# Massachusetts Association of Public Health Nurses

www.maphn.org

Annual Report MAPHN 2019-2021

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**Massachusetts Association of Public Health Nurses**
Post Office Box 537
Milton, MA 02186

Public Health
Prevent. Promote. Protect.

**President**
Ruth Mori

**Vice President**
Gail Johnson

**Secretary**
Caitlin Pettengill

**Treasurer**
Jessica Tracey

**Directors**
*Western*
Cheryl Messer

**Chapters**
*Cape & Islands*
Deidre Arvidson
*Southeast*
Mary Goodwin
*Northeast*
Karen DaCampo
*Metrowest-Central*
Phyllis Schilp
*Boston-Cambridge*
Open

*Executive Aide*
Caroline Kinsella
*Communications*
*Web Manager*
Kitty Mahoney

Activities of Chapter MAPHN
Annual Report July 1, 2019-June 20, 2021

Number in MAPHN/Chapter Membership:

Retiring Members 2019-2021

Chapter Officers: President
Secretary
Treasurer

Chapter Finances (Year End balance):

Total CEUs provided (Year End total):

Chapter Meeting Information *[ie Third Wednesday 10am-1pm Community Center 100 Main Street Alltown unless otherwise notified]*

Number of Chapter meetings (in person or virtual)
July1-2019-June 30, 2020
July 1, 2020 – June 30, 2021

Chapter level Social Media Accounts? Check all that apply
- ☐ Facebook:
- ☐ Twitter:
- ☐ Instagram:
- ☐ Snapchat:
- ☐ Blog:
- ☐ Other:

**Chapter Narrative & News:** *Tell us what you did, and give us enough details to brag about your Chapter and to share your work and great ideas with other chapters! Use as many pages as you need and include photos (with captions, names) for use with recruiting, Newsletter and promotional materials.*

Activities of Committee MAPHN
Annual Report July 1, 2019-June 20, 2021

**Names of MAPHN members on this Committee**

**Committee Meeting Information** *[ie Third Wednesday 10am-1pm Community Center 100 Main Street Alltown unless otherwise notified]*

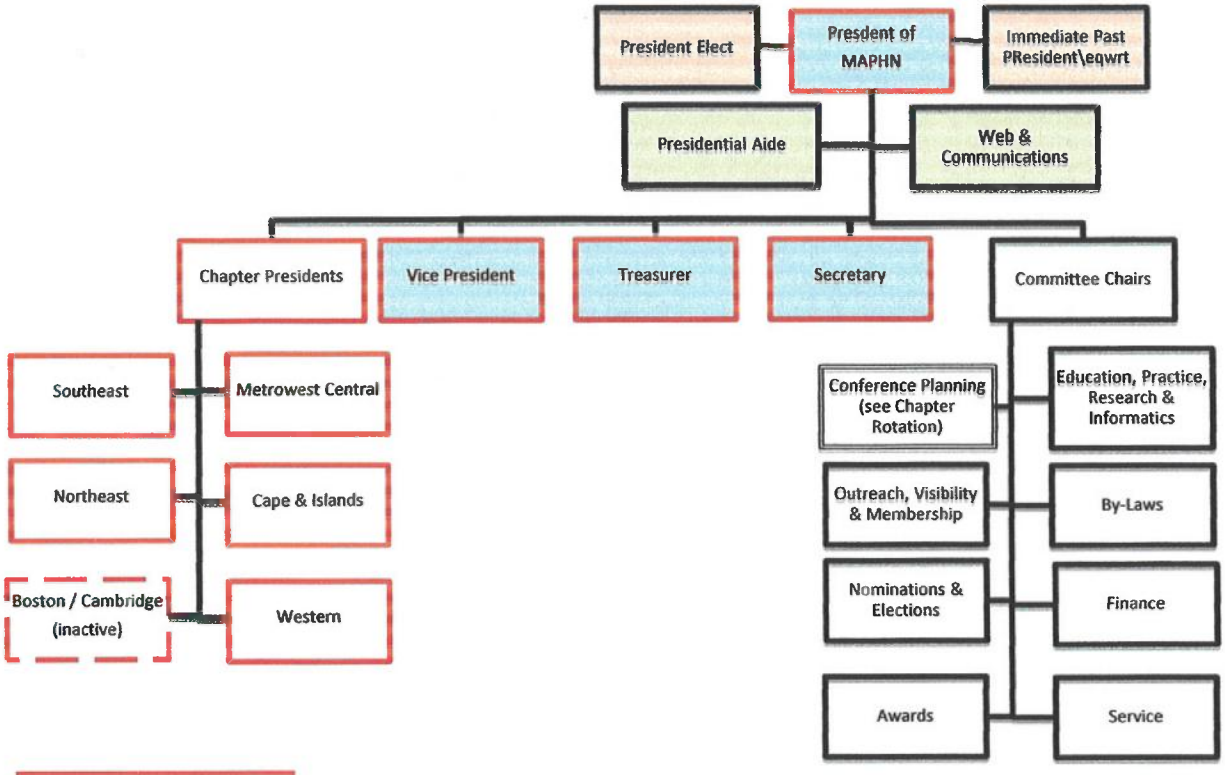
**Number of committee meetings (in person or virtual)**

July1-2019-June 30, 2020
July 1, 2020 – June 30, 2021

**Committee Focus Areas:**
1.
2.
3.

**Committee Narrative & News:** *Tell us what you did, and give us enough details about your Committee and to share your efforts.*
*Use as many pages as you need and include photos (with captions, names) for use with recruiting, Newsletter and promotional materials.*

# MAPHN Organizational Chart




Members of the Board of Directors

Executive Committee Members

Consultants to the EC and BOD

# MAPHN
## Board of Directors Business Schedule 2019-2020 (FY2020)

**QUARTER ONE**

**June**

- **Board of Directors Meeting 6/17/19**
- New Committee volunteers contacted
- Committee Chairs assigned
- Stand Down Planning Meeting
- CLPH
- LSAC
- Spring/Summer Newsletter

**July**

*Start of Fiscal Year 2019*

- Membership Renewals
- Committee budget proposals
- Chapter Reports due for 2019
- CLPH
- LSAC
- Stand Down Planning Meeting
- APHA Announcement of Support

