

MaAOHN Board Meeting  
Saturday, September 27, 2008  
Burlington Public Library, Burlington, MA

The meeting was called to order at 10:20 am by President, Terry Donahue.

Present: Terry Donahue, Donna Ferreira, Pamela Quinlan, Sharon Cotnam, Catherine O'Doherty, Gail Carchietta, and Charlene Churchill.

Approval of minutes: Donna Ferreira made a motion to accept the minutes from July 1, 2008. Motion carried, Minutes approved.

Treasurer's Report: Sharon Cotnam reported that the CD is at the Middlesex Savings Bank and comes due on 3/9/09. Sharon reported the bank account is balanced and there is \$##### in the account.

Conference Planning: NECOEM - Terry passed out the NECOEM brochure. She explained the tracks available to nurses this year. Terry suggested that we have a MaAOHN table at the conference this year. All agreed.

Committee Reports and Goals:

**a. Bylaws:** A motion was made by Catherine O'Doherty that "In the event of an unopposed ballot,

1. A vote shall be obtained at the annual meeting by a two-thirds (2/3) vote of the members present and voting
2. Member notification of such process will take place via email or mail 60 days prior to the annual meeting.

The motion was carried as read. Donna Ferreira will add to the bylaws and send to AAOHN as a bylaws change. A vote will be taken at the annual meeting to approve the Bylaws with the addition .

**Policies and Procedures:** Coversheet to be added with a new table of contents and the manual will be updated with the bylaws change when that happens.

Terry distributed the annual checklist for Chapter Presidents.

**b. Finance Committee:** Sharon Cotnam reported that the chapters are in good stable financial state.

**c. Communications:** Email blasts seem to be well received and will continue for 6 more months. Bob of Hollerith Design has agreed to stay as webmaster.

A motion was made by Donna Ferreira that we keep Bob for another 6 months for \$500.00. Motion carried.

Barbara Haswell's report was read. Terry Donahue told the board that she went thru 12 websites of other state chapters and that 2/3 posted employment opportunities on their websites. After a brief discussion, a motion was made by Donna Ferreira to post Job Opportunities on the MAAOHN website for one month. The webmaster will send an email to each new member alerting them of a new job opportunity which they can view on the MaAOHN website. The Employer/Recruiter will be asked for a donation,

minimum of \$50.00, to be used for chapter support and given to the chapters at the MaAOHN annual meeting. Motion carried.

Terry will contact the webmaster to add the job opportunities.

d. **Nominating Committee:** Gail Carcietta reported. The ballot has been filed. There is a full roster of candidates and each position is filled. Sharon Cotnam made a motion to approve the ballot. Motion was seconded and the ballot was approved.

e. **Legislative Affairs:** Pam Quinlan reported. The Nurse Compact Act is still being worked. Many more states are needed to pass.

f. **Membership:** Currently there are 189 full time members; 8 retirees; 3 affiliate and 3 students. Last year there were 211 members with 12 retirees and 3 students. Greater Boston has 6 new members and Western has 1.

g. **Conference Vendor Coordinator:** Anne Lafontaine is in charge of vendors. There are 10 vendors signed up so far. Gail Carcietta will look into the Travel Guide Vendor and Terry will ask for the list from Anne.

Awards: Three members were nominated for the Lifetime Achievement Award. After some discussion, Pam Quinlan made a motion to give the Lifetime Achievement Award to Sheila Litchfield. All were in favor and the motion carried.

Edwards Medical Award: North of Boston nominated Lisa Foster for the Edwards Medical Award. Terry will ask all chapters to submit nominations for the Nurse Excellence Award by October 15.

Local Chapters Support/ Communications:

a. WMAOHN: Anne Lafontaine not present; her report was read by Terry Donahue.

b. CmAOHN : Catherine O'Doherty reported that their educational meeting was scheduled for the next week.

c. NoBAOHN: Lisa Foster was not present.

d. Greater Boston: Jeanne Donahue was not present but sent a message that GBAOHN will hold an educational meeting on October 15<sup>th</sup>.

2008 Goals: Terry passed out the goals and reviewed them.

Other Business: OSHA Alliance. Programs will be listed on the web.

Next Meeting: The next meeting will be held on December 3