

CAPHN Executive Board Meeting
CNA Offices
Tuesday March 20, 2012

Present: Monica Wheeler, Monica Jensen, Andrea Lombard, Beth Mertz, Sharon Enot, Margaret Balint, Deborah Horvath, Barbara Dingfelder. Linda Strong attended via conference call

The meeting was called to order at 8:40 AM. Minutes from the previous meeting were reviewed. Motion was made by Sharon Enot to accept the minutes as submitted. Motion was seconded by Linda and passed unanimously. Barb reported that the balance in the checking account is \$2372.27 Barb noted that upcoming expenses include program expenses, website fees and taxes of approximately \$250. Debbie will email the webmaster and remind her to submit an invoice for any work done this year.

Margaret Balint reported that Rita Foster has resigned her board position as President-Elect, for personal family reasons. She will continue to participate in the work of the practice committee as it works on the PHN Practice Guide.

Committee Reports

Practice – There was general discussion re the progress of the project so far. At present, release for the June meeting is unlikely. There was brief mention of releasing it in sections, but all agreed that would not be ideal. It would need to be field tested, and reviewed by divisions within DPH prior to release. A more logical time frame would take the final project release into 2013. The committee will continue to work on refining the existing work and has dates for three upcoming meetings already set.

Website/Logo – Beth reported that all her contacts came in over our proposed \$300 budget. There was discussion re the proposal sent by Cathy Drouin's contact, which included a possibility of developing a logo in conjunction with website revision. It was agreed that we should consider this as an option as well.

Golf Tournament – Sharon reported that the golf tournament partnership will not be possible this year, however, board members agreed that we should consider it for next year if the partnering agencies agree.

Membership – Beth said she will have a membership table at the next meeting. A "pre-pay" option will be accepted for new CAPHN members only at the upcoming networking meeting at a cost of \$40, and will cover the period from March through June 2013. Membership renewal campaign will take place for existing members in May/June as in prior years and will renew for July 2012 through June 2013. Beth also mentioned developing a poster board display. Linda said she may have pictures from the October meeting and anyone with PHN pictures could send them along to Monica Wheeler or bring them to the April 10 meeting. Monica has worked with a vendor on similar presentations and can price out a similar one for CAPHN's use at events and meetings as a recruiting tool.

Advocacy – Margaret reported no action at this time.

Program – Details for the March meeting on shelters/sheltering were discussed. Deb will send out an email asking members to reconfirm their attendance so we can get a head count for food, and providing directions to the library. Andrea will act as scribe for Monica as facilitator. Board members will bring

soda, water, paper goods and desserts. Deb and Andrea will check members in and collect donations toward refreshments.

Focus Groups – Monica Wheeler reported that the focus group is tentatively scheduled for March 28 at Meriden Health Dept. from 1-3 pm, immediately preceding the CAPHN meeting. A reminder for anyone interested in taking part will accompany the meeting reminder, with responses directed to Monica. Suggestions re names of key CAPHN members who might want to participate were provided to Monica, who will contact them directly.

April 19 meeting – Beth will work with Monica Jensen re the student poster setup. The shuttle service charge will be \$500, and service will be available for 2 hours from the AM start time, and 2 hours prior to the PM finish time. Flyer will be emailed to CAPHN membership, and to webmaster for posting on website.

New Business

Annual Meeting – tentatively scheduled for June 7 at Il Monticello, pending availability of a speaker for the program. Sharon mentioned the possibility of having Bernie Siegel for the meeting. She will check with him re his schedule and let Cathy Drouin know. Anyone with any ideas for the meeting should relay them to Cathy.

CPHA - Andrea reported on the CPHA re-organization into “Sections”. SALBOH (State Assoc of Local Bds of Health) has voted to be a section. It was agreed that we need to discuss where CAPHN stands as far as becoming a CPHA section. It was suggested that we invite Judy Sartucci, a current CAPHN members and also a member of a local health district board of directors, and possibly Kathi Traugh from CPHA, to meet with the CAPHN board for further discussion and information. Results of the board’s discussion and possibly suggestions to membership could be included in Margaret Balint’s “President’s Report” for the annual meeting in June.

Next CAPHN board meeting is scheduled for April 10 at CNA. A tentative agenda may include a meeting with Judy Sartucci to discuss CPHA sections and CAPHN alliance with CAPH, poster board for membership purposes, review by the board of the table of contents of the Practice Manual, and discussion of the June annual meeting and election of officers.

The meeting adjourned at 10:45 AM.

Respectfully submitted by
Deborah Horvath, Secretary, CAPHN