**August**

- Executive Committee 8/14/19
- PHEP Grant reports due
- Stand Down Planning
- CLPH
- LSAC
- Decision on APHA support

**September**

- **Executive Committee meeting TBA**
- Operation Stand Down 9/6/19

**QUARTER TWO**

**October**

- **Board of Directors Meeting 10/7/19**
- Membership lapse date 10/31/2019
- CLPH
- LSAC

**November**

- APHA Conference (MAPHN attendees)
- MAHB Fall Training (PHN Component)
- CLPH
- LSAC

**December**

- **Board of Directors Meeting 12/2/19**
- Renewal for Website
- Fall/Winter Newsletter
- CLPH
- LSAC

**QUARTER THREE**

**January**

- Semi-annual PHEP Reports Due
- Save the Date for Annual Conference
- Notice of Elections
- Nominations for Elections
- CLPH
- LSAC

**February**

- **Executive Committee Meeting TBA**
- Notice of Nominations for PHN, Lifetime and Champion Awards
- CLPH
- LSAC

**March**

- **Board of Directors Meeting 3/2/20**
- Notice of Annual Meeting (30 days prior)
- CLPH
- LSAC
- Year End Report Collections

**QUARTER FOUR**

**April / May**

- Annual Conference
- MAIC Conference 4/14/20
- Annual Report of the Organization
- Public Health Week Activities
- CLPH
- LSAC

# MAPHN
## Board of Directors Business Schedule 2021-2022 (FY2022)

**QUARTER ONE**

**June**

- **Board of Directors Meeting 6/3/2021**
- New Committee volunteers contacted
- Committee Chairs assigned
- Stand Down Planning Meeting
- CLPH
- LSAC
- Spring/Summer Newsletter posted

**July**

*Start of Fiscal Year 2022*

- Membership Renewals
- Committee budget proposals
- CLPH
- LSAC
- Stand Down Planning Meeting
- APHA Announcement of Support

**August**

- Executive Committee 8/16/2021
- PHEP Grant reports due
- Stand Down Planning
- CLPH
- LSAC
- Decision on APHA support

**September**

- **Executive Committee meeting TBA**
- Chapter Quarterly Reports due
- Operation Stand Down

**QUARTER TWO**

**October**

- **Board of Directors Meeting 10/4/2021**
- Membership lapse date 10/31/2021
- CLPH
- LSAC

**November**

- APHA Conference (MAPHN attendees)
- MAHB Fall Training (PHN Component)
- CLPH
- LSAC

**December**

- **Board of Directors Meeting 12/6/2021**
- Chapter Quarterly Reports due
- Renewal for Website
- Fall/Winter Newsletter
- CLPH
- LSAC

**QUARTER THREE**

**January**

- Semi-annual PHEP Reports Due
- Save the Date for Annual Conference
- Notice of Elections
- Nominations for Elections
- CLPH
- LSAC

**February**

- **Executive Committee Meeting TBA**
- Notice of Nominations for PHN, Lifetime and Champion Awards
- CLPH
- LSAC

**March**

- **Board of Directors Meeting 3/2/20**
- Chapter Quarterly Reports due
- Notice of Annual Meeting (30 days prior)
- CLPH
- LSAC
- Year End Report Collections (Officers, Committees, Chapters)

**QUARTER FOUR**

**April / May**

- Annual Conference
- MAIC Conference
- Annual Report of the Organization
- Public Health Week Activities
- CLPH
- LSAC

**Annual MAPHN Awards**

Given to a Public health Nurse in recognition of dedication and excellence in the field of public health nursing and MAPHN.

**Nominated by the membership, selected by Awards Committee**

1998 Sandy Collins

1999 Judy Baggs

2000 Jane Fiore

2001 no award

2002 no award

2003 Charlotte Stepanian

2004 Kaydee Schmidt / Sue Rosa

2005 Judy Dunigan

2006 Sandy Zieminski

2007 Bonnie Johnson

2008 Sheila Miller

2009 Pat Zingariello / Mary Allen

2010 Kitty Mahoney

2011 Laurie Courtney

2012 Sherry Petrucci

2013 Leila Mercer

2014 Terri Khoury

2015 Kathy Whittaker

2016 Debra Mulvenna

2017 Amanda Stone

2018 Margaret Drummey and Phyllis Schlip

2019 Ruth Mori and Caroline Kinsella

2020 All MAPHN Members

**Annual President Award**

Given to a Public Health Nurse in recognition of outstanding contributions to MAPHN and commitment

to public health nurses. **Selected by the current President.**

2007 Lois Bessette

2008 Barbara Westley

2009 Terry Arsenault

2010 Mary McKenzie

2011 Caroline Kinsella

2012 Ruth Mori

2013 Deirdre Arvisdson

2014 Elaine Silva

2015 All MAPHN Members

2016 Kitty Mahoney

2017 Charlotte Stepanian

2018 MAPHN Leila Mercer

2019 Sherry Petrucci and Teri Khoury

2020 Caroline Kinsella

**MAPHN Champion Award**

2018 Dr. Al DeMaria

2019 Nancy Clover

2020 Glynnis LaRosa

**MAPHN Lifetime Achievement Award**

2018 Charlotte Stepanian

2019 Joyce Sullivan

2020 Leila Mercer

Massachusetts Association of Public Health Nurses

# *Membership Benefits*

## *Are you aware of the many benefits available to you as a member of MAPHN? Take a look!*

## *Get Connected!*

**Chapter Membership:** There are **6 regional Chapters** supported by MAPHN, providing public health nursing with information, networking, continuing education, learning opportunities, "field trips", and regionally relevant programs. $50.00 of your dues paid annually to MAPHN goes toward the support of your selected chapter.
Chapters elect chapter officers and a chapter director to attend the quarterly meetings of the Board of Directors. Monthly chapter meetings are posted on our website with date, time, location and special information on guest speakers or programs. Members can select one of the following chapters when they join or renew their membership:

- ***Northeast***
- ***Southeast***
- ***Metrowest/Central***

- ***Western***
- ***Cape & Islands***
- ***Boston/Cambridge***
  *(currently inactive)*

**Membership Directory:** An online directory of all current MAPHN members is available for those looking to connect.

**Website:** www.MAPHN.org is the portal for members to obtain the latest practice information, access educational products and services, tools to enhance their practice, get the latest news on professional topics, and explore how to access our benefits listed here..

