CAPHN

Board Meeting

Wednesday, July 24, 2024

10:30-11:30am

MINUTES

**Board Members Present:** Kris Agapito, Jeni Waldo, Sam Cousins, Berni Bova, Paula Sutliffe, Susan Walsh, Emily Alves, Sue Dubb

**Board Members Absent**: Aria Swan, Janine Vose, Amanda Garrity, Lisa Coakley, Andrea Lombard

**Others in attendance:**  None

**Minutes:**

June 18, 2024 Board Meeting- Motion made by Berni Bova, seconded by Sam Cousins. Motion carried.

June 20, 2024 Annual Meeting- Need to be voted on at September’s Membership Meeting.

**Reports:**

**President- Kristina Agapito:**

Kris welcomed our new board members Susan Walsh and Emily Alves

**President Elect- Jennifer Waldo:**

See attached notes

**Secretary- Samantha Cousins:**

No report

**Treasurer- Aria Swan:** Absent

See attached notes

**Membership- Janine Vose:** Absent

Report given via Kris Agapito

* Janine has added the changes to the board list into the master list of members, she will have it finalized soon.
* Berni asked if we got any new members due to the annual meeting.
  + No clear answer yet. Will research and get back for next meeting.

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

* Question presented as to when we should have the manual meetings.
  + A Doodle Poll went out, but wasn’t very successful.
  + Decision made for August and September to add ½ hour to our membership meetings to do the manual. We will take October and maybe November off due to flu clinics. We will regroup after flu season to come up with a better plan.
* It was requested that we get the new Class B TB protocols up on the website as soon as possible for immediate access by all public health nurses. Kris will reach out to Lisa.
* Berni has requested that everything that has been completed to be re-emailed to her, but at her Stratford email (bbova@townofstratford.com)

**Communications- Lisa Coakley:** Absent

Report given via Kris Agapito

* Lisa continues to work on the website, has been posting a lot of PHN positions.
* Lisa would like to get the rest of the calendar up on the website soon.
* Kris will talk to Lisa about adding the new Class B TB protocols to the website.

**Mentorship- Paula Sutliffe:**

* Paula is ready to get the program up and running again, Paula is asking for help from the board to do this.
* It was decided a letter needs to go to CADH and the CAPHN membership explaining the Mentorship Program.
  + Paula will write the letters, but
    - Kris & Jeni will send the letter to the CAPHN membership.
    - Kris will send the CADH letter to the CADH president.

**Program- Susan Walsh/Susan Dubb:**

* See attached for the most recent schedule sent out to membership.
* Jeni has transitioned all of the programs and information over to Susan Walsh and they have already started working on new ideas.
* Sue noted that Dr Murray is willing to give a Pediatric TB lecture to our group.
* We were reminded to sign into our Web EOC accounts (quarterly is preferred) because they are updating the system. If we don’t log in, we will have to start the whole registration process over again.
  + Sue asked everyone to make sure their directors are aware of this.
  + If there are any issues, we were given permission to contact Bob Scata (IT for WebEOC) directly at 860-538-9102.

**Members-at-Large-** **Emily Alves, Amanda Garrity:** Absent

* Emily and Amanda have not met together yet, they will work on getting a meeting set up.
* Emily & Amanda were reminded that only 1 of them can vote and they need to decide who that will be.
* Emily & Amanda were also reminded that they can sit on different committees within the board.

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

* Kris had the wrong email for Andrea, so she did not receive the invite for this meeting.
  + Address has been updated for future emails.

**Old Business:**

By-law updates to allow LPNs to become members of CAPHN.

* It was decided we needed to update the by-laws to include LPNs and APRNs.
* Need to add in information about LPNs & APRNs being able to be on the board.
* Berni will write the proposal up.
  + Kris will send it out.
  + Membership needs to receive it at least 30 days before voting.
  + We hope to vote for it at our September Membership Meeting.
* Also noted in the by-laws that ANY member of CAPHN in good standing can attend board meetings. Most people don’t know this, so an announcement should be put out.

**New Business:**

Calendar

* Programs through the end of December, just need to finalize.
* We would like to get that on the website as soon as possible.
* Dates are set through December 2024, just not the topics.

Reviving mentorship program

* Discussed above

Discuss obtaining a business credit card

* The need is there. We just need to figure out the process.

**Next Meeting:**

Wednesday, August 14, 2024 at 10:30-11:30 with manual meeting from 11:30-12:00

**Adjournment:**

Motion made by Sue Dubb, seconded by Susan Walsh. Motion carried

Submitted by Sam Cousins, MSN, RN