

**CAPHN Executive Board Meeting
CNA Offices
December 11, 2012**

Present: Margaret Balint, Linda Strong, Debbie Horvath, Leslie Polito, Eileen Boulay, Debbye Rosen.
Present via conference phone – M Wheeler. 7 members being present, a quorum exists for today's meeting.

The meeting was called to order at 8:50 AM. Minutes from the October meeting were not available for review. Margaret will email to board members and they will be addresses at the next meeting.

Treasurer's Report – Balance in checking as of September 2012 was \$1935.37 This does not reflect recent membership renewals or the income and expenditures from the November meeting.

Committee Reports

Membership – Leslie has received additional renewals and will plan additional outreach after the holidays. The main membership drive takes place around the time of the Annual meeting in June.

Finance – no report

Practice Guide – additional meetings to be scheduled.

Program –the November 15 networking meeting, held at Sacred Heart University, was well received. Monica Wheeler said it may be possible for CAPHN to offer the session again, in conjunction with the Fairfield Country training institute, and provide as a resource for MRC units. It was suggested that O2 concentrators, wound vacs and insulin pumps be added to the training. Online availability would be an added plus.

No topic yet for the spring networking meeting. It was suggested that if the new website is ready by that time, a demo could be presented. Debbye will check on availability of Meriden Library for a March date.

Date for the Annual meeting was tentatively set as June 20, 2013. Debbye will check with Il Monticello as our first choice for venue. Another option would be Masonic facility in Wallingford. It was agreed that SanSouci not be used again due to the lack of a designated private space.

Old Business

Website/Logo – the website is still in "construction" mode, pending the decision re a new logo. Since there has been little progress on the logo, Margaret will get the samples provided by Nicki from Beth Mertz and forward them to board members for comment. Once comments are made, the sample(s) could then be forwarded to the webmaster for further revision and incorporation into the website design.

Service Project – Linda Strong will contact.

The abstract submitted to APHN was accepted. The presentation will take place June 13 at the APHN meeting in North Carolina. It will focus on the partnerships between DPH, CAPHN and schools of nursing in CT. Linda, Margaret and Barbara will work on the presentation.

Communications – Margaret will check with Andrea to see if she is still interested in developing a member newsletter, as well as possibly exploring the use of Facebook and Twitter as ways to market CAPHN.

New Business

There being no further business, the meeting adjourned at 10:45 AM.

Respectfully submitted,

Deborah Horvath, Secretary, CAPHN