**Member-to-Member Forum:** A place on our website where you can ask, comment or respond to questions or comments with other MAPHN members! MAPHN serves members by providing a dynamic forum for the exchange of new ideas, bringing together members to share their experiences, expertise and friendship

**Newsletter and "News This Week":** Electronic newsletters are published twice a year, written for members and by members. MAPHN encourages articles to be submitted by all throughout the year at newsletter@maphn.org . "News This Week" is a weekly e-mail update sent to members' inboxes with important information, advisories and relevant public health nursing news.

**Facebook:** Find us under ***Massachusetts Association of Public Health Nurses*** and like us!

**New!** ***Electronic Membership Card! Check your online Member Profile and download!***

# *Get Involved!*

**Committees:** MAPHN always welcomes member participation on our committees, who work on the foundations of our organization. We have committees working in:

- **Outreach, Visibility & Membership**
- **Service**
- **By-Laws**
- **Finance**
- **Conference Planning**
- **Nominations & Elections**
- **Education, Professional Practice, Research & Informatics**

**Mentoring:** MAPHN provides a viable resource to nurses new to the specialty of public health through its mentor program. Experienced PHNs are partnered with new PHNs, providing encouragement, support and guidance.

## Service Projects

**Operation Stand Down:** This is an annual project coordinated by our Service Committee members. Volunteers from MAPHN, area Medical Reserve Corps (MRC), and university students provide foot care, diabetic screening and immunizations to at-risk and homeless veterans at the Operation Stand Down event in Boston.

**Advocacy:** MAPHN supports a pro-active legislative affairs program through our participation in CLPH (**Coalition for Local Public Health**), and LSAC (**Local and State Advisory Committee**), where we advocate for public health nursing and public health nursing practices. MAPHN also partners with other nursing organizations to advocate for issues impacting the field of nursing and public health. MAPHN keeps members abreast of the latest legislative and regulatory developments and often solicits support and assistance from members.

# *Get Ahead!*

## Professional Development

**Educational Support:** MAPHN promotes excellence in continuing nursing education through our **annual Spring Conference**. It is the largest meeting of public health nurses in Massachusetts. MAPHN also provides educational opportunities at the Chapter level and through relevant

webinars in partnership with our colleagues in public health. Many are archived on our website for future viewing. Continuing education hours are provided for conference and educational meeting attendance.

**Savings:** Being an MAPHN member means membership rates and discounts on all of the organization's conferences, webinars, and online educational materials. In addition, scholarship support is available to attend professional events such as the annual American Public Health Association (APHA) and Association of Public Health Nurses (APHN) conferences. Contact your Chapter President or info@maphn.org for more information.

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**Career Development:** MAPHN has an online Employment Information Service which provides information to help members advance their careers, search for jobs, or post an advertisement for career opportunities in public health nursing.

## Professional Resources

**Survey Monkey®:** Members can access our Select Level survey platform for questionnaires, evaluations of programs, data collection and more. Our subscription includes enumeration of survey question results for large or small surveys. Instructions on how to access this resource are on the website.

**AnyMeeting™Services and Free Conference Calling:** These services include a call-in number for attendees and a special code for call planners who can opt to record the call for archiving, note taking and more. Instructions are on our website to arrange your meeting or conference call for 1 or 100 attendees!

# MAPHN
## Conference Planning Chapter Rotation Schedule

2007, 2008 Southeast

2009, 2010 Metrowest Central

2011, 2012 Western

2013, 2014 Northeast

2015, 2016 Cape & Islands

(2016 is 20th Anniversary Conference)

2017, 2018 Southeast

2019, 2020 Metrowest Central

2021, 2022 Western

(2021 is 25th Anniversary Conference)

2023, 2024 Northeast

2025, 2026 Cape & Islands

(2026 is 30th Anniversary Conference)

Activities of Northeast Chapter MAPHN
Quarterly Report Jan 2020 to March 2020

N.E Chapter Officers: President- Karen DaCampo
Vice President- Gail Johnson
Secretary- Sabrina Torra
Treasurer- Cherie Monahan (Feb 2020)

Chapter Representative: Karen DaCampo

Chapter Meeting Information- 2nd Friday of month, 9-12pm Tewksbury State Hospital, use 300 Chandler ST for GPS, drive up Hospital Rd to Tower Rd, Entry Back of Saunders Bldg, Door #6. Once in bldg. conference room will be immediately on Right.

January, 2020 – Influenza Vaccines and it's different presentations by Mary McKenzie (PHN) CEU's offered.
Holiday Luncheon followed at Two Mac Tavern, Tewksbury C.C.
14 Members attended

February, 2020 – Domestic Violence presentation by Ben Atherton Zeman "Voices of Men". CEU's offered.

March, 2020 – Urine Bladder Screenings presentation by Christine Paulik & Kathy Whitaker (PHN's). CEU's offered.

Activities of Northeast Chapter MAPHN
Quarterly Report April 2020 to May 2021

N.E Chapter Officers: President- Karen DaCampo
Vice President- Gail Johnson
Secretary- Sabrina Torra
Treasurer- Cherie Monahan

Chapter Representative: Karen DaCampo

Chapter Meeting Information- 2nd Friday of month, 9-12pm Tewksbury State Hospital, use 300 Chandler ST for GPS, drive up Hospital Rd to Tower Rd, Entry Back of Saunders Bldg, Door #6. Once in bldg. conference room will be immediately on Right.

February, 2020 – Domestic Violence presentation by Ben Atherton Zeman "Voices of Men". CEU's offered.

