



CONNECTICUT ASSOCIATION  
OF PUBLIC HEALTH NURSES

**CAPHN  
Executive Board Meeting  
Tuesday February 11, 2014  
Minutes**

Present: Deb Horvath, Tammy Testut, Sharon Enot

Call in: Linda L. Strong, Margaret Balint, Eileen Boulay, Monica Wheeler, Judy Sartucci

**Conference call in for line 2: 1-866-729-2741 Passcode 4671219#**

1. Meeting called to order at 8:45am
2. Reports
  - A. Secretary
    - Meeting Minutes from January 2014 were reviewed
      - Eileen Boulay was added to those who attended by call-in. Motion to accept minutes made by Eileen, 2nd by Linda and passed.
  - B. Treasurer -
  - C. Membership – No report
  - D. Practice - No report
  - E. Planning - No report
  - F. Programs - To be discussed under Old Business
  - G. ad hoc Web Committee
    - Eileen, Deb and Cathy will be meeting next week to learn how to do up-loads to the web site. Eileen needs the minutes, announcements, save the dates and the signed bylaws sent to her to be posted on the web site.
4. Old Business
  - A. Networking Meeting February 4<sup>th</sup> from 5pm - 7:30pm at the Meriden library
    - Meeting was well attended.
    - The bylaws were presented to the membership and the changes were reviewed by Judy Sartucci. There was a motion to accept made by Eileen Boulay and second by Bernie Bova. The vote was 14 yes - 0 no and passed unanimously. The CAPHN board and membership thank Judy for her work and dedication to this project.
    - Linda presented the idea of the strategic planning meeting for the board in June 2014. There was discussion about who should attend and the location for the meeting.
    - Eileen presented information to the membership on the updated website and what can be found on the site. Thank you to Eileen, Deb and Cathy for their time and hard work to get the website updated.
    - The Practice Guide was not presented but the membership was reminded that a flash drive with the guide was handed out to those who attended last year's CAPHN annual meeting.
    - Linda discussed the state vaccination committee request for a second representative from CAPHN to join Deb Horvath. Bernie Bova may be interested in joining the committee.

- The Membership Chair position is vacant and members were asked if anyone would be interested in filling the position.
  - The brochure for CAPHN has been updated and re-designed. Eileen asked for pictures to be sent to her at [eboulay@pshd.org](mailto:eboulay@pshd.org).
  - The presenter, Ryan from the Governor' Prevention Project, did an excellent job and there were several questions and comments by the attendees.
  - Evaluation forms were completed for the presenter and the program as a whole.
- B. Spring membership and Student Workforce Development meeting Monday April 14<sup>th</sup> 2014 4:00-8:00pm at Quinnipiac.
- Presentation by Hilary Norcia from the Regional Asthma Coalition on Asthma - Health Homes - Environmental Health. Sharon contacted Hillary concerning the date change and she is still available.
5. New Business
- A. From Barb ding the advisory board meetings and will continue to do so.
- There was a discussion about the request and we will send out an invitation to the CAPHN membership to see if anyone is interested. The information to be sent out will come from Linda to Sharon.
- B. New Strategic Plan for 2014
- MaryAnn started a conversation based on the document “**CONNECTICUT ASSOCIATION OF PUBLIC HEALTH NURSES: STRATEGIC PLAN AND ACCOMPLISHMENTS FOR 2011-2014**” prepared by Barbara and her committee to continue the strategic planning for CAPHN. It was decided at last months meeting that a date needs to be planned for June 2014 after the election of the board with food, wine and chocolate at the beach perhaps at the Savin Rock Convention Center at 6 Rock St., West Haven, CT. We will need white boards, markers and post-it notes.
  - West Haven Health Department rents out the space. Barb indicated that it costs about \$400 dollars so there was discussion about other locations.
  - Deb suggested with the board getting smaller would we want to invite membership to sit on the Strategic Planning Group. This information will be shared with membership at the February meeting opening it up to 3 – 5 or more people.
- C. Next CAPHN Board meeting Tuesday Feb 11<sup>th</sup> Board meeting 8:30am

6. Meeting adjourned 9:55am

Respectfully submitted,  
Sharon J. Enot, Secretary, CAPHN