CAPHN

Board Meeting

Wednesday, September 25, 2024

10:30-11:30am

MINUTES

**Board Members Present:** Jeni Waldo, Sam Cousins, Lisa Coakley, Susan Walsh, Emily Alves, Amanda Garrity, Kris Agapito, Berni Bova, Aria Swan

**Board Members Absent**: Sue Dubb, Janine Vose, Paula Sutliffe, Andrea Lombard

**Others in attendance:**  none

**Minutes:**

August 21, 2024 minutes. Motion made by Susan Walsh, seconded by Emily Alves. Motion carried

**New Business:**

Lunch & Learns- Susan W.

* Historically held every other month (6 a year)
* New schedule discussed
	+ Odd months (January, March, July, September, November)- Lunch & Learns
	+ Even months (February, April, August, December)- Membership meetings
	+ May- Annual meting
	+ June & October skip due to vacations and flu clinics
* Attendance at Lunch & Learns and membership meetings was compared.
	+ 13 attended membership meeting/ 17 (+2 speakers) attended Lunch & Learn
* Strategies discussed to increase participation
	+ Promote the purpose of the membership meeting
	+ Using the above lunch & learn and membership meeting schedule so we stay consistent with dates.

Life Bridge- Berni & Kris (See attachments)

* Edith Boyle- LCSW & CEO
* Trauma Informed Community of Practice (TICOP)
* Holds monthly Lunch & Learns
* Proposal to consider her for future annual conference
* Should we see about having these lunch & learn meetings added to CTTrain since they are recorded

Misc-

* Membership dues, benefits, potential fee structure for annual conference

**Committee Reports:**

**Executive Board (President, President-Elect, Treasurer, and Secretary)**

* Treasurer- Aria
* Balance is $4,832.03
* Waiting on Q3 bill from CNA

**Membership Report (Janine Vose)**

**Practice Report (Berni Bova/Amanda Garrity)**

* Berni would like everyone to choose 1 topic to work and and let her know what that topic is. (See attached)
* Lisa will take the completed practices and put them on the website under the proper headings.
* Jeni confirmed font should be Calisto MT and font size 12 (see attachments)

**Communications (Lisa Coakley)**

* Lisa is waiting on confirmation of all 2025 dates to add them to the website
* Lisa will reach out to Sam to get any minutes that are missing from the website

**Mentorship AD Hoc (Paula Sutliffe)**

**Members-at-Large (Emily Alves/Amanda Garrity)**

**Legislative Ad Hoc (Andrea Lombard)**

**Old Business:**

Annual Conference

* Venues
	+ Lyceum in Hartford
		- Parking is an issue
	+ Pond House in W Hartford
	+ Wadsworth in Middletown
		- We would have to work with a caterer and AV techs
		- Usually $1k for a weekday, but will probably be able to work with us to get it to $750
		- There is space for vendors
* Possible theme- “Heal the Healer”
* Need to see if DPH has workforce development funds available

Practice Manual

* See above

By-law revisions

* Not discussed

**Next Meeting:** November 13, 2024

**Adjournment:**

Motion made by Sam Cousins, seconded by Susan Walsh. Motion carried

Submitted: 9/30/24 by Sam Cousins, MSN, RN

Attachments:

1. LifeBridge email
2. Manual font & size
3. NCTSN Trauma-Informed Organizational Assessment
4. SOP template
5. NCTSN TIOA Readiness and Fit Worksheet
6. Wellness initiative from LifeBridge
7. Manual appendicies