March, 2020 to April, 2021 - COVID-19, no in-person meetings

February 8, 2021 – Virtual Meeting

April 9, 2021 – Virtual Meeting (14 Members) GSK Rep on Shingrix

May, 14, 2021 – Chapter Meeting @ Woburn Senior Center 144 School St

Massachusetts Association of Public Health Nurses
Southeast Chapter
Annual Report Details
**July 2019- June 2021**

**Total Number of Meetings: 13**

**Total Number of CEU offered: 2**

| | |
|---|---|
| **August 15, 2019** | ***CPR Healthcare Provider Recertify*** |
| **September 19, 2019** | **Networking and flu talk** |
| **November 21, 2019** | **Stop the Bleed Train the Trainer Training** |
| **January 16, 2020** | **Chapter Holiday Luncheon: Public Health 3.0 Presentation** |
| **February 20, 2020** | **TMS Therapy: Transcranial magnetic stimulation presented by Achieve** |
| **May 28, 2020** | **MAPHN Chapter Meeting: Network & Support: Covid-19** |
| **June 18, 2020** | **MAPHN Chapter Meeting: Network & Support: Covid-19** |
| **July 23, 2020** | **Anxiety During Uncertainty: Managing & coping during COVID-19 Pandemic with guided meditation** |
| | **Sanofi Pasture Presents Flu Information 2020-2021 highlighting Mobile Drive-thru Clinic** |
| **September 3, 2020** | **MAPHN Chapter Meeting: Networking Flu Clinics during Covid-19 Pandemic** |
| **December 15, 2020** | **MAPHN SE Chapter Holiday Party** |
| **December 29, 2020** | **MAPHN Southeast Chapter: Covid-19 Vaccine Presentation** |
| **May 12, 2021** | **Southeast Chapter Leadership Meeting** |

Activities of Southeast Chapter MAPHN
Annual Report July 1, 2019-June 20, 2021

Number in MAPHN/Chapter Membership: 41

Retiring Members 2019-2021 (3)

Chapter Officers: President Jessica Tracy
Secretary Jean McGinty
Treasurer Caroline Kinsella

Chapter Finances (Year End balance):

Total CEUs provided (Year End total): 2

Chapter Meeting Information: Meets 3rd Thursday each month hosted at members locations

Number of Chapter meetings (in person or virtual)
July1-2019-June 30, 2020 (7)
July 1, 2020 – June 30, 2021 (5)

Chapter level Social Media Accounts? Check all that apply
☐ Facebook:
☐ Twitter:
☐ Instagram:
☐ Snapchat:
☐ Blog:
☐ Other:

**Chapter Narrative & News:**

It is with great sadness, that a beloved member of our Chapter and active supporter of MAPHN Sheila Miller, Sharon Public Health Nurse passed away on January 7, 2021. Although recently retired, she continued to support her community during the Covid-19 pandemic and has a rich history of supporting her community and fellow public health nurse peers. Sheila had received the MAPHN Public Health Nurse Award in 2008, given to a Public health Nurse in recognition of dedication and excellence in the field of public health nursing. We were honored to have her service in many capacities in MAPHN and she was a tireless

supporter, a mentor, a friend and advocate of Public Health Nursing. Our Chapter sent a donation to the Sharon Fire Dept and the Mansfield Animal Shelter per her in her honor and actively seeks other ways to honor her memory.

Activities of Metro West Central Chapter MAPHN
Annual Report July 1, 2019-June 20, 2021

Number in MAPHN/Chapter Membership:

Retiring Members 2019-2021: 2 Leslie Chamberlain
Leila Mercer

Chapter Officers: President Phyllis Schilp
Secretary Emily Amico
Treasurer Anne Marie McCauley
Member at large Merrily Evdokimoff

Chapter Finances (Year End balance): $1,731.50

Total CEUs provided (Year End total): 5 CEU programs

Chapter Meeting Information *First Thursday of the Month at 1pm Natick Community Center115 East Main Street Natick MA. ZOOM monthly from 4-530pm.*

Number of Chapter meetings (in person or virtual)
July1-2019-June 30, 2020 Ten Meetings
July 1, 2020 – June 30, 2021 Nine meetings

**Chapter Narrative & News:** 2019- We had 4 CEU presentation: Vape, vaccine hesitancy, Human Trafficking and Flu Update. We also were in full swing conference planning. Receiving up to $8,000 in sponsorships with more to come in. We were projected to have about $13,000 in sponsorship. Our Conference title and speakers were chosen. We had our full plenary completed. The Conference title of "Many Hats of the Public Health Nurse" was chosen with speakers from many different subject topics. By January we were cancelling all the Conference sponsors and the event. As a Chapter we did Flu Clinics in the fall of 2019 at Metro West Free Medical Program.

In April of 2020 we shifted to ZOOM meetings and was totally COVID focused. Phyllis Schilp President of the metro West Central Chapter gave an interview on NPR All Things Considered check it out https://www.npr.org/2020/04/29/847983032/a-public-health-nurse-leads-contact-tracing-efforts-in-massachusetts

In July of 2020 we held 1 in person socially distant meeting to recognize our two retirees Leila Mercer and Leslie Chamberlain. In August we had a Drive Thru Flu Clinic PP Presentation via ZOOM for 1 CEU. From September 2020 thru February of 2021 we held inform meeting via ZOOM to share ideas and stress concerns over the continuing Pandemic. March 2021 was our first formal agenda meeting.

(left) Lauren Terzo Waltham PHN administering Frist Responder COVID-19 Vaccinations.

(above) Ruth Mori and Tricia McGean Metro West Central Chapter PHN's administering Flu vaccines at the Chapter outreach project at Metro West Free Medical Program Fall 2019

(above) Leila Mercer and Leslie Chamberlain Metro West Central PHN retirees July 2020

# MAPHN
# Committee Operations and Duties

- **Conference Planning: Chapter Rotation Schedule / Shared**
  - Includes budget for Admin support
  - includes budget for operations
  - On going committee (especially now with electronic changes)
  - starts in fall with initial venue and requires commitments easily divided
  - Requires few live meetings. Planning meetings are though conference calls.
  - Currently rotated through Chapters

- **Outreach, Visibility and Membership**
  - Spring/Summer & Fall/Winter Newsletter
  - Budget for Admin support
  - Includes website oversight of membership
  - Includes budget for Webmaster and Tech support

- **Finance**
  - Set policies on reimbursements, travel, expenses
  - Includes budget for tax preparations, accounting and (soon) bookkeeping
  - May receive additional budget for routine fiscal management
  - Grant writing is encouraged
  - Reporting quarterly to the Board, Annually to the Organization

- **Education, Practice, Research & Informatics**
  - Set the MAPHN Policies for Education
  - Oversee contact hour programs
  - Requires commitment to timely responses and review
  - Can be done remotely

