



CONNECTICUT ASSOCIATION
OF PUBLIC HEALTH NURSES

**CAPHN
Executive Board Meeting
Tuesday January 14, 2014
Minutes**

Present: Deb Horvath, Barbara Dingfelder, Sharon Enot

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

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 December 2013 were reviewed
 - Month will be corrected. Motion made by Deb, 2nd by Sharon and passed with 1 abstention.
 - B. Treasurer - No report
 - C. Membership – No report
 - D. Practice
 - Barb reported the group has not met. There was discussion about presenting the work plan to the membership at the Feb. meeting.
 - E. Planning - No report
 - F. Programs - To be discussed under Old Business
 - G. ad hoc Web Committee
 - Jim and Eileen need to have a conversation about the next steps to get the site up and running. Deb emailed Eileen and Eileen will follow-up.
 - Sharon received an email about the payment for Jim and it was be forwarded to Linda.
4. Old Business
 - A. Networking Meeting in February
 - The next membership networking meeting is being planned for Tuesday February 4th from 5pm - 7:30pm at the Meriden library. We will have the room until 8:00pm. Linda has secured the room with the Meriden health department.
 - The presenter, Ryan from the Governor' Prevention Project has been in contact with Linda and Sharon and she is all set for Feb. 4th.
 - The bylaws will be voted on by the membership during the business meeting on February 4th. The bylaws need 2/3's vote to pass and have been sent to the membership for review more than 30 days prior to the meeting. Judy will review the changes at the meeting prior to the vote.
 - Judy has a more up-to-date version of the bylaws she will send to Sharon to be sent to the membership.
 - Linda will put together the agenda and there was a discussion about the time needed for the introductions of those attending, the bylaws, presentation of the work plan by Barbara and the main presentation by Ryan plus time to eat and network.
 - Virginia will send roster to Linda and Sharon

- Agenda discussion
 - Membership meeting first ~ 40 minutes
 - Bylaws 10 – 15 minutes
 - What the board is doing
 - Website update
 - ½ page handout with the address which is unchanged
 - If there is internet we could have a lap top logged on to the site
 - Linda will check on business cards she has that include the website address
 - Sign up for CT Vaccine Program
 - Board members recruitment and committees
 - Round table for membership to sharing / networking
 - Practice guide - Barb
 - Evaluation Form for Feb and all meetings
 - Linda will work with the Meriden health department on ordering the food
 - Sharon will prepare an evaluation tool for the meeting
 - We need a camera for photos
- B. Spring membership and Student Workforce Development meeting, Wednesday April 23rd, 2014 at Quinnipiac DATE and TIME CHANGE to Monday April 14th 4:00-8:00pm discussion about this being Passover
- Presentation for April
 - Hilary Norcia from the Regional Asthma Coalition agreed to do a presentation on Asthma - Health Homes - Environmental Health. Sharon will contact Hillary concerning the date change to see if she is still available.
5. New Business
- A. From Barb – Vinnie Saco would like a second member from CAPHN to join the immunization advisory board specific to childhood immunizations. Deb Horvath has been attending 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 11th Board meeting 8:30am

6. Meeting adjourned 9:55am

Respectfully submitted,
Sharon J. Enot, Secretary, CAPHN

