

**CAPHN  
Executive Board Meeting  
Tuesday February 14, 2012 via conference call**

Present on Call: Beth Mertz, Cathy Drouin, Margaret Balint, Deborah Horvath, Barbara Dingfelder

The meeting was called to order at 2:40 PM. Balance in the treasury is \$2317.27 Barb noted that upcoming expenses include website fees and taxes.

**Committee Reports**

Practice – Beth noted that the PHN guide workgroup is working toward a June release for the document. There have been revisions, changes to format and additions of topics that were originally not included. The next meeting is scheduled for Feb 22 at CNA.

Website – Rita's contact was not able to take the website revision on. It was agreed that Cathy Drouin would ask her son in law to draft a proposal for a CAPHN workgroup to review and to include as priorities the ability to make content changes and to have a members-only section.

Logo – Beth reported that she will follow up with the students re the logo proposal. It was decided that at this time, we would not pursue brochures, letterhead, etc but rather focus on just the logo design.

Golf Tournament – Margaret will check with Sharon Enot re where we stand with the partnership on the tournament.

Advocacy – Margaret reported no action at this time.

Program – The registration flyer went out, and the final RSVP date is Feb. 24. Replies should indicate whether people wish to sign up for refreshments. \$5 for members and students, \$10 for non members. Salad and pizza/breads will be provided by CAPHN. Board members will bring soda, water, paper goods and desserts. Desserts – Beth and Barb; Soda, water – Deb; paper goods – Margaret.

**New Business**

VOPHN meeting to be held April 19 at UCONN, Farmington. There will be a continental breakfast and box lunch. Cost will be \$15 for students, \$20 for practicing nurses. Registration will be through CNA. More information will be forthcoming.

Annual Meeting – to be held in June. Possible topics to include would be the logo project and the practice manual.

Strategic Planning – we need to complete the final portions of the plan. Margaret will check with Linda Strong to see if she can again facilitate the discussion, and will look at possible locations for a meeting in March or April.

The meeting adjourned at 3:45 PM. Next meeting is at CNA, scheduled for March 13.

Respectfully submitted by Deborah Horvath, Secretary, CAPHN