

**CAPHN Executive Board Meeting
Tuesday June 11, 2013
CNA office and conference call**

Participating: Barbara Dingfelder, Eileen Boulay, Margaret Balint, Deb Horvath, Sharon Enot, Leslie Polito, Linda Strong, Debbye Rosen, Monica Wheeler

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 Eileen, seconded by Debbye and passed unanimously

Eileen Boulay reported a balance in checking of \$3310 as of today. Total profit from the April meeting was \$412. Barb made a motion to make a contribution of \$100 to a charity of Kathy Dean's choice. Motion was seconded by Deb H and passed unanimously. Debbye Rosen said she will contact Kathy Dean regarding the board's wish to contribute \$100 to the charity of her choice as a thank you for her presentation at the April meeting and forward the information to Eileen and Virginia so that a check can be made out appropriately. \$200 deposit has been paid to Il Monticello, and the final payment to Nickie Lee for the logo work was also made. \$183 paid to CNA for admin services.

Membership – Leslie emailed the updated membership and annual meeting information to additional contacts, with little response. Barb sent out to local Health Depts. Debbye suggested CAPHN consider sharing a table at the September Flu/Pneu conference. Margaret will email a formal request for a “gratis” table. Members will “man the table” and bring posters, membership information, etc. This will be a good way to market CAPHN to a diverse group of people.

Practice – Members will be provided with a copy of the LPHN Guide on a flash drive as the June meeting. Donations were made by Barb Dingfelder's husband, Margaret Balint and Deb Horvath to cover the costs of the 60 drives purchased. The practice committee will address methods and timelines for updates as part of its work next year.

Program – Annual meeting is set for June 20. Posters will be displayed, and information regarding an upcoming service project will be available. A “Silent Auction” will be held. To date there are 27 people registered for the meeting. Cost of the meal is approximately \$23 per person. It was suggested that Sharon explain the possible wine-tasting fundraiser, and Linda the Black Horse for Heroes service project as part of the program.

Strategic Plan – Margaret reviewed where we stand as far as activities and initiatives of our three year plan. She noted that Bylaws review would be upcoming for the final year, with many of our other activities still ongoing. Accomplishments include the new logo, new website, new membership forms, the LPHN Guide.

Old Business

Website – The web committee will meet with the webmaster on June 27.

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. Sharon Enot has agreed to serve as secretary. No other members expressed an interest after the notification email was sent out, so Margaret will ask for nominations from the floor at the meeting.

New Business

Motion was made by Eileen and seconded by Deb H to set up an Ad Hoc Marketing Committee, which would oversee use of the logo and development of a brochure, flyers, membership/business cards, etc. “Vistaprint” was offered as an example of web based design options. Motion passed unanimously. Eileen and Barbara agreed to work on this 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