

**CAPHN Executive Board Meeting  
Tuesday May 14, 2013  
CNA office and conference call**

Participating: Leslie Polito, Eileen Boulay, Margaret Balint, Deb Horvath, Sharon Enot, Catherine Drouin, Bernie Bova

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. Minutes were reviewed and motion to accept as submitted was made by Sharon, Seconded by Eileen and passed unanimously

Eileen Boulay reported that she has received a request from New Britain HD to use a purchase order for payment for their public health nurses memberships. If the board is agreeable, she will have Virginia invoice NBHD for the amount per their PO. Board members agreed to the process. Eileen reported a balance in checking of \$3566 as of today. Total income from the April meeting was \$1570, however we have not yet received a bill for the food for the event. The final payment for the logo has been made, as well as \$250 for the CT Dept of Revenue Services. Expenses still outstanding include food for the April meeting, quarterly payment to CNA, incorporation fee of \$50, payment for the website. There was discussion re use of some of the remaining income from the April meeting for a donation to the presenter's charity of choice. Eileen made a motion to create a line item in the budget for "Memoria", to be funded by surplus proceeds from programs as available. Motion was seconded by Deb Horvath and passed unanimously. It was suggested that we send a thank you to Kathy Dean for her presentation and include a note

Membership – Leslie and Bernie will revise the membership form to include the expiration date which should alleviate some of the confusion regarding renewal time frames. The new form will go out with the meeting registration information. Deb H will mail to existing members, Margaret will send to her parish nurse and nurse consultant contacts. Barb will send out to school nurse and SBHC nurses through the DPH/SDE nurse consultant or through the HAN. It was suggested that we explore online renewal through CNA, possibly through Paypal or credit card.

Practice – Deb previewed a copy of the Manual and Guide for local PHN's. Members of the board were provided an electronic copy for their review and comment. Changes and corrections should be provided to the committee by the end of May in order to have the final copy ready for the June meeting. The committee plans to provide each member with a copy of the Guide on CD or flash drive.

Program –

Annual meeting – set for June 20. Margaret and Linda will work on a press release re the meeting, our 10<sup>th</sup> anniversary as an association and some mention of the PHN Guide as well. Eileen will share a template that may be useful in developing the press release. Door prizes will be provided by Eileen, Deb H, Bernie, and Margaret. Margaret will ask Debbye Rosen if she would be able to donate a piece of pottery. Monica has the teacups and tickets, Eileen will contact her re bringing to the meeting.

Old Business

Logo – Selection was made, and copies of the logo in various formats provided to the board. Cathy Drouin offered to see if she could make up a T-shirt with the new logo as a sample. There was also discussion re working on the development of a pin for members, in silver metal with the blue colored design, although it would not be ready for the annual meeting.

Website – Eileen will make sure the new logo has been forwarded to the webmaster. The procedures for adding/updating content, approval mechanism, etc. will be addressed at the June board meeting. The web committee will meet with the webmaster later in June

Nominating Committee – Margaret will contact Andrea Lombard to see if she would be willing to chair the committee again this year. Positions to be filled include President-Elect, Secretary and Members at Large (x2). Committee chairs are selected by the president and board members, all volunteers are welcome.

#### New Business

Margaret reviewed Andrea's questions re whether CAPHN wanted to continue with the CPHA liaison position. The board agreed that if Andrea wanted to continue in that role, we would support the position. Motion to continue with the CPHA liaison position was made by Eileen, seconded by Margaret and passed unanimously. Margaret said she will ask Andrea to stay on and also serve on the Nominating Committee.

The next board meeting is scheduled for June 11, 2013 at CNA offices in Meriden. The meeting adjourned at 9:50 AM.

Respectfully submitted by

Deborah Horvath, APRN  
Secretary, CAPHN