

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

Present: Margaret Balint, Barbara Dingfelder, Linda Strong, Debbie Horvath, Leslie Polito, Eileen Boulay, Debbye Rosen. Present via conference phone – Sharon Enot, Bernie Bova. 9 members being present, a quorum exists for today's meeting.

The meeting was called to order at 8:50 AM. Minutes from the previous meeting were reviewed. Motion was made by Linda Strong to accept the minutes as submitted, with a recommendation to include last names in the minutes. Motion was seconded by Eileen Boulay and passed unanimously.

Treasurer's Report – Balance in checking is \$2908.52 Expense paid include \$410 to former webmaster for hosting and work on CAPHN site, \$50 for CT filing fee to Secy. Of State office, \$100 for donation to CT Nurses Collaborative, \$59 for sympathy cards/flowers.

Committee Reports

Membership – Leslie has the master lists provided by Virginia. She and Bernie have developed letters to be sent to former and prospective members. Copies of the letters were reviewed and after some minor changes in content and format they will be forwarded to board members for final approval. Additional groups to reach out for membership potential include school nurses, day care consultants, parish nurse/liasons, directors of health and the assistant commissioners at DPH.

Finance - Sharon noted that wineries often host fundraising activities in the fall, so 2013 might be a good time frame to consider. She has put together a spreadsheet of possible locations and options. CAPHN would be responsible for handling advertising, catering, ticket sales, etc. We would work with the staff of the facility as greeters, and help out as needed. Profit could be \$1500±, based on food options and ticket sales.

Practice Guide – fall meetings to be scheduled.

Program – plans are underway for the November 15 networking meeting, to be held at Sacred Heart University. Debbye Rosen will develop a "Save the Date" flyer to be sent out soon. A healthy light supper will be served, cost for members and current nursing students will be \$15, for all others \$20. No topic yet for the spring networking meeting. A possible topic for the annual meeting would incorporate the RWJ survey being undertaken regarding public health nursing data nationwide. It was noted that 7 health departments/districts in CT are taking part in the survey. It was also suggested that someone present the CT data at the annual meeting, possibly Glynnis LaRosa.

Old Business

Website/Logo – In order to facilitate transfer of our website and domain registration, Eileen Boulay opened an account at registersitego.com. CAPHN now owns its domain name, and Eileen is giving the new webmaster, Jim Galbraith, some limited access to the account. He should be able to take over

effective today and put up an “under construction” page. Since the website is based on the new logo, it is imperative that we move along with selection of the logo. Sharon is not sure how far the logo committee has progressed with new design samples. Barb noted that as Beth Mertz, our original contact with Nicki (the graphic designer), has had a recent death in her family, she might want to hand the project off to someone else at this point. Barb will follow up with Beth. Linda Strong suggested we provide her with a timeline or deadline and September 25 was selected.

New Business

Service Project – there was discussion regarding working with Black Horse stable on the shoreline in the Branford/Clinton area on a program looking at the needs of veterans and what services could be offered through a collaboration with CAPHN and other local health agencies. Black Horse provides a kind of “pet therapy” centered on horse back riding and animal care. Linda Strong will be the contact and will work with the program to explore what the needs of the population are and what our resources through CAPHN are.

Barb noted that APHN is soliciting abstracts for upcoming meeting presentations. Linda Strong expressed interest in working with Barb to develop an abstract focused on collaborations with nursing students and to develop a presentation if the abstract is selected.

Bulletin Board – there was some discussion re sharing the CAPHN bulletin board at the CPHA meeting in October. Eileen said she also has a board that could be used. Barb will check with Andrea to see if the agreement with CPHA for free mutual display of materials is still in place, or what the cost for display would be. Margaret will check with Monica Wheeler to see if the board is ready for display.

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.

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

Respectfully submitted,

Deborah Horvath, Secretary, CAPHN