- **By-Laws**
  - Annual By-Laws review
  - Requires proofing of complicated or lengthy documents

- **Nomination / Awards Committee**
  - Set the Policies for Awards
  - Budget for Awards
  - Active from December to May
  - Documents to membership are time sensitive
  - Accurate response tracking necessary

- **Service**
  - Coordination of state wide PHN service initiatives
  - Requires service provider commitment
  - Budget for Operation Stand Down
  - Active in Summer to early Fall

**Massachusetts Association of Public Health Nurses**

**Annual Meeting**
**May 10, 2019**
**7:30 a.m. - 8:30 a.m.**
**Southbridge Hotel and Conference Center**
**14 Mechanic St. Southbridge MA**

**1.0 Call to Order and Welcome (Caroline Kinsella)**
**2.0 Secretary's Report:** Approval of Minutes from Annual Meeting 2018**(Leila Mercer)**
**3.0 Officer's Reports:**
- **~ President (Caroline Kinsella)**
- **~ Vice President (Terri Khoury)**
- **~ Treasurer (Dov Yoffe)**

**4.0 Committee Reports:**
- **~ Nominations and Elections:** Election results for President, Secretary and Director at Large reported by **(Maria Tamagna)**
- **~ Education, Practice, Research and Informatics (EPRI) (Charlotte Stepanian)**
- **~ By-Laws (Kitty Mahoney)**
- **~ Service**
  Stand Down, Boston **(Kitty Mahoney)**
- **~ Outreach, Visibility and Membership (OVM) (Leila Mercer and Ruth Mori)**

**5.0 Chapter Reports:**
- **~ Cape and Islands (Deirdre Arvidson)**
- **~ Metrowest/Central (Phyllis Schlip)**
- **~ Northeast (Karen DaCampo)**
- **~ Southeast (Dov Yoffe and Jessica Tracy)**
- **~ Western Chapter (Sherry Petrucci)**

**6.0 Other Reports:**
- **~ Communications and Website (Kitty Mahoney)**

**7.0 Other Business**
**8.0 Adjournment (Enjoy the 23rd Annual Public Health Nurse Conference!)**

# Meeting Minutes – MAPHN Annual Membership Meeting

**Location:** Southbridge Hotel & Conference Center, Southbridge, MA
**Date:** 05/10/2019
**Time:** 7:30-8:30am

## Attendance

**Present: (**Attendance List of Members Unavailable)

## Agenda Items

Annual Report 2018-2019 passed out to members for review

Members can refer to all reports below in the Annual Report and at: www.maphn.org/Board-of-Directors-Reports-&-Minutes

**1.0 Call to order and Welcome by Caroline Kinsella at 7:30am**

**2.0 Secretary's Report:** Leila Mercer

Minutes from Annual Meeting 2018 presented for approval.

*Minutes voted on and approved unanimously.*

**3.0 Other Officers' Reports**

3.1 President: Caroline Kinsella

3.2 Vice President: Terri Khoury

3.3 Treasurer: Dov Yoffe

**4.0 Committee Reports**

4.1 Nominations and Elections: Maria Tamagna

Results of the 2019 MAPHN Elections announced:

President: Ruth Mori

Secretary: Ann Marie McCauley

Director At-Large II: Angela Kramer

Congratulations to all of our new officers, who will serve from 2019-2021!

4.2 Education, Practice, Research & Informatics (EPRI): Charlotte Stepanian

4.3 By-Laws: Kitty Mahoney

4.4 Service: Kitty Mahoney

Report on Stand Down, held September 2018 in Boston

4.5 Outreach, Visibility & Membership (OVM): Leila Mercer & Ruth Mori

**5.0 Chapter Reports**

5.1 Cape & Islands: Deirdre Arvidson (absent)

5.2 Metrowest/Central: Phyllis Schilp

MWC Chapter is hosting this year's Conference. "Earth Day, Every Day: A Public Health Nurse Priority"

We hope you enjoy!

5.3 Northeast: Karen DaCampo

5.4 Southeast: Jessica Tracy & Dov Yoffe

5.5 Western: Sherry Petrucci

Sherry reports she will be stepping down as President of the chapter, and welcomes Cheryl Messer as the new President.

**6.0 Other Reports:**

6.1 Communications and Website: Kitty Mahoney

**7.0 Other Business:**

No business was presented for vote.

A Strategic Plan was constructed recently, and will be presented at the afternoon session today.

**8.0 Adjournment by Caroline Kinsella and Ruth Mori at 8:10am.**

Enjoy the 23rd Annual Public Health Nurse Conference!

Respectfully submitted,

Leila Mercer

Secretary, MAPHN

Activities of By-Laws Committee MAPHN
Annual Report July 1, 2019-June 20, 2021

**Names of MAPHN members on this Committee**
Kitty Mahoney
Elaine Silva

**Committee Meeting Information** *The By-Laws committee had no meetings. The members communicated via email to each other and to the EC and BOD*

**Number of committee meetings (in person or virtual)**

July1-2019-June 30, 2020 email only
July 1, 2020 – June 30, 2021 email only
Recommendations made to the Strategic Planning Committee, the Executive Committee and the Board of Directors of MAPHN

**Committee Focus Areas:**
1. Revision to By-Laws to recommend Chapter leadership nomenclature
2. Revision to By-Laws to recommend APHA model for the office of President
3. Revision to By-Laws to recommend sunsetting "At-Large"

**Committee Narrative & News:** *Since 2018, the By-Laws committee has made recommendations to the Executive Committee and then subsequently to the Board of Directors on recommendations to By-Law language. After completing and participating in the Strategic Planning sessions, the By-Laws committee again advanced the focus areas for implementation but were halted by the Pandemic which cancelled the Annual Meeting of Membership where this proposal was to have been presented. Raised again in 2021 to the EC and the BOD for adoption through Membership Meeting approval.*

Approved Annual Meeting 5/4/2017
Proposed 3/2021

# *By-Laws*
# *Of*
# *Massachusetts Association of Public Health Nurses*

## Article I
## NAME AND SEAL

1. Name. The Name of the association is Massachusetts Association of Public Health Nurses.

2. Seal. The seal of the association shall be circular in form and shall bear on its outer edge the words "Massachusetts Association of Public Health Nurses, Inc." and in the center the words and figures "Incorporated 1998 Massachusetts".

