CAPHN

Board Meeting

Wednesday, February 15, 2023

10:00am to 11:00am

MINUTES

**Members Present:** Susan Dubb, Samantha Cousins, Sherry Carlson, Jennifer Waldo, Margaret Balint, Janine Vose, Lisa Coakley

**Members Absent**: Tracy Cahill, Bernice Bova, Kristina Agapito, Aria Swan, Rita Foster, Paula Sutliffe, Tracey Cahill, Andrea Lombard

**January minutes:**

M. Balint made a motion to accept the January 18th meeting minutes, seconded by J. Waldo. Motion carried unanimously.

**Reports:**

President- Susan Dubb:

* Annual meeting will be held at Il Monticello in Meriden
* Need to send a $300 deposit via check or credit card
	+ Have used credit card in past
* Same menu as 2019
	+ Increased to $34 per person
* $40 for meal
	+ J. Vose made a motion to approve the $40 price per member for the luncheon meal, seconded by S. Carlson. Motion carried unanimously
* $50 annual dues
	+ Per person this year, vs per organization like last year

President Elect- Kristina Agapito:

* Not in attendance

Secretary- Samantha Cousins:

* Will attach zoom links for all future meetings at the bottom of these minutes

Treasurer- Margaret Balint:

* $2870.46 in account
* Taxes due in July
* M. Balint questioned who paid for the website & when is the next payment due?

Membership- Janine Vose:

* Updated old and new membership rosters

Practice- Aria Swan, Rita Foster:

 Not in attendance

* A. Swan sent an email stating that she and R. Foster met to review the Practice Guide and they are deciding which chapters they can edit on their own. Once they choose their chapters, they will reach out to see what the best way would be to encourage help with the process from members.

Communications- Lisa Coakley:

* Continues to work on website
* Question on if we should post board meeting minutes.
	+ L. Coakley made the motion to post board meeting minutes on the website, seconded by S. Cousins. Motion carried unanimously
* After minutes are approved by board, S. Cousins will send them to L. Coakley to post on the website

Mentorship- Paula Sutliffe

* Not in attendance

Program- Susan Dubb, Jennifer Waldo:

* Confirmed Ava Nepaul for our April meeting (STI/STD)
* Confirmed CAES speaker for our August meeting (vector borne diseases)
* Confirmed Lauren Pace for our October meeting (hoarding)
* Barbie Nadal-Cristofaro has been contacted about the ACEs presentation for the Annual Membership Meeting on June 8th.  Further discussion on adding other panelists pending.
* Need to find topics for September & December

Members-at-Large- Sherry Carlson, Tracey Cahill:

* Nothing to report

Legislative Ad Hoc- Andrea Lombard:

* Not in attendance
* Submitted after the meeting:
* State of CT released training guidelines for MA didactic and skilled based requirements for IM injections for 18 and older.  (32 hour class with a defined curriculum and 8 hour skills class).
* May 11th will be the end of the COVID-19 PHE.

**Old Business:**

* Status of “Call to Action” Book-PHN’s Role during the Covid-19 Pandemic
	+ Still looking for submissions and ideas on how to approach this project
* Status of Volunteers for CAN Specialty Organization Meetings
	+ Still looking for a volunteer to sit at this table
	+ 2nd Tuesday of the month, virtual, 5-6pm

**New Business:**

* Virtual Quarterly Membership Meeting 3/9/23, 1-2pm
	+ L. Coakley will make a social media pot
* Annual Membership Meeting 6/8/23
	+ See information under S. Dubb’s report
* Posting of CT DPH Epi 1/DIS (Infectious/Chronic Diseases) on CAPHN site
	+ Danielle Orcutt from the state asked if it would be appropriate to post or send out to CAPHN membership.
	+ The information will be put on our website
* Treasurer position open- need volunteers
	+ Still looking for volunteer for this position

**Next Meeting:**

* March 15, 2023 10-11am

**Adjournment:**

* There being no further business brought before the Board, a motion made by J. Waldo and seconded by L. Coakley to adjourn the meeting at 10:44am. Motion carried unanimously.

Submitted by Sam Cousins, MSN, RN

February 15, 2023

|  |  |
| --- | --- |
| **Board Meetings** | <https://link.edgepilot.com/s/ea4749ce/puEf5cKXoEi4IbqYfc5E2Q?u=https://yale.zoom.us/j/98760306876> |
| **Membership Meetings** | <https://link.edgepilot.com/s/e5ddf682/q3K3JvLlCk6yc1esMUzK_w?u=https://yale.zoom.us/j/98474829918> |
| **Lunch and Learn** | <https://link.edgepilot.com/s/96ba8291/Dzq4dj-_Zkas7EsyvW9W5g?u=https://yale.zoom.us/j/97098477457> |