**CAPHN Meeting Notes February 21, 2024 10:00 AM-11:00 AM**

Members in attendance: Aria Swan, Amanda Garrity, Jennifer Waldo, Sue Dubb

Members Excused: Kris Agapito, Bernie Bova, Lisa Coakley, Sam Cousins

Members Not Present: Janine Vose, Tracey Cahill, Paula Sutliffe, Andrea Lombard

We did not have a quorum but some items were discussed:

**President Report**: Continuing to work on CAPHN Manual and Annual Meeting Items

**President-Elect Report**: Not Present – no report

**Secretary Report**: Not Present – no report minutes tabled to March meeting

**Treasurer Report**: Currently have a balance of $3,982.71, but not clear if there are still charges pending from CNA. Aria will be reaching out to Virginia at CNA to get clarification on that and see if she can get a monthly report to better track our funds. We also discussed getting a fresh Membership Roster for purposes of tracking annual dues, with a second tab to manage registration fees for the annual meeting. I mentioned that in the past there have been a lot of typos and outdated information…and we really don’t need information on the sheet that goes back to the earliest formation of the CAPHN group. Aria will also address that with Virginia.

**Membership Report**: Not Present . Sue spoke with Janine about 2weeks ago and Janine is working on updating our membership roster. She sent an email out to membership asking them to ensure that their contact information is current.

**Practice Report**: Chair not present but the group is making progress. Assignments have been given to board members to tackle sections of the manual separately rather than trying to do it as a group. We are meeting every other Thursday from 9:30-10:30 to keep us on track. Next mtg is Feb 29th.

**Communications Report**: Not present. Sue would like to get our Save-the-Date information ready to go by mid-March so we can get it up on our website and social media sites. She will reach out to Lisa to discuss.

**Mentorship Report**: Chair Not present. No report.

**Program Report**: Jeni reports that out training calendar for 2024 is completed and that we met the identified learning needs of the 2023 Annual Needs Assessment that had been sent out to members. She is looking for more ideas for 2024 and will be preparing the 2024 Needs assessment to have ready for the annual meeting. She is also going to be finalizing details with our second speaker for the annual meeting. She has a speaker agreement template letter that she is preparing for both speakers.

**Members-at-Large**: Amanda G present but nothing to report. Tracey Cahill absent-no report.

**Legislative Ad-Hoc**: Chair not present. Nothing to report. Sue is not aware of any legislative hot button items that would impact local health at this time.

**Old Business**:

1. Practice Manual Work continues on the practice manual. Meeting every other Thursday from 9:30-10:30. Assignments have been given out based on the outline of the manual that Jeni sent to the group. We did decide at the last manual meeting to add a patient education component into the policy and procedure templates. Sue also mentioned that she would like to see something to address culturally-sensitive care. We are seeing more and more immigrants in our state that have many different belief systems and experiences with healthcare. We will discuss at our next meeting on 2/29.
2. CAPHN Awards. Sue shared with the group that she had been introduced to an AI website that can generate items such as criteria for an award. She shared with the group the example that she had for a PH Champion award. Sue felt it was very comprehensive and would like to try it with some other categories. She will keep the group updated on the AI website. Her goal is to have 3 awards for the Annual Meeting, but admits that there is a lot of background work to making that happen including the nomination process. Sue would like to distribute to every LHD in CT for input from LHDs that may not have a PHN on staff.
3. Annual Meeting: Venue has been booked for Thursday June 20 for a 9-3 conference time but 8-4 availability for set-up breakdown. We have room for 9 vendor tables. We need a minimum of 50 attendees. Sue will check with Bernie to see if there is a rental fee for the room or if it is simply the 50 person minimum. Bernie also reported that there is AV equipment available with no added charges. The cost for breakfast/lunch meals per person is $48. Jeni has developed a budget based on what the vendor fee would be and with a $60 registration fee for members. She will send to the group for feedback and we will make a final decision by close of business on 2/22. Sue would like to get speaker information (picture/bio) to be able to get the Save-the-Date Flyer out by mid-March. In speaking with other conference organizers, vendors have typically been provided with one meal, but if there are 2 or more for the vendor table they are responsible for those meals.
4. CNA Specialty Org Group Meetings: Volunteers needed for March and April. Sue admitted to missing the February meeting, but will do the March meeting. Still need someone to cover the April meeting.

**New Business**: None

**Next Meeting**: March 20th 10-11. The link will be included at the top of the Meeting agenda.

Adjourned at 11:00 AM

Respectfully submitted,

Sue Dubb