

MNSOPHE ***MN SOPHE Board Meeting of the Executive Committee and Officers***

**Date:** September 11, 2020  
**Time:** 10-11:30 AM

**Location:** Via Zoom <https://umn.zoom.us/j/477776736>; Meeting ID: 477 776 736

[**AGENDA**](https://docs.google.com/document/d/1qFpyp0hzZpD-ZS1HK3XMDUrVb0q9Pg25kWDZjeLMsYs/edit?usp=sharing)

Call to order & approval of agenda – Suzanne

Roll call – Jean

**Old Business**

* Secretary’s report and approval of [August 14, 2020 Minutes](https://drive.google.com/file/d/1oPA2tZhqVvkExytlPKMpRWCdqIvRHJ87/view?usp=sharing)
* Goals for 2020 Updates and Progress Reports
  1. Implement an awards recognition program – Karl Larson, ad hoc committee
     + Committee update: Kelly and Mary
  2. Explore scholarship program opportunities for students and professionals - Liz, Judith, Mary
  3. Explore process and documents needed for becoming a 501(c)(3) organization - Cherylee, Suzanne
  4. Explore partnering opportunities with other organizations
     + MN Public Health Association would like to do a joint CHES/MCHES credit application for the virtual conference scheduled for Sept 15-16, 2020 - Cherylee, Antonia, Mary, Suzanne
* MN SOPHE Comprehensive Diversity, Equity, Inclusion Special Committee [Report](https://docs.google.com/document/d/1Aiy4qYNy3fI2JYDYXMjNTld8TTK608sYVzILgxKnhBg/edit?usp=sharing) - Derek

**New Business**

* Intern for MN SOPHE - Mary
* Officer and Committee Reports

- President Report –Suzanne

* Ballot for 2021 Terms: Timeline: Send to member on September 15, 2020 with a due date of September 29, 2020
* Annual Meeting and Notification to members
* Virtual Annual Meeting, October 22, 2020 12:30 – 1:30 pm Awards/Business Meeting – Agenda items

- Past-president Report – Joe

* By-law revision draft
* Approval not needed by membership Article XII. BOARD OF OFFICERS Section 1. Powers. C. The Board of Officers shall also be responsible for biannual review/update and approval of chapter bylaws.

- President-elect Report- Kelly

* [2020 Summit Planning](https://docs.google.com/document/d/1p8y8ROCp_MSRd4L4AnqRQMTA63rhGJAtSLpRwBIsKVo/edit) - October 22, 2020

- Student Representative Report-Madeline

-Treasurer Report—Cherylee

* Audit needed? Section 3. Audit and Financial Statements. A. A written report as prepared by the Treasurer shall be submitted to the Membership annually. B. An internally audited financial statement shall be submitted at least every three (3) years to the Membership. C. The Board of Officers may convene a special committee or work group to facilitate in the auditing process with the Treasurer serving as the chair/lead of this special committee or work group.

- Advocacy Report – Derek

- Continuing Education—Antonia

- Delegate Report—Judith

- Membership/Communications Report—Liz and Mary

6. Good of the Order

7. Adjournment