

**New Hampshire School Nurses Association
Board Meeting Minutes**

DATE: Thursday, January 15, 2026 Start: 4:30 PM End: 5:30 PM

Executive Board Members	Committees
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pamela DiNapoli, President <input checked="" type="checkbox"/> Laurie Fleming, Past-President <input checked="" type="checkbox"/> Meg Jenkins, NASN Director <input checked="" type="checkbox"/> Anna Cook, Secretary <input checked="" type="checkbox"/> Pam Clay-Storm, Treasurer <input checked="" type="checkbox"/> Charlene McCarron, Member at Large <input checked="" type="checkbox"/> Colleen Roy, Member at Large 	<ul style="list-style-type: none"> <input type="checkbox"/> Martha Judson, Continuing Ed <input checked="" type="checkbox"/> Lisa Mantz, Continuing Ed <input checked="" type="checkbox"/> Jeanamarie Lopez-Carrasco, Continuing Ed <input type="checkbox"/> Lynne Butler, Scholarships <input type="checkbox"/> Heather Ann LaBier, Hospitality/Sunshine <input checked="" type="checkbox"/> Sharon Gamache, Legislation <input type="checkbox"/> Emily LaJoie, Rep to CYCC
<p>Staff and Guests</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Paula MacKinnon, Webmaster <input type="checkbox"/> Nancy Wells, Executive Administrator <input type="checkbox"/> Linda Compton, Past Board Member 	<p>Guest Whitney Linnenbringer</p>

Quick recap of meeting:

The board discussed upcoming webinars, regional meetings, and conference planning, including vendor recruitment and the Barbara French Award nomination. The conversation ended with updates on membership numbers and website development, noting that the new website was now complete and operational.

Board meeting opened by Pam Dinapoli president- executive board met prior to board meeting. Pam D welcomed guest NHSNA member Whitney Linnenbringer. Pam D handed the meeting over to Laurie Fleming to Chair the rest of the meeting.

December board meeting minutes motioned to be accepted by Charlene and seconded by Meg. Discussion -Colleen updated that names for SNY nominees names historically have been redacted for committee members when viewing applications. Laurie shared she has been on board for 26 years and they have in the past given the nominee names but has changed about 15 years ago and should take out names out of minutes Paula took nominee names out. Laurie said if we are using AI we need to be sure to read through minutes. All in favor of accepting minutes.

Treasurer Report- Pam C shared the current balances: Checking: 40,3751 Savings:10,361.59 Pam C updated she has not received any checks from NASN. Pam is working on completing the charitable fund annual report and asking about the updated bylaws. On file there is a draft of

updated bylaws 2025 and sent to NASN for approval b/c of unification. Pam said will get 1099 forms out to Paula & Nancy.

Revisit:

-Laurie asked if Pam D had a meeting with commissioner- Pam D not here. Paula shared not sure.

-Confident Med spa wanted to partner with NHSNA- Paula shared that Pam D said at the last meeting she will get in touch with contact. Paula said it was pending legislation for all med spas- there are certain rules they have to meet to be licensed.

Communication update: Paula said the website is now complete and operable. Paula said we should be cancelling our wild apricot so we don't get a bill. Paula said she will send notice so NHSNA doesn't get billed for it. Pam C updated that just recently paid the bill on Jan 12. \$259.56.

Paula updated Pam C. You have three vendor table payments and asked how it shows up. Pam C has not received it yet & would need to know what payments are for. Discussion about Zeffy on how payments show up for quick books. Pam C usually goes into quickbook and attaches information. Paula sees it in Zeffy and will send Pam C a link to go in. Maybe easier for Paula to upload info to a google doc.

Paula shared membership we have lost 38 to non-renewal. Meg will continue to push out benefits of NASN. Paula shared lots of enticing things to access on the site. Paula has done great job with the site.

School Nurse of the Year

Colleen updated we have one nurse nominated and one in the works. They have until the end of January (Jan 31st). Paula will email the three that have shown interest. Edies are on June 6 and Colleen will check in to see who can attend to reserve seating.

Legislation

Lisa updated Sharon to miss the last legislation meeting because was injured. Lisa shared her meeting is coming up this Tuesday. The legislation they are looking to remove the HepB from NH vaccine schedule. Meg shared she sent a letter about Hep B.

Continuing Education

Essentials: Meg updated about Saint A meeting- they were working on the grid. Working on time frames of speakers - still preliminary and will share the minutes once she receives them.

