

**CAPHN Executive Board Meeting
CNA Offices
August 13, 2012**

Present: Margaret Balint, Leslie Polito, Eileen Boulay, Deborah Horvath, Linda Strong, Sharon Enot, Barbara Dingfelder. 7 members being present, a quorum exists for today's meeting.

The meeting was called to order at 8:45 AM. Minutes from the previous meeting were reviewed. Motion was made by Linda to accept the minutes as submitted. Motion was seconded by Leslie and passed unanimously.

Treasurer's Report – Barb and Eileen will meet to review the end of year financials and develop a budget for the coming year. All expenses for the annual meeting have been paid. The \$200 payment to the logo designer has also gone out. Currently, there is approximately \$2700 in checking, after expenses for the annual meeting were covered. Eileen noted that she paid \$50 to the CT Sec. of State to cover the annual filing related to our organization's information. A receipt was emailed to CNA for Eileen's reimbursement.

There was discussion re the status of the bill/invoice from Linda Grafton, webmaster. It was agreed that if no bill is submitted, there can be no payment for the website work for the past year/ It was suggested that we send a letter to Linda notifying her that the books are being closed out and if she does not submit her invoice, CAPHN will not feel obligated to pay any future bills. Debbie will develop a notice and forward to Monica, Margaret, Linda and Eileen. Once the executive board is satisfied with the contents, it can be sent via registered mail.

Committee Reports

Finance – there was discussion regarding different ways to raise money to support CAPHN. Sharon noted that the "window of opportunity" for the golf tournament partnership with the Windsor Rotary has closed. However, other fund raising ideas mentioned include "Stand Down" Veteran's Organization and might be linked to Wounded Warriors(contact person - Dr. Greg Coyle, Waterbury?); Drug Company to fund a dinner networking meeting that can be educational and draw in attendees; Golf tournament – possibly with SHU students from Linda Strong for man power?; Winery "wine tasting", healthy food, music (Eileen's son's band for entertainment, Linda Strong can offer student man power?) offer/arrange for catering the food part and making a profit from ticket sales?

It was noted that if membership is expected to participate, we may want to survey the membership and see what projects or activities they would like CAPHN to be involved in and which they are willing to work on or attend.

Membership – Leslie has the master lists provided by Virginia. She asked how far back we should go in an attempt to reach out to former members and to recruit new ones. After discussion, it was decided to review the lists, delete those members that we know are not planning to rejoin, and then reach out with letters or emails to those who have not renewed in a few years. Information to provide them as an

enticement to renew might include upcoming meeting topics. It was also noted that we need to move on the website redesign as a tool to recruit and retain membership.

Website/Logo – Debbie will follow up with Linda and Jim re transfer of website. Sharon will check with Rita and Beth regarding revised logo design samples.

Meetings – Suggested topics for networking meetings include: a service project combined with a fundraiser; pharma sponsored meeting, possibly on a topic addressing a chronic disease of interest to public health nurses; patient care lab/“sim” lab at SHU or QU; orientation to equipment used in home care setting that might be found in use in community sheltering events.

Practice Guide – the next meeting is scheduled for September 10. The goal is to have all revisions completed by December 2012 for review by the CAPHN Practice committee.

Old Business

It was decided to hold off on affiliation with either CNA or CPHA at this time. Board members are asked to review the 3 year strategic plan, as we are now beginning year #2. Copies will be sent out again prior to the next meeting.

New Business

There was discussion re a request from CNA that CAPHN sign onto C.N.A. to sign on to a letter to Senator Reid asking for a floor vote of the Safe Chemical Action, SB 847. There was a recommendation that before agreeing to support a bill, members should read the bill to see what’s in it. Margaret noted that the bill is 180+ pages in length. After discussion, members elected not to sign on as a group, but if board members wish to sign on as individuals they should feel free to do so.

There was a request for a donation for funding for the CT Nurses Collaborative. Linda Strong made a motion for CAPHN to donate \$100 to support the work of CNC regarding the future of nursing in CT. Motion was seconded by Eileen Boulay and passed unanimously.

Barb noted that ASTDN, which is now APHN (the Association of Public Health Nurses, website at www.myphnurse.org) will be contacting CAPHN, as well as other PHN organizations in other states, regarding financial support/donations to help support their application for 501c3 status.

Calendar of Meetings

2012

Tuesday Sept 11

Tuesday October 9 in Meriden

Thursday Nov 8 Conference Call

Thursday Nov 15 Membership Meeting – tentatively 5 – 7:30 PM at SHU

Tuesday Dec 11 in Meriden

2013

Tuesday Jan 8
Tuesday Feb 11
March Membership Meeting - TBD
Tuesday April 9
Tuesday May 14
June Annual Meeting – TBD (Tentative date discussed was June 13)

Meetings are held at 8:30 AM at the CNA office in Meriden, unless other wise noted.

It was mentioned that Andrea Lombard has been out of work on medical leave and that Beth Mertz recently lost her dad. Per the board's request, Debbie will send a get well card to Andrea, and a sympathy card and plant to Beth.

There being no further business, the meeting adjourned at 10:15 AM.

Respectfully submitted,

Deborah Horvath, Secretary, CAPHN