



CONNECTICUT ASSOCIATION  
OF PUBLIC HEALTH NURSES

**CAPHN  
Executive Board Meeting  
Tuesday June 9, 2015  
Minutes**

On site at CNA: None

Call in: Linda Strong, Tammy Testut, Sharon Enot, Sue Dubb, Debbie Horvath, Maryann Glendon

1. Meeting called to order at 8:35am

2. Reports

A. Presidents Report

- Linda
  - Annual Report is in Draft
    - Thank you, Debbie, for the revisions

B. Secretary

- Sharon
  - May 2015 minutes – motion to accept by Sue and second by Tammy. Accepted by all

C. Treasurer

- Tammy
  - Present balance to the account \$1,181.95 [See Treasurers Report-6/11/15]
    - Tammy will have updated information for the annual meeting

D. Membership

- Sue Dubb
  - We will have a membership list with contact information for members at the annual meeting for members to review and change as needed

E. Practice

- Barbara absent – Margaret reported
  - Revisions have been made and will be sent to the board for approval
  - One page report on revisions will be available at the annual meeting
  - Debbie or Barbara can speak briefly to the changes and the approved guide will be sent to the membership and can be downloaded onto the flash drives we were given previously
  - Barbara has extra flash drives
  - There was a motion by \_\_\_\_\_ to accept the Revised Practice Guide, first by Debbie, second by Sue and vote accepted by all

F. Planning

- Tammy, Linda and Maryann
  - See Annual Meeting in Old Business

### G. Communications

- Debbie – unaware of being communications chair and graciously agreed to continue next year
- Eileen – Web site
  - No report – not in attendance
  - We need to come up with guidelines for responsibilities for updating information, etc. on the web site
  - Debbie is able to set an expiration date on the posted information on their districts site

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

- Margaret, Chairperson – not present
  - Each member in good standing will be given a single ballot to vote when they sign in at the annual meeting
  - Nominations from the floor will be taken at the Annual Meeting
  - Votes will be cast and the new board will be in place at that time

## 3. Old Business

### A. Electronic Voting

- Clarified discussion from May 19<sup>th</sup>, 2015 board meeting that electronic voting may be implemented once we have a process developed, agreed upon and accepted by the board
- Retain Ad Hoc Nominating Board to develop process for electronic voting.

### B. Annual Meeting June 11, 2015

- The venue, Il Monticello, is all set
  - Tammy will do a final check with the facility today
  - List from Virginia - 26 registered including speakers
- Registration
  - Tammy and Maryann at registration table
  - Print invoices for those paying at the door
  - Name tags will be available
  - Ask attendees to update their member information
  - Ballot to those who are eligible to vote
    - Sharon will check with Margaret and if need be, Sharon will print the ballots
  - Agenda and evaluations handed out – Sharon will print both
- Tea Cup Auction
  - Sue will oversee the auction and make up the signs
  - Board members will assist with selling tickets
  - We have about 7 prizes
- Agenda
  - The agenda was discussed and agreed upon
  - Linda will send the agenda to the board today
  - Sharon will print the agenda for the meeting
- Program and speakers
  - Linda will prepare certificates for the presenters
  - Lisa Sundean – State Innovation Model
  - Pat Checko - CT Nurses Collaborative
  - Monica Wheeler and Lauren Pace – Hoarding
    - We will have short Bio's for each of the speakers
    - Barb is out of town so the speakers have been contacted via email and LinkedIn
- Equipment
  - Projector – Sue will bring a spare projector
  - Computer - Linda

- Screen – Podium – Microphone – provided by the site
- Registration table in Hallway
- Table for vendor – Voices Against Lyme Disease CT, Bonnie Waterhouse
- Table for membership information and Save the Date for the Immunization Coalition Meeting Sept. 17<sup>th</sup>
- Table for tea cup auction
- Bio for candidates – Check with Margaret

4. Other

- A. None

5. New Business

- A. Next meeting

- A. July 14<sup>th</sup>, 2015 meeting – New board

- B. Meeting adjourned at 9:30am. Motion by Tammy second by Debbie. All accepted.

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

Respectfully submitted,  
Sharon J. Enot, Secretary, CAPHN