Spring Conference: Colleen waiting on two speaker contracts. Colleen said worried about vendors b/c spring had the vendors and now shared them with Essentials. Waiting on those

details for next steps can happen. Colleen shared a sign up in google drive. Anna suggested checking with Dept health to do more vendor tables. Paula shared invites went out and 4 bounced and heard that taken out of their budget to do that thing. Paula asked about Saint A and how they are doing on vendors b/c sent out to vendors for both. Meg suggested Med spa for vendor table & Concord Hospital. Anna suggested a vendor that Saint A had last year Autism vendor that seemed new resource info for families- Anna will reach out.

Spring meeting prep:

Paula shared Anna had reminded about Committee Reports for the annual meeting- Paula shared that Pam D asked that we shorten it and make it more of a presentation to put on our website. Paula will find a template and put it in drive & Anna can help coordinate it.

Paula shared about we need to get together info about changing roles. In the past Paula sent out jot form to board & members to get us started of what roles interested in & what people feel job people would be good at. Then will send out voting two weeks before and then finish voting at the meeting- we will have computers available- all online. So members that are not able to attend can still vote.

Anna also shared will reach out to Heather about an online marketplace. Paula said would like to know by early March for NE conference. Anna asked the table for the spring conference & NE conference to raise money. Can be what other nurses would like to buy. Paula said could have \$ budget for this. Would need to add shipping to cost if something ordered to be mailed. Paula suggested items that school nurses could use like note pads (desk of school nurse) etc. Pam C said has \$650 for hospitality. Paul motioned to give her \$500 for Heather to set up a marketplace. Pam C we used this money also for retirement gifts. Pam C suggested \$400. Paula motioned to budget \$400 for Heather marketplace, Lisa 2nd. Meg & Paula can man the table if Heather can't attend. Sharon also is planning to go and can help. Laurie took a vote. All in favor of \$400 for the marketplace. Pam C we have \$150 set aside for Barbara French Award separate from hospitality. Paula brought up last year about limiting gifts for retiree gifts to those that attend because of shipping cost concern. Last year the gifts were dispersed by the board to deliver to retirees to avoid the cost of shipping. Pam C mentioned if know they are not coming then could directly ship to their house.

Webinars:

-Anna shared webinars:

Jan 8 webinar was great Paula presentation on website & dual membership was fantastic

Jan 22 Pam D on legislation & advocacy

Feb 12 Meg and Colleen (Paula asked to send her contact so she can manually register her)

Mar 5 Christine March- Pediatric Endocrine NP & Professor talk about Diabetes and screening tool and tie in DOE diabetes info

March 12 is Wendy Wright

Discussion about regional meeting being in Feb

Inhaled Glucagon contact reached out- planning to coordinate a webinar date (Paula asked for their email to be a vendor- anna said will email and copy Paula)

NASN contact

Paula brought opening webinars open up to New England- Paula can send to other states and advertise it to their members

Wendy Wright is the only one we are charging for; will be nice to have larger audience and some of the states don't have the webinars b/c don't have the bandwidth

Regional Meetings:

Charlene updated Nancy to have a room for the meeting. Pam D coordinated Convenient MD speaker. Anna updated has conflict with webinar date. Charlene shared its Manchester and all surrounding towns. Charlene will let Nancy and Pam know about conflicting date if can pick another date. Stephanie Doule will speak at the meeting.

Scholarships:

No updates- Lynne note present.

NASN Director

Meg will be attending a NASN meeting in DC and voting on a new strategic plan. We have had a lot of meeting with consulting firm.

Other updates: Meg thanked Paula for getting out the survey about vaccines- received 40 responses so far. Meg shared it out to all 6 associations. Meg tried to keep it very a-political. Meg would like to do a poster presentation on it if she gets good data.

Laurie adjourned the meeting.

See below additional notes from AI meeting summary & AI meeting summary of next steps.

