



CONNECTICUT ASSOCIATION
OF PUBLIC HEALTH NURSES

**CAPHN
Executive Board Meeting
Tuesday September 15, 2015
Minutes**

Call in: Linda Strong, Deb Horvath, Tammy Testut, Ann Marie Buonocore, Sharon Enot, Margaret Balint, Angela Carrano and Bernie Bova

1. Meeting called to order at 8:45am

A. Confirmed attendees

2. Reports

A. Presidents Report

• Linda

○ Kim Foyto on faculty at Sacred Heart

- Hispanic Council of Stamford is doing an outreach project associated with an annual health fair focusing on Hispanic, Hattian and Jamaican cultures. Oct 3, 9a– 2p at the dept. of DOMUS in Stamford

- Will send email about the event to the membership

○ Vicki Simpson with CPHA sent an email and Linda will forward it to the board

○ CAHN –CT Assn. of Hispanic Nurses

- 5th annual nursing shots for scholarships 8p – 12 Linda will forward email to board

B. President Elect

• Angela

○ Business cards

- Vista Print has a sale going on and Angela will purchase the first order for the board

- Designed with blue print and includes the logo

- Confirmed information on the cards

- President

- President Elect

- Membership

- Web site – www.caphn.org www.caphn.org/contact-us/ and email caphn1@yahoo.com

C. Secretary

• Sharon

- August 11, 2015 minutes accepted with correction of Ann Marie's name – Motion to accept by Angela, second by Margaret, one abstention

D. Treasurer

• Tammy

- Present balance to the account \$2,193.88

- Eileen paid the domain fee - \$83.88

E. Membership

• Sue Dubb

- Not in attendance

- Linda reported

- Sue met with Rita Foster to brainstorm on ways to increase membership
 - Preparing a letter to send to local health directors and public health nurses to inform them about CAPHN and why they should be involved
- Brochure needs pictures of real public health nurses in CT
 - Ask members to send photos to Sue
 - Sharon will email the updated brochure to the board members

F. Finance Committee

- MaryAnn Glendon – not in attendance – teaches on Tuesday mornings
 - No report

G. Practice

- Barbara – not in attendance
 - Deb reported
 - Planning to meet with Barb, Monica, Rita and Eileen
 - Need to discuss website and expanding outreach to Facebook and Twitter
 - Plan to have information for the board by December 2015

H. Planning

- Linda, Tammy, Maryann, Lysa, Angela, Ann Marie
 - Need to meet to get Oct save the date for Student Development Conference at Il Monticello in April 2016

I. Communications

- Eileen – Web site
 - No report – not in attendance
 - Discussion about updates to the Website
 - Checked web site for usability and content
 - Some information has been updated but some things are missing
 - How long do we keep things on the site
 - Need new Board information
 - Annual meeting presentations have not been posted
 - Updated brochure will be sent to Eileen and the rest of the board
 - Questions for Eileen
 - Web site needs to be updated
 - Who can remove items from the site?
 - www.caphn.org/contact-us/ goes to Linda
 - Email address for CAPHN – caphn1@yahoo.com Password – publichealth
 - Email had been used for communicating to the board and membership but was often blocked by firewalls
 - Communications now via the secretaries work email enot@townofwindsorct.com

J. Ad Hoc – Nomination.

- Margaret, Chairperson
- AD Hoc - On line voting - Discussion:
 - Margaret will check with Deb about use of Survey Monkey

3. Old Business

A. Programing - Quarterly Meetings

- Continued discussion concerning offering a webinar especially in winter months
- Survey the membership using Survey Monkey – Angela and Ann Marie
 - Angela set up questionnaire for membership
 - Deb – you can have up to 10 questions

- Linda - 2 weeks to get it up and out and get back first meeting in October
- Barb does go to meetings with local PH monthly – Deb will contact Barb
- Business cards – Angela checked with Vista Print
 - Question content
 - President information – sacred heart
 - President elect
 - Chairperson of membership – Sue Dubb
 - Email –
 - Difficulty contacting via web site
 - Contact information?

4. New Business

A. Fundraising Explore Fundraising Opportunities – Under the Finance Committee

- Benchmarking with other groups or coalitions
- Get membership involved

B. Explore the option of becoming a 501-C3

- Ann Marie looked into this – look at similar organizations and how they identify themselves to file – GIN # Tammy will speak to Virginia – not nonprofit because of political involvement - communicate with Ann Marie
- Margaret - CT Nurses foundation
 - This was explored about five years ago. Margaret worked with her husband who works in finance
- None of our outreach was for the general population
- Are school nurses 501-C3?
- We are considered a business organization
- Ann Marie – we are not selling things – will ask a CPA
- Nonprofit or Not for Profit

5. Reminders

- C. New England Minority Nursing Conference will be held on Saturday October 31, 2015 in Springfield, MA
- D. The Association of Community Health Nurse Educators national convention will be in Indianapolis June 2, 2016

6. Next meeting

- A. **October 13, 2015 – on site if possible**
- B. **Conference call in: 1-866-729-2741 Passcode 4671219#**
- C. Meeting adjourned at 10:20 pm. Motion by Margaret second by Tammy. All accepted.

Respectfully submitted,
Sharon J. Enot, Secretary, CAPHN