

## Minutes from MAAOHN Board Meeting – February 7, 2008

The meeting was called to order by Terry Donahue at 10:10 am.

**Attendance:** Terry Donahue, Jeanne Donahue, Catherine O’Doherty, Pam Quinlan, Sharon Cotnam, Lisa Foster, Barbara Haswell, Susan Katz Sliski, and Anne Lafontaine via conference call.

**Minutes:** A motion was made to accept the minutes from the meeting of November 28, 2007. The motion was seconded and all were in favor.

**Treasurer’s Report:** Sharon Cotnam reported that the 2007 budget was balanced and an independent review of the books had been done and was found to be accurate. Sharon reported that the CD matures in March and she is looking into finding the best renewal rate possible. A motion was made to accept the treasurer’s report. The motion was seconded and all were in favor.

### Committee Reports:

**By Laws, Policy and Procedures:** No report given. Donna Ferriera was not present.

**Professional Development:** Terry Donahue told the Board that the NECOEM conference committee was considering allowing a nursing track to be on Friday morning of the NECOEM conference. This would mean that nurse speakers would be engaged and there would be three break-out sessions that attendees could choose to go to. Those sessions would run concurrently with physician speakers. Terry told the Board that the NECOEM conference committee was also considering switching the Harriett Hardy luncheon to Thursday which would enable Friday’s luncheon to be MAAOHN’s annual meeting. After lengthy discussion, a motion was made to postpone the 2008 Professional Development conference until 2009 as long as the NECOEM committee allowed the nurse speakers and Friday’s Nurses luncheon as proposed. The motion was seconded and all were in favor.

**Finance Committee:** Sharon Cotnam reported that all chapters had been notified to file their chapter taxes and use the not for profit organization entry, 990-N Form. Sharon reported that there is a link on the AAOHN website with FAQ about the new requirements and encouraged chapter treasurer’s to visit it if they had any questions about their tax filing.

**Communications/Website:** Barbara Haswell reported that the website use is growing. Terry Donahue spoke about hiring a webmaster who would send out email blasts regularly and keep the website updated by contacting the chapter presidents for information. Terry distributed a job description for a webmaster and requested that the Board consider paying this person \$500 for a six month trial. A motion was made to hire a webmaster, on a trial basis, for \$500.00 for six months. The motion was seconded and all were in favor.

**Nominating Committee:** Gail Carchietta, chair of the committee, could not be present. Terry Donahue told the Board that Gail Carchietta put together a procedure for the Nominating Committee. Terry and Gail will work on getting it to the chapters for their use.

**Governmental Affairs:** Terry Donahue told the Board that Christine Woods had resigned as Chairperson. Susan Katz Sliski volunteered to become chair and will work with Pam Quinlan who is the other committee member.

**Membership Committee:** No report given.

**Conference Vendor Coordinator:** Anne Lafontaine will send a list of past NECOEM vendors to all and asked that everyone begin thinking of new vendors to approach.

**Awards:** Terry Donahue told the Board that Susan Katz Sliski had been chosen as the Medique award winner and that she will be presented the award at the NEAOHN conference in June.

### Local Chapter Reports:

**WMAOHN:** President Patricia Weller was not present. Barbara Haswell reported that a BOD meeting was held and reorganization is being attempted. A meeting is being scheduled in March with a speaker. Details will be forwarded as soon as available.

**CMAOHN:** Catherine O'Doherty reported on the success of the Central MA. chapter. They hold 2 educational meetings a year. The membership in May was 26.

**NOBAOHN:** Lisa Foster reported that they have 5 educational meetings scheduled for 2008. They have designed a calendar which lists all meetings. Lisa said she would send it out to all Board members.

**GBAOHN:** Jeanne Donahue reported that there are 80 members. Jeanne told the Board that the Audrey Braithwaite award was given to Maureen Franzoni.

**2008 Goals:** Terry Donahue distributed the 2008 goals and said that she would be sending out an information form to the Board members to get correct names, credentials, addresses and phone numbers.

**Forming Alliances:** Terry Donahue discussed the alliance that MAAOHN had formed with OSHA. Terry said that she would like to form more alliances with other agencies and that occupational health nurse's week in April may be a good time to sign them. Susan Katz Sliski said she would work on getting Nurses Hall at the State House to do the signing. Potential alliances include: the MNA; American Red Cross, [HEHNA](#), NECOEM, AHP, MA Coalition of NPs, Case Management Association and DPH.

The next meeting will be held in Sturbridge on March 29, 2008.

The meeting adjourned at 2:00 pm.