

Healthcare Employee Health Nurses Association of New England  
Meeting Minutes – November 6, 2019



Location: **Catholic Medical Center, Manchester, NH**

Educational Topic: ***Vaping Unveiled***

Speaker: **Alyssa Thompson, VP Program Services, Breathe NH**

Business Meeting Time: 2:30PM

**Attendance:** Kim Begin, Nicole Busch, Matthew Center, Nancy Clayman, Nancy Clover, Maggie Cook, Sheryl Hallene, Janice Parker, Carol Ruggiero

TOPIC	DISCUSSION	ACTION	FOLLOW-UP Who/ When
<b>Call to Order Minutes</b>	Assignment of recorder duties for this meeting:  Minutes of <b>September 2019</b> meeting:	Janice Parker  Accepted	
<b>Report of Officers</b>	<b>President:</b> Julie Gallant – absent  <b>Vice President:</b> Nicole Busch - nothing to report  <b>Directors:</b> Elaine Frisella – retired Carol Ruggiero - Elaine Frisella has retired and moved away.  <b>Communications Officer:</b> Janice Parker – the HEHNA website has ‘disappeared’; no notice was given by Yahoo. It was discussed whether members are using the site. It was agreed that some are.  <b>Treasurer:</b> Muriel Saliba – absent; no report	Janice will follow up with Yahoo.	Officers, next meeting  J. Parker, next meeting  M. Saliba, next meeting
<b>Report of Committees</b>	<b>Membership &amp; Nominating Committee:</b> Nicole Busch; Kim Begin; Maggie Cooke (assist from J. Parker)  New members to be assigned at this meeting. Tasks include: getting nominations from members for the offices to be filled next spring; contacting nominees about running for office; providing a ballot to members by April 1 <sup>st</sup> . Offices to be filled in 2020 are Director and Treasurer.	Current members agreed to continue.  Janice will send the ByLaws to all members, who are encouraged to review the duties of officers and consider running for office.	N. Busch, K. Begin, M. Cooke, March 2020  J. Parker, ASAP

TOPIC	HEHNA Minutes - Page 2 DISCUSSION	ACTION	FOLLOW-UP Who/ When
<b>Report of Committees (cont.)</b>	<p><b><u>Planning and Education Committee:</u></b> Marie Hall, Maggie Cooke, (Nancy Clover)</p> <p><b>May Meeting:</b> Friday, 05/01/2020 – ANNUAL MEETING  <b>Place:</b> Some options mentioned included Castle Hill, Ipswich, MA; Hammond Castle, Gloucester, MA; Strawberry Bank, Portsmouth, NH  <b>Host:</b>  <b>Activity:</b>  <b>Topic:</b>  <b>Speaker(s):</b></p> <p><b>September Meeting:</b> Wednesday, 09/23/20  <b>Place:</b> Elliott Hospital, Manchester, NH  <b>Host:</b> Muriel Saliba  <b>Topic/ Speaker(s):</b> <i>Caring for the LGBT Patient</i></p> <p><b>November Meeting:</b> Wednesday, 11/04/20  <b>Place:</b>  <b>Host:</b>  <b>Topic/ Speakers:</b></p> <p><b>January Meeting:</b> Wednesday, 01/22/20 , snow date – 01/29/20  <b>Place:</b> Portsmouth Regional Hospital, Portsmouth, NH  <b>Host:</b> Marie Hall  <b>Topic:</b> <u>Networking/ policy-sharing only</u></p> <p><b>March Meeting:</b> Friday, 04/03/2020  <b>Place:</b> Community Education &amp; Conference Center, Frisbie Memorial Hospital, Rochester, NH  <b>Host:</b> Janice Parker  <b>Topic/ Speakers:</b> Joint Occupational/ Employee Health Conference with NHAOHN  HEHNA is responsible for venue &amp; food service; NHAOHN is responsible for topics &amp; speakers</p>	<p>Maggie will contact Marie about planning the Annual Meeting.</p> <p>Muriel volunteered to host this meeting and has a speaker for this topic.</p> <p>Members are asked to host this meeting at their facility.</p> <p>Kim Begin will contact Marie about information to send to members about this meeting.</p> <p>The conference center is reserved.</p> <p>Janice will contact Anne about speakers.  Carol Ruggiero will ask “Breathe NH” if they are able/ willing to provide a speaker.</p>	<p>M. Hall, M. Cooke, (N. Clover)</p> <p>M. Saliba, as more information available</p> <p>M. Hall, ASAP</p> <p>J. Parker, A. Mills, now and ongoing</p>

TOPIC	<p style="text-align: center;"><b>HEHNA Minutes - Page 3</b> <b>DISCUSSION</b></p>	ACTION	<p style="text-align: center;"><b>FOLLOW-UP</b> <b>Who/ When</b></p>
<p><b>Report of Committees (cont.)</b></p>	<p><u><b>By-Laws Committee:</b></u> Eileen O'Donnell</p>	<p>Members are requested to send revision suggestions to Eileen.</p>	<p>E. O'Donnell, as needed. Final revisions to be presented to the membership by <b>March 2020.</b></p>
<p><b>Unfinished Business</b></p>	<p>None.</p>		
<p><b>New Business</b></p>	<p>Due to the web site being down, members do not have ready access to the ByLaws.</p>	<p>Janice will send a copy of the HEHNA ByLaws via email to all members with these minutes.</p>	
<p>Adjourned</p>	<p><u>02:52</u> PM</p>		