## Article II
## PURPOSE

1. Purpose. The purpose of the Massachusetts Association of Public Health Nurses is to enhance the leadership role of the Public Health Nurse in the Commonwealth of Massachusetts. The association shall provide information relating to public health issues to public health nurses. The association will provide education and a common voice on issues of public health nursing, enhancing the health status of Massachusetts residents, while maintaining regional chapters to further its goals and recognize differences in regional needs. The association will function as the official state organization for public health nurses.

## Article III
## MEMBERSHIP

1. Regular Membership Regular Membership will consist of any current or formerly employed local public health nurses, community health nurses working as public health nurses or visiting nurses working as public health nurses. Regular members are entitled to all benefits of membership.

2. Associate Membership. Associate Membership is available nurses who desire to join and support the Association but do not meet the requirements of regular membership. Affiliated nursing groups include school health, occupational health, or nurses practicing at the state, national levels. Associate members may not vote or be a representative on the Board of Directors.

3. Student Membership Student Membership is available to nursing students enrolled in a professional degree-seeking nursing program. Qualifying students are taking 6 credit hours [undergraduate] or 3 credit hours [graduate/postgraduate] per semester. Academic / Student members may not vote or be a representative on the Board of Directors.

4. Retired Membership. The Retired Membership is for nurses who have retired from the specialty of public health nursing as described in the Regular Membership but no longer derives income from public health nursing employment

## Article IV
## RIGHTS AND MEETINGS OF MEMBERS

1. Rights of Members. The right of a regular member to vote and all his/her right, title and interest in or to the association shall cease on the termination of his/her membership.

2. Annual Meeting. The annual meeting of the association shall be held in conjunction with the annual Public Health Nurses Conference to be determined by the conference committee and with approval of the Board of Directors.

3. Notice of Annual Meeting. Notice of the time, place and purpose of the annual meeting will be posted not less than 30 days prior to the meeting to all Regular and Associate members.

4. Special Meetings. Special meetings of the members may be called at any time by the President or a Vice President or by two Directors and must be called by the President or a Secretary, on receipt of the written request of one third of the members of the association.

5. Quorum. At any meeting of members of the association the presence of five regular members shall be necessary to constitute a quorum. In the absence of a quorum, a meeting may be adjourned by the majority of the members present without notice other than announcement at the meeting, and without further notice to any absent members.

6. Voting. At every meeting of members each regular member shall be entitled to one vote. All elections and the vote upon any question before the meeting will be decided by the majority vote of the persons present.

7. Dues. Every regular and associate member shall pay annual dues as set by the membership.

8. Removal of Members, Directors or Officers. Any member, Director or officer, may be removed from membership, or from office by the affirmative vote of two-thirds of the full membership, registered either in person at any regular or special meeting, called for that purpose, for conduct detrimental to the association, or for refusal to render reasonable assistance in carrying out the associations objectives. Any such member, officer or Director proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

9. Compensation and Expenses. Members shall not receive any stated salary for their services as such, but by resolution of the Board of Directors a member may be reimbursement for expenses if any. The Board of Directors shall have power in its discretion to contract for and to pay members rendering unusual or special services to the association special compensation appropriate to the value of such services.

10. Robert's Rules of Order. Meetings shall be conducted in an orderly and business like-manner, according to the most current edition of Robert's Rules of Order.

## Article V
## OFFICERS

1. Numbers. The officers of the association shall be President Elect, President, Immediate Past President, Vice President, Treasurer, and Secretary. Only regular members shall be eligible to fill the offices of President Elect, President, Immediate Past President, Vice President, Treasurer and Secretary. Only regular members shall be eligible to fill the offices of President or Vice President, Treasurer and Secretary.

2. Election, Term of Office and Qualifications. The officers shall be elected at the Annual Meeting and shall serve a term of two years, with a maximum of two consecutive terms. The President Elect and the Secretary will be elected in the odd numbered years. The Vice President and Treasurer will be elected in the even numbered years. Each Chapter shall have one delegate elected/appointed from their own number represent their Chapter on the Board of Directors.

3 President. The President shall be the presiding officer of the association and shall preside at the annual, regular and special meetings of the association and the Board of Directors. The President shall have general oversight and supervision of the affairs of the association. The President shall be an ex-officio member of all committees and task forces except the Bylaws Committee and Nominations & Elections Committee. At the conclusion of his/her term as President, the President becomes the Immediate Past President.

4 The Immediate Past President The Immediate Past President provides advice and leadership to the Board of Directors regarding past practices, and assists the Board in governing the Association. The Immediate Past President supports the president and the President-Elect on an as-needed basis. The Immediate Past President performs the duties of the President in the absence or disability of the President.

5. President Elect. The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as an Ex-Officio Member of all committees with the exception of By-Laws and Nominating Committee. The President Elect assists as needed and plans for transition to his/her Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect.

6. Vice President. The Vice President shall assist the President, accept assignments and upon the absence or disability of the President shall perform the duties and exercise the powers of President.

7. Secretary. The Secretary shall be responsible for keeping all records and the minutes of the associations meetings and its Board of Directors. The Secretary shall be responsible for keeping records suitable for future filing.

8. Treasurer. Treasurer. The Treasurer shall oversee as Financial Secretary all funds collected and received by the association. The Treasurer shall be responsible for reporting to the Board of Directors. The Treasurer will work in collaboration with the President and Executive Aide to submit yearly budget plans for MAPHN, and to actively seek out grant opportunities for the organization. In the absence of the Treasurer, the President is authorized to issue checks with the approval of the Executive Committee.

9. Executive Committee. The President, President Elect, Immediate Past President, Vice President, Secretary and Treasurer are members of the Executive Committee. They shall meet and transact business between Board meetings. They shall report to the Board at the next regularly scheduled Board meeting.

## Article VI
## BOARD OF DIRECTORS

1. Composition. The fourteen member Board of Directors will consist of the Executive Committee (Executive Officers [President Elect, President, Immediate Past President, Vice-President, Secretary, Treasurer], one person from each chapter [Northeast, Southeast, Western, Metrowest-Central, Boston-Cambridge, Cape & Islands].

2. Resignation. Any member of the Board of Directors may resign at any time by giving written or oral notice of such resignation to the President of the Association.

