

**CAPHN Executive Board Meeting**  
**CNA Offices**  
**Tuesday April 10, 2012**

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

The meeting was called to order at 8:50 AM. Minutes from the previous meeting were reviewed. Motion was made by Linda to accept the minutes as submitted. Motion was seconded by Monica J and passed unanimously. There was no Treasurer Report.

Margaret Balint reported that Rita Foster's mother passed away shortly after she submitted her resignation from the board. Beth made a motion to send Rita a sympathy card and a plant. Motion was seconded by Monica and agreed on unanimously.

**Committee Reports**

Practice – Next meetings are set for April 13, May 11 and June 22. It was suggested that we provided membership with an update re the Practice Manual at the Annual Meeting in June.

Website/Logo – Motion to proceed with the website project work and contract with “Mr. Fixit” for redesign and hosting per the proposal submitted was made by Debbie and seconded by Beth. Motion passed unanimously. Beth will send out links to the work of the student who is interested in redesign of our logo. Board members are asked to review and provide their comments via “reply all” email.

Membership – Beth said she will have a membership table at the VOPHN meeting. A very simple poster board display will be developed for the meeting, with a more professional board to be unveiled at the Annual Meeting. Monica and Beth will work on that project. Anyone with photos should send them to Monica.

Program – Feedback on the networking meeting on the roles of PHN's during sheltering activities in the two storms last fall was very good. It was suggested that there be a summary of points and issues raised and to provide it as a handout at the governor's storm advisory meeting on April 19. There should be a copy made available for members and possibly included as a handout at the VOPHN meeting that day as well. Linda asked if CAPHN would be making any recommendations based on results of the networking meeting. Monica noted that ESF 6 has developed a draft document that is being reviewed by local planners and LHD's and that local PHN's might have input at that level..

VOPHN meeting – It was suggested that CAPHN board members wear some kind of identifying ribbon in case attendees had questions or wished to join CAPHN. Margaret said she'd work on a design.

Annual Meeting – tentatively scheduled for June 7 at Il Monticello, pending availability of a speaker for the program. It was suggested that we ask Dr Jewell Mullen, the DPH Commissioner, to speak at the meeting on the future of PHN in CT. Margaret will draft a letter of request, and will circulate among board members for comment and revision. Andrea mentioned the possibility of getting a proclamation to be presented at the meeting. A save the date notice will go out as soon as the topic/speaker are selected.

## New Business

CPHA - Andrea will talk to Judy Sartucci re possibly joining us at the next board meeting for a brief discussion re the CPHA section process.

Nominating Committee – Andrea agreed to chair the committee. Deb will provide materials and information used in the past to recruit members for board positions.

Strategic Plan/SWOT – Deb will send out a meeting wizard for a meeting time during the week of May 21.

Next CAPHN board meeting is scheduled for May 8 at CNA.

The meeting adjourned at 10:15 AM.

Respectfully submitted by  
Deborah Horvath, Secretary, CAPHN