

**Old Saybrook Public Health Nursing Board**  
Town Hall, 302 Main Street, Old Saybrook, CT 06475  
7:00pm Thursday, September 12, 2019  
Town Hall 1<sup>st</sup> Floor Conference Room

**Minutes**

Page 1

**Call to Order**

Chair Diane Aldi called the meeting to order at 7:00pm

Roll call: Chair Diane Aldi DePaola, Mary Kennedy, Elizabeth Owen, Priscilla Funck, Mary Briscoe, Joseph Termine, MaryAnn Iadarola, Sharon Craft, Amanda Merritt, Recording Clerk

**Audience of Citizens**

No one present

**Review and Approval of Minutes – June 13, 2019**

A motion was made by Sharon Craft and seconded by Mary Kennedy to accept and approve the June 13, 2019 meeting minutes. Motion carried unanimously.

**Review and Approval of Treasurer's Report - June 2019**

Treasurer Joseph Termine presented his report dated Sept 2019. Discussion of items, including endowments, the Flanagan Fund with one scholarship last year, and the Nightingale Fund. An additional \$50 donation was received in the interim and not yet reflected in this report. A motion was made by Mary Kennedy and seconded by Betsy Owen to accept and approve the treasurer's report as presented. Motion carried unanimously.

**Correspondence** - Mary Briscoe was appointed as Alternate to the board. Don Mill's resignation was received by the Town Clerk and MaryAnn Iadarola has been made a regular member filling his term.

**Old Business** -None

**New Business** – Approval of recording clerk's Time & Task invoice

A motion was made by Mary Kennedy and seconded by Sharon Craft to pay Amanda Merritt's August-September 2019 Time and Task invoice in the amount of \$150.00 from the Administration Fund. Motion carried unanimously.

**Flanagan Fund** - Structure of bequest was discussed at length. Historical documentation from 1991 and other years was made available to board members for review of detailed explanation for proper use, transfer, restrictions and distribution of available funds as per the nursing board. If a change or specific resolution is desired, several steps must be taken: a special meeting of the PHNB will need to be arranged to draft a resolution of desired changes, the changes would need selectmen approval and approval at a Town Meeting. The members requested time to review the historical documentation via a complete set of the documents to be emailed to each member as follow-up.

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Page 2

**Nightingale Fund** – Structure and process, appeal letter 2019-2020 (January) The targeted fundraising mailing list is being reviewed and will be increased. Suggestions: make the appeal letter available on the website and consider posting donation thank you on website. Betsy Owen & Sharon Craft volunteered to work on the letter before the next monthly meeting. Diane mentioned that a handwritten note has been included on the appeal letter. Sharon suggested adding historical information, bullet points - impressive number of years the scholarship has been awarded, noting the number of scholarships over the years, and include the thank you messages from recipients. Members suggest that recipients of the letter would prefer a one-page letter. Make it more personal. Consider the psychology of the letter's content.

Board members asked to be given until the next meeting to consider the Flanagan and Nightingale scholarship **criteria list** and to review the Nightingale **application form**. Of the 13 applicants, nine gifted last year. Not all applicants were nursing. Criteria allows other disciplines to be awarded but only as second to nursing-focus as priority.

Discussion regarding who sets up the **interviews** - school counselors or the board? Timing of the interviews is important. Deadlines were respected and adhered to. Betsy organized the interviews last year. Betsy, Sharon & Mary did the interviews at Old Saybrook High School this year. It was stated that it makes sense for the board to organize interviews at Town Hall. Mary suggested that having all the candidate's information before candidates are interviewed.

**Morris Fund** - Nothing to discuss

**Adjournment** - A motion was made Mary Kennedy and seconded Betsy Owen to adjourn at 8:00 p.m., Chair Diane adjourned the meeting.