3. Vacancies. Any Vacancy on the Board of Directors, occurring during the term may be filled by the Board by a majority vote. Any person so elected/appointed by the Board of Directors to fill said vacancy shall hold that office until the next succeeding annual meeting of the members of the association for which that position is due for election.

4. Term Limits. A member shall not serve more than ten consecutive years on the Board of Directors.

5. Scheduled Meetings. The Board will meet four times a year in addition to the Annual Meeting. Special meetings of the Board of Directors may be called by the President or Vice President.

6. Quorum. At all meetings of the Board of Directors, a majority of the Directors shall be sufficient to constitute a quorum for the transaction of business.

7. Attendance. All members of the Board of Directors shall attend all Board meetings. In the event of an unavoidable absence, the board member shall inform the President of the absence prior to the meeting.

## Article VII
## CHAPTERS

1. Chapters. The Association is composed of individual members (see Article III) as well as Chapters. Any regular member may form a Chapter. All chapter members must be a member of the Association.

2. Chapter Responsibilities. Each Chapter is required to
    a. maintain a list of current members and their agency affiliation
    b. establish a process for the selection and replacement of Officers
    c. establish a process for decision-making
    d. hold regular meetings
    e. record minutes of Chapter meetings
    f. elect a Chapter President to serve on the Association's Board of Directors
    g. encourage Chapter members to serve on the Association's Standing and Special Committees
    h. encourage Chapter members to participate in events and activities offered by the Association or its Chapters

3. Chapter President Responsibilities. Each Chapter Representative is to serve as the liaison between that Chapter and the Association's Board of Directors. As voting members of the Board of Directors, Chapter Presidents are required to:
    a. Attend all meetings of the Association's Board of Directors. The Executive Committee of the Board will make every effort to facilitate the participation of Chapter Presidents at these meetings (e.g. arranging conference call capabilities).
    b. Prepare a brief report on the activities of the Chapter for distribution two weeks before the quarterly meeting of the Board of Directors.
    c. Report back to the Chapter members at the next scheduled Chapter meeting all relevant information, summaries, decisions, and future meeting topics discussed at the quarterly Board of Directors' meetings.

## Article VIII
## FISCAL YEAR

1. Fiscal Year. The fiscal year of the Association shall commence July 1 of each year and conclude June 30 of the following year.

## Article IX
## COMMITTEES

1. Standing Committees. The Association shall have the following Standing Committees:
    a. By-laws
    b. Conference Planning
    c. Education & Practice
    d. Finance
    e. Membership, Outreach & Visibility
    f. Nominations & Elections
    g. Service

2. Standing Committee Composition. Standing Committees will be composed of at least 3 members of the Association.

3. Standing Committee Responsibilities. Standing Committees must:

    a. select a Chair of the Committee
    b. establish a process for decision-making
    c. hold regular meetings (quarterly or semi-annually) in-person or by conference call
    d. maintain minutes of its meetings
    e. complete its tasks as determined by the Board of Directors
    f. submit an Annual Report

4. Committee Chair Responsibilities. Each Committee Chair is to serve as the liaison between that Committee and the Association's Board of Directors and perform the following tasks:

    a. attend, if requested, meetings of the Association's Board of Directors. The Executive Committee of the Board will make every effort to facilitate the participation of a Committee Chair at a meeting of the Board of Directors (e.g. arranging conference call capabilities).
    b. prepare a brief written report on the activities and, when appropriate, recommendations for the Committee for distribution two weeks before the quarterly meeting of the Board of Directors. The brief reports should be emailed or faxed to the Association's President and copied to the Board Secretary.
    c. report back to the Committee members at the next meeting all requests, directives, summaries, decisions, and future meeting topics discussed at the quarterly Board of Directors' meetings.

5. Special Committee or Special Function. The Board of Directors may select a person(s) to steer a specific initiative where a full committee appointment or election is not necessary or required. Such individuals, appointed by the Board of Directors, shall provide reports as needed or from time to time as requested, no less than annually, highlighting the nature, scope and contributions of their Special Functions. This may include: Guidebook Reviewers, School Mentor, Directory & Database Update, Scribe/Photographer/Archivist, and others as may be needed or requested.

## Article X
## AMENDMENTS

1. By Directors. The Board of Directors shall have power to make, alter, amend, and repeal the By-Laws of the Association by affirmative vote of a majority of the Board, provided, however, that the action is proposed at a regular or special meeting of the Board and adopted at a subsequent regular meeting, except as otherwise provided by law. All By-Laws made by the Board of Directors may be altered, amended or repealed by the association members. Approved motions to by-law amendments shall take effect at the next regularly scheduled meeting of the Directors.

2. By Members. The By-Laws may be altered, amended or repealed at any board or annual meeting of members of the association by a majority vote of all the members present provided that the proposed action is inserted in the notice of such meeting.

## Article XI
## EXEMPT ACTIVITIES

1. Exempt Activities. Notwithstanding any other provision of these by-laws, no member, Director, officer, employee or representative of the organization shall take any action to carry on any activity by or on behalf of the organization not permitted to be taken or carried on by an organization exempt under Section 501(c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended, or by an organization contributions to which are deductible under Section 170(c) (2) of such Code and Regulations as they now exist or as they may be amended.

## Article XI
## Indemnification

1. The association shall, to the extent legally permissible, indemnify each person who has served as an officer against all expenses and liabilities incurred in connection with any action, suit or proceeding in which that person shall be involved by reason of service when such service was performed in good faith

## ARTICLE XII
## DISSOLUTION

1. Dissolution: The Association may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the Association, whether voluntary or involuntary or by operation of law, other than for purposes of reorganization, none of the property of the Association nor any proceeds thereof nor any assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association, its property and assets any remaining grant funding will be given to back to the awarding organization or agency. Any remaining assets and all records will be given to the Nursing Archives at the Howard Gotlieb Archival Research Center located in the Mugar Memorial Library at Boston University, Boston, Massachusetts.

