: Linda L. Strong, Tammy Testut, Sharon Enot, Deb Horvath, Sue Dubb and Lysa

1. Meeting called to order at 8:40am

2. Reports

A. Presidents Report

- Busy with upcoming programs
- March 5<sup>th</sup> Program
  - Students who have inquired about the program will be added to the email distribution list
  - Should we have a student fee? Decision to have the same as member fee - \$15.00
  - Linda will make corrections to the registration form and send to Sacred Heart Faculty
  - Food for the event – The University may use Chartwell. Sue recommended Illiano's on Rt. 66 in Middletown for pizza and salad. Sue will follow-up and check on cost and if they supply plates, napkins and utensils.
  - Attendance is usually around 20 – 25 people
  - Board will supply drinks and desert

B. Secretary

- Sharon
  - January minutes – motion to accept by Deb, Second by Sue, all accepted , no abstentions

C. Treasurer

- Tammy
  - Working with Virginia at CNA.
  - From last meeting - Virginia confirmed the present balance to be \$2567.89
  - 2014 – cost of approximately \$2,000 for book keeping
  - Two year tax bill due in April - \$250.00
  - Conference Call - \$16.00 per use
  - Last year 30 members paid dues
  - Profit from annual meeting about \$400.00

D. Membership

- Sue Dubb
  - Spoke to Nancy Turner – Eastern CT School nurses. Sue sent her an email highlighting how school nurses fit into the role of PH.
  - Sue invited Nancy and the school nurses to the meeting in March. Sue will send out another email with the registration form. The “Queen of Schmooze”
  - Liza – Linda has an email from Doreen and Maria and she will be meeting them for dinner. Liza may also attend depending on the date and time.

#### E. Practice

- Barbara
  - Not in attendance

#### F. Planning

- Linda, Maryann and Tammy are working on the Student Development Program
- Time should be expanded to 4:00pm – 6:30pm
- 3:30 set up presentations, registration
- Tammy sent mass email to chair people of nursing departments (10 – 12 schools) about the April conference
- How many posters per school? 4 posters per school with about 10 students per poster.
- Pick one per school to present to the group
- Location
  - Ill Monticello – Tammy will call
  - No to Southern due to large construction project on campus
  - No to Sacred Heart – no room
  - Middlesex is already being used for March meeting
  - Central CT State University – Sue will check with Meg Levis
  - Goodwin is centrally located
  - UConn and Yale have not participated in the past and we will invite them again
- Agenda for program will be put together again this year with presentation information included
- Look at the proposals and Submitted brief abstract (Andrea) – booklet prepared and you could find it – post on web site in advance. Variety!!
  - Registration and Set up 3:30 – 4pm
  - 4 – 4:30 Networking and poster reviews
  - 4:30 – 5pm certificates presented by Linda
  - Dinner 5pm – Presentations 5:30 – 6:20
  - Wrap-up and evaluation (evaluations on the table)
- Cost – 20-students 30-Members 35-Non members
- Outreach – Marketing Needed to Sell this Program!!!!

#### G. Web Communications

- Eileen
  - No report – not in attendance

### 3. Old Business

#### A. March 5<sup>th</sup> networking meeting

- Linda – Cookies
- Tammy – cases of water
- Sharon – desert and table cloths
- Linda – Check on projector, computer etc. and print certificate for Matt
- Tammy work with Virginia to get the registration sheet
- If necessary, people can pay at the door
- Certificate of attendance – template will be sent by Tammy to Sharon for printing

#### B. Other

- Nominating - Slate of Officers
  - Email to the membership asking for volunteers and we can also have informational flyers at the March meeting

4. New Business

A. State Grant – Barbara – table to next month

5. Next meeting **Conference call in: 1-866-729-2741 Passcode 4671219#**

A. March 10<sup>th</sup>, 2015

B. Meeting adjourned by Deb, second by Sharon

Respectfully submitted,  
Sharon J. Enot, Secretary, CAPHN