



CONNECTICUT ASSOCIATION
OF PUBLIC HEALTH NURSES

**CAPHN
Executive Board Meeting
Tuesday August 11, 2015
Minutes**

On site at CNA: Linda Strong, Tammy Testut, Ann Marie Buonocore, Sharon Enot, Margaret Balint, Bernie Bova and Angela Carrano

1. Meeting called to order at 9:00am
 - A. Introductions
2. Reports
 - A. Presidents Report
 - Linda
 - Shared contact information
 - Annual Report reviewed
 - B. President Elect
 - Angela
 - No report
 - C. Secretary
 - Sharon
 - May 2015 minutes – motion to accept Bernie and second by Tammy. Accepted by all with abstentions from Anne Marie and Angela.
 - D. Treasurer
 - Tammy
 - Present balance to the account \$2,277.47 [See Spread Sheet]
 - Tammy working with Virginia
 - Need to increase income for the student meeting
 - Tax information
 - Costs
 - Virginia does administrative – deposits – etc. (\$1,200)
 - Tax ID # - need to do quarterly report
 - E. Membership
 - Sue Dubb
 - No report – not in attendance
 - Updated membership information from annual meeting sent to Sue and Virginia
 - Will share with the board
 - F. Finance Committee
 - MaryAnn Glendon – not in attendance
 - No report
 - G. Practice
 - Barbara – not in attendance

- No report
- Barbara has the Practice Guide is available on thumb drives and it is available on the CAPHN website.

H. Planning

- Linda, Tammy, Mary Ann
 - 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.

I. Communications

- Eileen – Web site
 - No report – not in attendance
 - Web site needs to be updated

J. Ad Hoc –Nomination.

- Margaret, Chairperson
- AD Hoc - On line voting - Discussion:
 - Margaret will check with Deb H.
 - Use of Survey Monkey
 - Concerns expressed again over confidentiality

3. Old Business

A. Programs

- Lysa spoke to Linda and she will assist with program planning

B. Quarterly Meetings

- October / November
- Winter - Depends on weather
 - Consider webinar
 - Networking – sharing
 - Survey monkey – What would you like??
 - Local programs – sharing – poster?
 - Electronic billing
 - DPH collaborated with student program – Dr. Mullin changed model (virtual office PH Nurses)
- Margaret
 - Clarified that there is no requirement stated in the By-laws to conduct quarterly meetings
- Student program
 - Get university to sponsor has been tried
 - No dinner? - change menu
 - Concern about being aligned with a university – not neutral
 - Presentations – how many?
 - CEU's
 - Needs to be an evening event for students
 - Dates – April 21st?
 - Early Oct save the date
 - Contact universities in Oct with guidelines
 - Everbridge distribution by the State Health Dept. to public health partners

- End of January submission of abstracts
 - Brochure completed
 - Week of 4th – Universities to registered and pay fee
 - Need a location in the center of the state
- C. Annual Meeting - Thursday June 9th, or 16th, 2016
- Il Monticello
 - Program and speakers will be discussed at a later date
4. New Business
- A. Strategic Plan
- See Updated Matrix – [Attachment]
 - Priorities based on Strategic Plan discussion
 1. Increase Membership
 - a. VNA's
 - b. Community Health practitioners
 - c. Parish Nurses
 - d. Occupational Health Nurses
 - e. Assisted Living Nurses
 2. Developing Communications
 - a. Website updates
 - i. Newly elected board members
 - ii. Adding pictures from events
 - iii. Meeting information
 - iv. Add the brochure to the website
 - v. Clarify the process for posting information on the site
 - b. Facebook
 - c. Increase exposure
 3. Programing
 - a. Practice based programs
 - b. Networking
 4. Explore Fundraising Opportunities
 - a. Benchmarking with other groups or coalitions
 5. Explore the option of becoming a 501-C3
- B. New England Minority Nursing Conference will be held on Saturday October 31, 2015 in Springfield, MA
- C. The Association of Community Health Nurse Educators national convention will be in Indianapolis June 2, 2016
5. Next meeting
- A. Sept 15th, 2015 will be done as a call in!**
- B. Conference call in: 1-866-729-2741 Passcode 4671219#**
- C. Meeting adjourned at 12:20 pm. Motion by Ann Marie second by Margaret. All accepted.

Respectfully submitted,
Sharon J. Enot, Secretary, CAPHN