CAPHN

Board Meeting

Wednesday, May 15, 2024

10:00am-11:00am

MINUTES

**Board Members Present:** Berni Bova, Sue Dubb, Aria Swan, Kris Agapito, Jeni Waldo, Lisa Coakley

**Board Members Absent**: Sam Cousins, Janene Vose, Amanda Garrity, Paula Sutliffe, Tracy Cahill, Andrea Lombard

**Others in attendance:**  None

**Minutes:** No minutes voted on.

We still need to vote on:

* 3/9/23 Membership Meeting (Vote at June Annual meeting)- How do we want to get these minutes out to the membership? Email before the annual meeting? Copies for them there?
* 7/19/23 Board Meeting
* 8/17/24 Board Meeting (waiting on minutes from Kris)
* 12/14/23 Board Meeting
* 12/14/24 Membership Meeting (Vote at June Annual Meeting)- How do we want to get these minutes to the membership? Email before the annual meeting? Copies for them there?
* 1/17/24 Board Meeting (waiting on minutes from Sue)
* 3/14/24 Membership Meeting (Vote at June Annual Meeting)- How do we want to get these minutes to the membership? Email before the annual meeting? Copies for them there?
* 3/20/24 Board Meeting

**Reports:**

**President- Susan Dubb:**

* There is still a lot to do with the annual meeting

**President Elect- Kristina Agapito:**

* Nothing to report

**Secretary- Samantha Cousins: Absent**

* See above regarding minutes that still need to be voted on

**Treasurer- Aria Swan:**

* We reimbursed Kris for the website, security, renewal and WordPress for $258.12
* We paid the application fee for the Continuing Education for $225.00
* Last report from Virginia was 5/7/24 and our account is at $5,229.59

**Membership- Janine Vose: Absent**

* Continues to update the roster.
* We have eliminated all old information and only have 2022, 2023, 2024 information

**Practice- Berni Bova (Chair)/ Amanda Garrity (Committee Member):**

* Work on the manual is progressing

**Communications- Lisa Coakley:**

* Sue mentioned how great the website is
* Kathleen (guest speaker at upcoming conference) suggested adding 3 of her items to the website to help draw more participants: Her TedTalk, “Steam Punk Nurse”, & “Nursing by Design”
* Jeni will see if Christine has anything she has written or any references to add also.
* Continues to post job openings as they are received on the website and FB.

**Mentorship- Paula Sutliffe: Absent**

**Program- Jennifer Waldo:**

* All 2024 programs are set
* Have started thinking about 2025. Some possible ideas:
  + CTEDS utilization and reporting
  + STD/STI and the role of the Public Health Nurse
* There will be another needs assessment passed out at the conference in June
* The CNE application has been submitted and is pending approval

**Members-at-Large-** **Tracey Cahill, Amanda Garrity: Absent**

**Legislative Ad Hoc- Andrea Lombard: Absent**

* The Nursing Compact in CT has been approved

**Old Business:**

* Practice Manual
  + Manual is coming along
* Annual Meeting
  + 6 vendors are confirmed: Oasis, Common Sense EMS, Patagonia, Orasure, The HUB, DPH with the PH workforce development
  + Waiting to hear from an EHR vendor (Kris), McKesson (Berni), Vericor (Sue)
  + Talked about the possibility of inviting “Change the Script” and Vax Care
  + The credit cards seem to be working well
  + Kris will send out information about the teacup auction
  + Sue will bring: tripod, flip chart, microphone
  + We have only received 3 nominations for Public Health Nurse, with 1 more pending. Decided to extend the nomination deadline to Friday May 17, 2024
  + Mentioned to have our Annual meeting during Nurses Week next year to celebrate
  + The nomination slate was sent out to the membership on time. Only Margaret’s email was given to help keep track and control of those that vote electronically
  + Jeni asked if Barbara O’Neill could hand out papers on the TOT Academy and ask for input on orientation materials. We would prefer if she could get the information to us so we can put it in the folders, but if not, maybe it can be on the front sign in table
  + Berni, Kris and Sue will get together the afternoon of May 19th to stuff folders
  + Our disclosure for the CNE’s has been written. Just need to have a paper copy and also placed into the Power Point
  + Certificates have been designed. Just need Sue’s signature and to be printed
  + Kathleen will have Power Point materials to us by June 6th
  + Sue purchased folders, pens, nametags
  + Sign in will be on the spreadsheet Virginia supplies. We need to add sign out to the sheet also for the CNE’s

**New Business:**

* Currently our by-laws only allow for RN’s to be in our group. If the board agrees, we would like to change the by-laws to include LPN’s also
* Sue cannot attend the June 11th CNA Specialty Group meeting. Berni and Kris are also unavailable
* Berni will reach back out to Lynn Sosa re Hep B cases

**Next Meeting:** June 19th is a holiday. Sue will send a notice to the Board members to see if we can meet on June 18th instead.

Transcribed from AI Zoom notes

Submitted 5/24/24 by Sam Cousins, MSN, RN