# Communications Report
# Annual Report

**Communications:**

- News This Week started up again March 1st, 2021 for weekly emails to membership.
- "Friendly Reminders" added as a regular subject matter to NTW in January 2020.
- Response time to emails received remained at 24-36 hours.
- Member list-serve updated to current members completed in February 2021 with archiving of members unpaid since July 1, 2019. The member roster on the website and the roster on the list-serve are compatible. Lapsed members were notified.
- Communications via emails are trying to focus on the MAPHN strategic plan
- Confirmed with former Secretary the motion path for accepting new members and adding to list-serve.
- Educational opportunities by outside organizations are also monitored for relevance, interest and shared accordingly to membership.
- Communique from the CDC and MDPH used with caution due to frequently changing advisories and guidance documents. Members referred to Mass.Gov/COVID
- Declination of several suspicious MAPHN Group Facebook requests . While we are a "Public Page" (can be found on search) posters (members) must be accepted. Declining requests of individuals who have greater than 50 pages, are commercial in origin, seek only to push political, religious or private information/agenda. [I look at each profile of each request before accepting any new "members" to our Facebook page].
- Requests to share information from outside organizations with members are also monitored closely, especially those with links to non-secure websites.
- Emails regarding 2020 conference registration and subsequent cancellation processed.
- Conference Planning 2020 assistance was well underway prior to cancelation including: the development of a 2020 Conference Exhibitor and Sponsor Page which is ongoing, member and non-member registration fields for early bird, last week for evening program and day conference (14 registration levels), and badge research (name tags, ribbons), and plenary development for evening and day program.

- Revisions and updates to officer email addresses to ensure communication with officers is available for archiving, and re-assignment to newly elected.
- The PULSE newsletter was not published in 2020. Solicitations for PULSE resumed for Spring 2021 Edition, posted to the website
- Updated all education for CEU requests.
- Working with the EC on updates to the Modules for the PHN Guidebook.
- Advancing requests to respond to surveys from partner or PHN groups/researchers
- Discussion on use of "Past President" in email signatures directed to the BOD/EC for possible policy development. (see also By-Laws Committee)
- Respond to Ad Requests for employment opportunities on the website. Invoiced accordingly.
- Chapter Directors notified of members due for renewal emails (some paused due to pandemic)
- Email to lapsed members for reconsideration
- Cascade information and documents requests from MDPH, CDC, PHM.
- Participated/online/virtual MAIC Annual Conference
- Processed multiple CEU requests and applications as Interim Education Chair)
- Processed Stand Down donations on the website
- Submitted "Pilot Tester" application to Public Health Learning Network
- Reconciled list-serve to website
- Updated subscriptions Survey Monkey, Free Conference Call, ZOOM and other on-line MAPHN resources.
- Distribute National Health Observances monthly
- Monitor Google Analytic Monthly reports on website traffic, users and correct any log in issues.
- Paypal issues for membership renewal resolutions (website interface)

Respectfully submitted,
Kitty Mahoney
Communications 2020-2021

Activities of the Service Committee MAPHN
Annual Report July 1, 2019-June 20, 2021

**Names of MAPHN members on this Committee**
Kitty Mahoney

**Committee Meeting Information** *The Service Committee efforts directed primarily at Operation Stand Down were suspended in 2019 due to the pandemic. Donations for Operation Stand Down are memorialized in this report.*

**Number of committee meetings (in person or virtual)**

July1-2019-June 30, 2020 Operation Stand Down was cancelled
July 1, 2020 – June 30, 2021 There was one meeting online with VA on Boston Stand Down) Operation Stand Down Boston is tentatively scheduled for **September 10, 2021**

**Committee Focus Areas:**
1. Sock collections
2. Student collaborations and orientation
3. Replicating the MAPHN Foot Care Tent model for other OSD locations

**Committee Narrative & News:** *In 2019, Kitty Mahoney presented "Ten Years In the Tent" during APHA in Philadelphia to the Foot Care Caucus. This was well received by those in attendance and promoted the Nurse led model of foot care to at risk and homeless populations with a focus on service men and women through the lens of Operation Stand Down; a foot care tent provided by MAPHN members since 2008 (first year).*

# MAPHN
# Partners and Colleagues

Massachusetts MHOA Health Officers Association

MaAOHN Massachusetts Association of Occupational Health Nurses

MAHB

Commonwealth of Massachusetts Department of Public Health

ONL Organization of Nurse Leaders Advancing a culture of health.

Public Health Prevent. Promote. Protect.

PUBLIC HEALTH MUSEUM IN MASSACHUSETTS

National Institutes of Health

medical reserve corps

APHN Association of Public Health Nurses

MSNO Inc. Massachusetts School Nurse Organization

CDC

APHA American Public Health Association

## MAPHN OFFICER DESCRIPTIONS

All officers, directors at-large, and chapter directors are expected to attend meetings of the Board of Directors quarterly, and other additional meetings that are deemed necessary by the Board. Officers shall serve a term of two (2) years, with a maximum of two (2) consecutive terms. A member shall not serve more than ten (10) consecutive years in any position on the Board of Directors.

The following positions are open for election by the Association in odd years:

President
The President shall be the presiding officer of the association and shall preside at the annual, regular and special meetings of the association and the Board of Directors. The President shall have general oversight and supervision of the affairs of the association. The president shall be an ex-officio member of all committees and task forces except the Bylaws and Nomination Committees.

Secretary
The Secretary shall be responsible for keeping all records and the minutes of all association meetings and of its Board of Directors. The Secretary shall be responsible for keeping records suitable for future filing. This shall include taking meeting attendance, recording meeting minutes, updating Board of Directors data, and sending documents and information as needed.

Director At-Large
There shall be two (2) Directors At-Large elected to represent the association membership. Directors at-large vote as members of the Board of Directors. One (1) Director At-Large will be elected in the even-numbered year, and one (1) in the odd-numbered year, for a two (2) year term.

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The following positions are open for election by the Association in even years:

Vice President
The Vice President shall assist the President, accept assignments, and upon absence or disability of the President, shall perform the duties and exercise the powers of President.

Treasurer
The Treasurer shall have custody of all funds collected and received by the association. The Treasurer shall be responsible for disbursing all funds, making an accounting of receipts and disbursements at each annual and Board of Directors meetings.

Director At-Large
There shall be two (2) Directors At-Large elected to represent the association membership. Directors at-large vote as members of the Board of Directors. One (1) Director At-Large will be elected in the even-numbered year, and one (1) in the odd-numbered year, for a two (2) year term.