



CONNECTICUT ASSOCIATION
OF PUBLIC HEALTH NURSES

**CAPHN
Executive Board Meeting
Tuesday May 19, 2015
Minutes**

On site at CNA: Linda Strong, Tammy Testut, Debbie Horvath, Maryann Glendon
Call in: Sharon Enot, Margaret Balint, Sue Dubb, Barbara Dingfelder, Bernie Bova and Lysa Rodriguez

1. Meeting called to order at 8:39am

2. Reports

A. Presidents Report

- Linda –
 - Sacred Heart now has a College of Nursing
 - Congratulations to Barbara on her new appointment

B. Secretary

- Sharon
 - April 2015 minutes – motion to accept Tammy and second by Margaret. Accepted by all with abstentions from Barbara and Debbie

C. Treasurer

- Tammy
 - Present balance to the account \$1,241.67 [See Spread Sheet]
 - Difficult to see membership dues on the spread sheet. Tammy working with Virginia to clarify information
 - Request was made to include an Invoice with the registration form so people can be reimbursed by their employers

D. Membership

- Sue Dubb
 - Dues are due to be paid before June 30th or at the Annual Meeting June 11, 2015
 - Sue is working with the School Nurses
 - Unable to attend annual meeting because of the time of day
 - Bernie attended a state meeting for School Nurses state
 - Suggested that we invite Stephany Knutson to attend the annual meeting but we would not be able to pay for her
 - Membership roster has 30 names from January 2015 spreadsheet
 - Lysa will send info to the Hispanic Nurses
 - Sue will also connect with the infection control nurses
 - Tammy asked about those who paid from January to May? (2 full members and 1 student). Do they pay again in June?
 - What do we get for our membership dues when we are paying again for all the meetings?

- Finance committee should look at fund raising
 - Sharon – golf outing recently raised \$12,000 so 2 groups split it for \$6,000 each.
 - There are costs for advertising and goodie bags.
 - Cost to play golf ~ \$125.00 per person includes 18 holes of golf, lunch and dinner
 - Solicit prizes for the auction – Nice Prizes so people buy Lots of tickets which go to the profit margin
 - Prizes also for first place, second - longest drive (men and women) closest to the pin
 - Need assistance with organizing event, advertising, soliciting prizes, registrations, sign in day of, setting up auction prizes and helping with auction

E. Practice

- Barbara
 - The committee met and there will be updates available to the Board in two weeks plus the guide will be available at the annual meeting.
 - There are some thumb drives available from Barbara and the Practice Guide is available on the CAPHN website.

F. Planning

- Linda, Tammy, Maryann
 - Student Development Conference at Il Monticello April 23rd, 2015
 - ~100 attended
 - Sharon briefly reviewed evaluations (70 total: 64 students, 2 faculty, 4 PH Nurses)
 - Comments are being collated to share with the board
 - Deficit cost of \$845.10 to CAPHN
 - Need more attendance of membership but may have been that we have three meetings so close together with a cost out of pocket for some members.

G. Communications

- Eileen – Web site
 - No report – not in attendance
 - Eileen is doing an excellent job keeping information current on the web site

H. Ad Hoc -Nomination - Slate of Officers 2015 – 2016

- Margaret, Chairperson
- Thank you, Margaret, for getting the ballot in place early this year
- Discussion:
 - Ballot has been sent out to the membership
 - Each member in good standing will be given a single ballot to vote at the meeting
 - Nominations from the floor will be taken at the Annual Meeting
 - Votes will be cast
 - The ballot will be sent to the membership after the meeting to allow those not in attendance to vote.
 - Ballots with votes will be emailed or faxed to Virginia at CNN
 - Votes must be in by June 30th, 2015
 - Deb made a motion that;
 - The membership be offered the opportunity for electronic voting by email with ballots returned by email or fax to CNA by June 30th, 2015.
 - Tammy - motion to accept and Margaret second. Unanimous vote and motion passed
- Other ideas on Email voting
 - Could Survey Monkey be used? Is there a cost? (No cost under 10 questions) Can it be anonymous? Could someone vote several times?

- The use of Survey Monkey was tabled at this time
- Advise that an Ad Hoc committee be appointed to review and put a policy into place

3. Old Business

A. Annual Meeting June 11, 2015

- Il Monticello is all set
- Program and speakers
 - Lisa Sundean – State Innovation Model
 - Pat Checko - CT Nurses Collaborative
 - Monica - Hoarding
- Cost \$40.00 membership and \$40.00 lunch
 - Plan for 25 people (\$31 for dinner) do what we did last year -
 - Register by June 5th – Friday
 - If registered you can pay at the door if need be
- Equipment
 - Projector – Sue
 - Screen – Podium – Microphone
 - Registration table in Hall way
 - Tables for vendors
- Bio for candidates – Check with Margaret
- Send out Reminder of Annual Dues
- Suggestions for PH projects to be at the meeting
 - Neil L. – Medicaid billing
 - Naugatuck Valley – accreditation
 - CT Voices Against Lyme Disease
 - Barbara - Practice Guide
 - Other

4. New Business

A. None

5. Next meeting

A. June 2015 meeting Was Not confirmed (? June 9th)

B. Meeting adjourned at 10am. Motion by Linda second by Debbie. All accepted.

Conference call in: 1-866-729-2741 Passcode 4671219#

Respectfully submitted,
Sharon J. Enot, Secretary, CAPHN