Next Board Meeting: February 19,2026 4:30 PM Zoom

AI Meeting Summary of Next Steps:

- [Paula: Send cancellation notice to Wild Apricot to stop future payments after downloading needed data \(by approximately February 10th\).](#)
- [Paula: Look into adding Pamela Clay-Storm as a user on Zephyr or provide her with payment details via Google Doc for accurate QuickBooks entry.](#)
- [Paula: Manually register Meg and Colleen/Kelly for the February 12th webinar and send them the info.](#)
- [Anna: Put Christine March webinar info into a Jotform for Paula.](#)
- [Paula: Email inhaled insulin contact to invite as a vendor and copy Anna for follow-up.](#)
- [Anna: Reach out to Heather about interest and logistics for running the NHSNA merchandise table at the New England conference and report back on her interest and needs.](#)

- [Paula: Find and upload a template for shortened annual reports to the drive for all board members to use.](#)
- [Paula: Send out JOT form to current board members to determine interest in open positions and potential role changes for spring meeting elections.](#)
- [All board members: Individually approach potential candidates for open board positions.](#)
- [Paula: In March, collect names of retirees for recognition/gifts.](#)
- [Paula: Update advertising/communication for retiree gifts to clarify gifts are for those attending the meeting.](#)
- [Anna: Let Heather know about the \\$400 budget for merchandise table and confirm that she is able to buy retirement gifts and Barbara French Award.](#)
- [Paula: Add Wendy Wright's session to the NHSNA website/conference registration.](#)
- [cmccarron: Email Nancy and Pam to inform them that February 12th is not available for the Manchester regional meeting due to a webinar, and help coordinate a new date.](#)
- [Anna: Reach out to Dialectable Behavior Therapy group \(and possibly others\) to invite as vendors for the spring conference.](#)
- [Paula: Contact NASN to confirm approval of bylaw changes and coordinate final vote via Jotform.](#)
- [Pamela Clay-Storm: Complete and submit the charitable trust annual report.](#)
- [Pamela Clay-Storm: Send 1099 forms to Paula and Nancy by end of month.](#)
- [Paula: Email directly to people who have shown interest in School Nurse of the Year nomination to encourage submission before January 31st deadline.](#)
- [Colleen: Follow up with speakers for spring conference to finalize contracts and agenda details.](#)
- [Anna: Look through minutes/committee reports to locate finalized bylaw changes and send to Pamela Clay-Storm if found.](#)
- [Paula: Contact NASN for update on expected arrival of checks to update Pamela Clay-Storm.](#)
- [Anna: Call Heather tomorrow regarding merchandise table and budget.](#)

AI Meeting Summary:

Finalize changes to Bylaws

The committee also discussed last updates that were made to bylaws- draft of updated bylaws sent to NASN by Paula. Paula will contact NASN to clarify the status of the bylaw changes and determine the next steps for approval. The charitable trust annual report was reviewed, and Pamela confirmed that the organization does not act as a fiscal sponsor for other organizations.

1099 Forms and Partnership Updates

The group discussed several topics, including upcoming 1099 forms, discussion of inquiry of a potential partnership with a med spa, and updates on website unification. Pamela Clay-Storm confirmed she would send out 1099 forms by the end of the month. Laurie inquired about a proposed partnership with a med spa, and Paula clarified that while it wouldn't prohibit other partnerships, there were pending rules for med spa licensing. Paula also provided an update on the organization's website, noting that it was now complete and operational, with plans to redirect the nhschoolnurses.org domain and cancel the Wild Apricot subscription.

QuickBooks Integration and Membership Decline

The team discussed payment processing and QuickBooks integration, with Paula explaining that Zeffy transactions would not automatically sync with QuickBooks due to cost constraints of the required Zapier integration. Paula agreed to either add Pamela as a Zeffy user or provide a Google Doc with payment information, while noting that membership numbers had dropped from 350 to 312 due to non-renewal of NASN, with further declines expected over the coming months. Meg offered to continue promoting NASN benefits to help retain members.

SNY & Spring Conference & Essential/St A's Conference & Legislation Update

The group discussed the school nurse of the year nominations due by January 31st, and two upcoming conferences. For the Spring Conference, Colleen reported waiting for speaker contracts to finalize the agenda, while vendor participation remains uncertain due to potential competition from St. A's conference. Lisa provided an update on legislation, noting that HB1719 aims to remove hepatitis B from New Hampshire's required vaccine schedule, and Meg confirmed she had sent a letter regarding this issue.

Board Discussions/Webinars/Survey and Event Preparations

The board discussed several key topics including webinar planning, regional meetings, and spring meeting preparations. They reviewed upcoming webinars featuring various speakers and discussed potentially opening them up to other states. The group also addressed plans for a regional meeting in Manchester and agreed to allocate \$400 from the hospitality budget for a marketplace vendor at both spring and NE conference. Discussion about limiting retirement gifts to attendees who show up at the meeting rather than mailing them out. Meg reported receiving 40 responses to a survey about vaccine resources and booster requirements among school nurses.

Kindly submitted
By Anna Cook