



CONNECTICUT ASSOCIATION
OF PUBLIC HEALTH NURSES

**CAPHN
Executive Board Meeting
Tuesday May 6, 2014
Minutes**

Present: Tammy Testut, MaryAnn Glendon

Call in: Linda L. Strong, Margaret Balint, Sharon Enot, Barbara Dingfelder, Bernie Bova,

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

1. Meeting called to order at 8:35am
2. Reports
 - A. Secretary
 - February, March and April minutes
 - Margaret made a motion, Bernie second, no abstentions to accept the February, March and April minutes with changes to the April minutes to correctly reflect open board positions.
 - B. Treasurer - Eileen – No report not in attendance
 - C. Membership – Bernie
 - Bernie will not be continuing in this position for next year and suggested there be two people as co-chairs. Margaret clarified that it would be a chair person with an alternate.
 - Good communications from membership to secretary to connect with new members quickly
 - Margaret commented that three applications were sent in to Virginia at CNA after the April meeting and are shared with the Treasurer. They also need to be sent to the Secretary.
 - D. Practice Barbara
 - Practice Guide Draft reviewed
 - Great feedback from the board. Excellent document with valuable information. Well written
 - Please send changes or comments to Barbara
 - Thank you from Barbara to Deb, Monica and Rita for their hard work on this document
 - Tammy will send info to Barbara on the student conference to be included in the guide.
 - E. Planning - No report
 - F. Programs - To be discussed under Old Business
 - G. Ad hoc - Web Committee - No report
 - Eileen did an excellent job on the brochure. Great responses from the people who attended the April meeting. The brochure needs to be added to the website by Eileen or Deb.
 - H. Ad hoc - Nomination committee
 - Open positions were discussed by the board
 - An email will be sent to the membership with the positions posted and please include the Practice Guide
 - We have tried to fill positions with a chair person and alternate (**Bold are vacant**)
 - President - (Linda Strong)
 - **President Elect**
 - Secretary- (2 year position – Sharon Enot)

- Treasurer – (Tammy Testut)
- **Membership**
- Practice – Barbara Dingfelder
- Members at Large (Maryann Glendon and Bernie Bova)
- **Web chair (is appointed - ? Deb Horvath)**
- **Planning chair - 4 events: Sept/Oct Feb April (Student dev) June Annual Meeting**

3. Old Business

A. Spring membership and Student Workforce Development meeting Monday April 14th 2014 from 4:00-8:00pm at Quinnipiac.

- Student Poster Session - Comments and Evaluations
 - There was confusion about payments at the registration table with the complex sign in sheet. A clearer sheet was prepared but Sharon was late to arrive with the information
 - Posters were nicely presented and well received.
 - Students need to be prepared to answer questions and “present”
 - The area was too tight for all the posters
 - The set up was done by Linda and Tammy when the university was to have it ready
 - Tammy reviewed the evaluations - lots of neutral and agree
 - Really targeted toward the students. Should this be just a student event?
 - Lack of attendance at meetings by public health nurses might be due to strong focus on this being a student conference/meeting
 - There was plenty of food – cost was \$2,868.04) 120 people attended
 - Margaret has photos that can be sent to Deb or Eileen for posting on the web site. Check box worked well to obtain release to use photos
 - Linda/Tammy - There were two universities, Univ. of Hartford and Quinnipiac, who said they were not aware of the meeting and there was discussion on how this can be improved.
- Presentation by Hilary Norcia from the Regional Asthma Coalition on Asthma - Health Homes
 - Information was repetitive for students
 - Consider having presentation of posters rather than speaker.

B. Annual Meeting

- The Annual meeting will be held at IL Monticello on June 11th, 2014 12 – 4pm
 - Maureen Williams and Dr. Sosa from the State TB program. Topic- Tb alternative methods for DOT – 12 week treatment program.
 - Barbara had been communicating with them
 - Check with Monica about the details and the menu
 - Linda invited the National Assn. of Hispanic Nurses – contact sent to Sharon
 - Tea cup Auction - \$5.00 for 3ticket or \$2.00 for 1
 - Plants, wine, baskets, Coffee or candy basket, quilt, Barb and Sharon and Margaret.

C. Strategic Planning for the New Board 2014 - 15

- Discuss date, location and agenda items at the June 3rd Board meeting
- What are the educational avenues we want to focus on for the future?
- Topics of discussion and challenges:
 - Practice / Billing issues
 - Vaccinations / Disease outbreaks

4. New Business – None

5. **Next meeting Tuesday June 3rd, 2014 8:30am CAN office or call in.**

A. Tammy will check with Virginia on availability of the room and phone line

6. Margaret made a motion to end the meeting with a second by Tammy at 9:52am

Respectfully submitted,
Sharon J. Enot, Secretary, CAPHN