

March 19, 2026 Board Meeting Minutes- recorded by AI & reviewed & submitted by secretary.

Meeting Start: 4:30 PM End: 6:00 PM

Attendance:

Executive Board Members	Committees
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pamela DiNapoli, President <input 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 checked="" type="checkbox"/> Lynne Butler, Scholarships <input type="checkbox"/> Heather Ann LaBier, Hospitality/Sunshine <input checked="" type="checkbox"/> Sharon Gamache, Legislation <input type="checkbox"/> Lisa Therrien, Social Media <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, Interim Executive Director <input type="checkbox"/> Linda Compton, Past Board Member 	<p>Guest Gretchen Shippee -present</p>

Pam Dinapoli called the meeting to order. Minutes reviewed - Charlene motioned to accept minutes & Pam 2nd the motion. All in favor. None opposed.

Treasurer Report: Pam Claystorm updated: Citizens Bank Balances:

Checking 40,447.12

Savings 10,361.75

Quick recap

The New Hampshire School Nurses Association board meeting focused primarily on the decision to cancel their upcoming spring conference due to low registration numbers, with only 21 paid registrations despite significant advertising efforts. The group discussed the financial implications of cancellation, including an \$80% penalty for venue costs and the need to refund vendors, ultimately deciding to proceed with cancellation. The board also planned an alternative annual zoom membership meeting for **May 6th** to recognize School

Nurse Day and celebrate their School Nurse of the Year recipient. Annual reports will be shared with members, voting on nominations for upcoming board & committee positions. Additional topics included updates on continuing education webinars, Medicaid billing opportunities for school nurses, and regional meeting feedback showing high satisfaction among attendees.

Next steps

- [Paula: Send notice to vendors and list of refunds needed to Pam regarding spring conference cancellation](#)
- [Paula: Email all registered attendees, speakers, and vendors about spring conference cancellation](#)
- [Paula: Remove spring conference registration from website](#)
- [Paula: Include notice about spring conference cancellation in next newsletter](#)
- [Meg: Submit request for governor's proclamation for School Nurse Day by March 6](#)
- [Paula: Set up annual meeting via Zoom for May 6, 4:30-6:30](#)
- [Charlene: Organize next regional meeting in Concord area \(consider NEA building, NHTI, or Department of Ed building\)](#)
- [Charlene: Put out request to members for potential meeting spaces in Concord area](#)
- [Lynn: Upload national certification certificate to drive and submit reimbursement request to Pam](#)
- [Paula: Review t-shirt order shipping options and send results to group](#)
- [Paula: Contact Heather Ann about handling of t-shirts and other conference merchandise](#)
- [Paula: Meet with Gretchen via Zoom in couple weeks to explain how to navigate association systems](#)
- [Paula: Email association email login information to Gretchen](#)
- [Anna: Contact dental and two other presenters about spring conference cancellation](#)
- [Colleen: Contact Graconi and other speakers about spring conference cancellation](#)
- [Paula: Put information about NASN group registration discount in next newsletter](#)
- [Paula: Send out Jot form reminder to encourage more responses before annual meeting in May](#)
- [Anna/Committee: Plan pre-planning meeting for next year's continuing ed between annual meeting and June](#)
- [Meg: Forward School Nurse of Year event details to Colleen](#)
- [Colleen: Collect information from board members about attendance at School Nurse of Year event](#)

- [Paula: Email Optum to ask if they're still presenting \(follow-up from Pam's request\)](#)
- [Pam: Contact Nancy about adding information about past year to annual report](#)
- [Paula: Put bylaws changes out to membership 2 weeks before annual meeting for vote](#)
- [Paula: Email link to Jot form to Lisa for committee preferences](#)
- [Paula: Add photographer task to conference task list \(if not already added\)](#)
- [Paula: Forward presentation from JSI \(about Medicaid to Schools program changes\) to group when received](#)

Summary

Association Updates and New Initiatives

The meeting focused on welcoming new member Gretchen and discussing various association updates. Pam reported on a positive meeting about Medicaid billing for school nurses, noting that the new Medicaid coordinator is exploring how nurses can bill for services and conducting time studies on different procedures. The group discussed an upcoming partnership with SNU to host webinars on 504s/IEPs and HIPAA/FERPA topics in late September/early October. Paula provided updates on the annual report preparation for the spring conference and announced that bylaws changes related to unification would be distributed for a vote early next week. The conversation ended with a discussion of nominations for various positions, including Meg volunteering for president-elect and Anna expressing interest in learning more about the NASN Director role. Paula reviewed & shared survey info collected of each board member's interests & nominations of other members for positions for board & committee for the upcoming year.

