

**CAPHN Executive Board Meeting
Tuesday March 12, 2013
CNA office and conference call**

Participating: Linda Strong, Francine Truglio, Debbye Rosen, Sharon Enot, Eileen Boulay, Margaret Balint, Deb Horvath, Monica Wheeler, Beth Mertz, Barbara Dingfelder.

The conference call in line is: 1-866-729-2741. The passcode is 4671219#. Virginia has the leader code that is used. These numbers are for Line 2 for Conference Calling at CNA.

The meeting was called to order at 8:40 AM. The minutes from January and February were reviewed by members. Motion to accept the minutes was made by DHorvath, seconded by L Strong and passed unanimously.

Eileen Boulay reported that we had \$370 in income from the November program, \$115 in membership dues and a donation from Sacred Heart RN to BSN program as a donation to cover the food for the evening. Renewal of our domain is due in May. Motion was made by Barb Dingfelder to renew the domain registration, seconded by Debbye Rosen and passed unanimously.

Eileen wanted the board to be aware of the costs associated with the agreement with CNA for office expenses. Currently, we are paying approximately \$225 a quarter. Use of the conference phone for board meetings adds another \$20 plus tax.

Membership – neither Bernie nor Leslie on the call, nothing to report. There was discussion re offering a discount on membership for people who attend the annual meeting. After some further discussion, Eileen presented a motion to provide a \$5 discount on the meal for the Annual Meeting for those who renewed their membership by the “early bird” date. Linda seconded that motion and it passed unanimously.

Practice – Barb reported that the last meeting took place on Feb. 26, and another meeting would take place on 3/12 after the board meeting. She reiterated that goal of the committee is to have the finished product available for the membership at the June meeting. The committee hopes to have it on CD and posted on the “member only” section of the CAPHN website. Debbye Rosen wondered if we should present it in the fall, Margaret noted that we will have completed our 10th year as an association, and the manual could be featured as a product of CAPHN at an anniversary function.

Program – the April meeting is set. Debbye noted that the venue seems to be a good location, and can accommodate 100 or more people. The setting is similar to the Yale West center in Orange, with a tiered auditorium. SHU professors will review their student presentations and select the best examples. Debbye Rosen will follow up with Quinnipiac re their participation. Margaret will email Fairfield if someone can provide her with an email contact. Deb Horvath will do so.

Annual meeting – set for June 20. There was some question re the time for the event. Debbie noted that the agenda from May 3, 2011, when we last held a meeting at that location, showed the time frame 12-4 PM. Voice vote was taken, with a majority approving the same time frame for this year’s meeting. In favor were Deb Rosen, Deb Horvath, Francine, Eileen, Barb, Beth and Linda Strong. Costs for the flyer are: membership \$40; Non Member \$35, Member \$30, early bird \$25.

Old Business

Logo – Beth provided the group with an additional design in color and black and white for their consideration. Members present liked the new design, which incorporates the words “public health” at the base of the shield. It was agreed that Beth would include that design and forward a powerpoint/pdf file to Deb Horvath for distribution to the membership for their vote. Results should be available for the next board meeting and the final design presented at the April Quarterly meeting.

Service Project – Black Horse for Heroes is a veterans organization that could serve as an option for CAPHN members who wish to volunteer for a service project. It may also be a good vehicle for student projects as a collaborative effort between nursing schools in CT. Linda Strong and Barb Dingfelder will work with the organization to develop a work plan around their needs. It was suggested that a pilot project be developed and then possibly expanded based on lessons learned.

New Business

Nominating Committee – Margaret noted that we will need a committee for upcoming nominations and elections. It should be composed of at least three members, with the chair a board member not seeking elected office or a board position.

Margaret suggested that we include an update on our strategic plan at the Annual Meeting in June. In addition, it was suggested that CAPHN consider asking Lisa Davis to give an update re the status of the VOPHN.

Future Plans – Margaret would like to see a Communications Committee to address the website, a newsletter and possibly an annual calendar.

The next board meeting is scheduled for April 9, 2013 at CNA offices in Meriden. The meeting adjourned at 10:20 AM

Respectfully submitted by

Deborah Horvath, APRN
Secretary, CAPHN