Committee Roles and Task Forces

The meeting focused on reviewing committee roles and positions for the upcoming year. Anna Cook agreed to remain on the Continuing Education Committee, while Colleen indicated she would take a break from the spring conference role. The group discussed forming task forces for delegation guidelines and also a committee for SNHU collaboration, with Charlene, Paula, and Gretchen volunteering to participate. Lynn offered to continue handling scholarship coordination, and the New England conference planning committee was reviewed, with Paula and Meg confirming their leadership roles through 2028. Charlene shared would like to continue to coordinate regional meetings.

Volunteer Roles and Program Updates

The meeting focused on various volunteer positions and responsibilities within the organization. Paula explained the "Every Student Counts" program, which involves collecting and uploading specific information to a national database and attending meetings. Colleen confirmed her willingness to continue as School Nurse of the Year, despite the workload.

The group discussed the NCSN liaison role, with Gretchen expressing interest in joining, and Paula provided details about the responsibilities, including mentoring and running study groups for certification. Colleen announced that the Eddies awards ceremony will be held on June 6th, and she requested attendees to inform her of their interest in attending, as they currently have 10 seats reserved.

New Hampshire Vaccine Legislation Update

The group discussed two key legislative bills in New Hampshire. They opposed HB1449, which limits vaccine clinic operating hours and requires parent presence during vaccinations, as this would create barriers for working parents. Regarding HB1121, which defines adequate education costs and lists positions, they noted that while nurses were initially removed from the bill, an amendment was passed in the House to reinstate them, though the bill still needs Senate consideration. The group agreed to monitor both bills closely, particularly as they approach crossover day on March 26th, and discussed the importance of tracking amendments and building support for their positions.

School Nurse Funding Advocacy Discussion

The group discussed concerns about New Hampshire removing school nurses from the list of personnel required for adequate education, which would allow local districts to decide whether to fund them based on local ability to pay rather than state mandate. They agreed to wait for the issue to reach the Senate before mobilizing members and the board for advocacy. The team also confirmed speakers for upcoming continuing education essentials school nurse conferences at Saint A's this summer including Dr. Jakes for audiology and Dr. Morse for vision, while exploring the possibility of adding Ellen from Hear to Learn as a future webinar speaker for hearing screenings content. Anna shared a resource (from Hear to Learn) document that has hearing screening guidelines for school nurses. Paula posted on site. Anna to connect Ellen with Paula for potential speakers for SNHU or webinar. Ellen is an educational audiologist who works for Hear to Learn and contracts to schools.

Conference Attendance and Financial Concerns

The team discussed concerns about low conference attendance, with only 21 registered participants despite a \$2,500 minimum food contract. Colleen expressed worry about potentially having to cancel the event due to financial losses, as they are projected to lose around \$4,000 if vendors back out. The group discussed various factors contributing to low attendance, including economic stress, high gas prices, and competing conferences, with Paula noting that advertising has been extensive across multiple platforms including

the NASN website and social media. The team agreed to review the venue cancellation terms and consider additional advertising efforts to boost attendance.

Event Cancellation Financial Liability Discussion

The team discussed whether to cancel an upcoming event due to low attendance, with only 10 out of expected attendees being paid. They discovered they would still be financially liable for 80% of estimated food, beverage, and room rental charges (\$2,000) if they cancel, as they are past the cancellation deadline. The group debated options including offering refunds to vendors, allowing them to transfer to next year's event, or potentially negotiating with the venue about the cancellation fee given their non-profit status.

Conference Cancellation and Future Planning

The group decided to cancel the upcoming conference due to low registration numbers. Paula will notify vendors and handle refunds, while Colleen will contact speakers about the cancellation. The team discussed reassigning some presenters' content to future events, including potentially converting one presentation into a SNHU module. They also considered holding an annual meeting via Zoom as an alternative, though this was left as a potential future decision rather than an immediate action item.

Annual Meeting Planning and Survey

The group discussed planning for their annual meeting and decided to hold it on May 6th, School Nurse Day, from 4:30 to 6:30 PM. Meg agreed to request a proclamation from the governor recognizing school nurses as essential components of education. The team reviewed webinar attendance, noting mixed results with most webinars having low attendance. Idea discussed planning for next year's webinars earlier- posting at the beginning of the school year calendar for members. Charlene presented a survey on regional school nurse meetings, which showed high satisfaction among attendees, and proposed holding the next meeting in the Concord area, potentially at the NEA building.

New Hampshire School Nurses Meeting

The group discussed organizing future meetings for New Hampshire School Nurses, agreeing to start with quarterly meetings but acknowledging that annual meetings might be more practical initially. They explored potential venue options including Concord High School, the Granite State College building, and St. Anselm College, with a preference for locations that wouldn't require food service. Lynn reported submitting reimbursement requests for two school nurse certification exam fees totaling \$350, and Paula announced that \$742 had been raised for a scholarship fund. Meg provided highlights of her service as NASN Director, including updates on conferences, strategic planning, and position statements, noting that her final transition meeting would be in December with the new NASN Director taking over in January.

Next meeting:

April 16, 2026 4:30 PM Zoom