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August 2023 Agenda

August 18th, 12- noon

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

Join Zoom Meeting

<https://us06web.zoom.us/j/84200638094?pwd=YmhMUUwyV1ZPOGlBVGJjeFhNY0h6UT09>

Meeting ID: 842 0063 8094

Passcode: 925897

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+19292056099,,84200638094#,,,,\*925897# US (New York)

**Resources:**

* [Board Google Main Folder](https://drive.google.com/drive/folders/1kyjv4A3S3r-rE19GW0EJITJl8Zz2yAbr?usp=sharing)
* [Meeting Expectations](https://docs.google.com/document/d/16gCMIMNEmDzTphtVhYfFfaAv_vZEJjpxmEOwVH5tHPo/edit)
* [2023 Meeting Schedule](https://docs.google.com/document/d/1v81kMeJdV1yeYShE07UO91kl4ExqqNQfuI7L0Me9Q88/edit)

**AGENDA:**

**Chat Icebreaker, Agenda, and Roll Calls** **(12:00 PM - 12:10 PM)**

Call to order, introductions & approval of agenda – Liz

Roll call – Jean

**Old Business (12:10 PM - 12:15 PM)**

* Approval of July 2023 Minutes submitted by Jean available [here](https://docs.google.com/document/d/1M2S7Yhb1eZXMaQxqRuSv5fFy8ZKKQHFF/edit)

**New Business (12:15 PM - 12:30 PM)**

1. **How are things going?**
   1. Board member feedback - [Jamboard link](https://jamboard.google.com/d/12gnQZi6xes-fewukmhlUCxLSg2r8Ha_pUE4ZeiMT5Yc/edit?usp=sharing) (anonymous)
2. **MN SOPHE flavored tobacco restriction sponsorship from ALA** (Katie)
   1. Updates
      1. toolkit - video is almost complete and next week we are meeting to discuss finalizing the toolkit! Partnered with a teacher at Winona State so we will be tabling with them at a couple Rochester events in September in addition to campus and educator conferences.
      2. MN SOPHE day at the capitol - early in 2024, date TBD
      3. sticker contest - runs through the end of the month. Mary is going to get her students involved in the sticker contest as well after a presentation Katie gives next week.
      4. Moving our educational speaker to December
      5. FREE wristbands we are giving out at tabling and to anyone who wants to support the work. Let me know if anyone wants one or a few to hand out! They say “ inspire. respirar. ua pa. Flavored Tobacco Free Minnesota”
   2. Questions for the group - if Nuri cannot answer, send me an email :)
3. **2023 Goals - Updates on Progress (12:30 PM - 12:40 PM)**

* **Develop year-round board recruitment** (Liz and Subcommittee)
  + Meeting after this meeting from 1-1:30pm - [agenda](https://docs.google.com/document/d/1p5ld-CBgs5WKkrhMx7XZsmeYJn-t_XSr/edit)
* **Analysis of current governing documents** [(Bylaws and Policies and Procedures](https://docs.google.com/document/u/0/d/1TJ1vn0OAuUpGwucnXxUc22D2KayRlVHa/edit?usp=drive_link&rtpof=true&sd=true&urp=gmail_link&pli=1)) - Mary, Jean, and Liz
* **Increase membership**- In Membership and Communications report

**Officer and Committee Reports (12:40 PM - 12:58 PM)**

1. **Officer and Committee Reports - Board Members, add your notes below - Verbal report 1-3 minutes.**

* Past-president Report –Mary - this year we are undertaking two processes to help with our organization governance. Open invitation to everyone on the board to help with future visioning of MN SOPHE - invitation to board!
  + **1) Update on new “Board Manual”** process for all board members (part of streamlining our onboarding process for board members is to put all governing info in one place. Easier to search and find answers. Mary drafted 1st version which was a compilation of the P and P manual + By-laws. Liz and Jean have reviewed and added input/revise. Look for an ask from me in the next month for full board to review and add input. We do NOT need to review by-laws this year, that happens next year. Goal: Pass the new “Board Manual” by December 2023 board meeting and start using 2024.
  + **2) 5 year plan/ strategic planning** - Liz and Mary are reviewing National SOPHE’s 5 year plan and creating our own. Will share with board soon.
    - Any board member invited to a National SOPHE informational webinar on Tuesday, 8/22, at 11 am (CST). Michele Bildner, DrPH(c), MPH, MCHES®, current Speaker of the House of Delegates, invites HOD and other volunteer Chapter leaders to attend an informational webinar outlining her dissertation research study to assess and increase readiness for achieving the new strategic aim. She will discuss the study purpose, design, goals, and future implications for SOPHE Chapters and the House of Delegates. Wendy will be attending.
    - To Join Zoom Meeting on Tues, Aug 22 at 11:00 (CST): [https://uic.zoom.us/j/83428749883?pwd=SnljM243Uk1MUk1tR3Zyc0pZZzhpQT09](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuic.zoom.us%2Fj%2F83428749883%3Fpwd%3DSnljM243Uk1MUk1tR3Zyc0pZZzhpQT09&data=05%7C01%7Cwendy.schuh%40mnsu.edu%7C18714e7625514f84f10608db98331545%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C638271117674842123%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rxFJk3L4R1Qq7NhrplgVBlYpu4dPY8%2BYzd8k2QOTnTA%3D&reserved=0)

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* + Future changes to CHES/MCHES credits - on our evaluations people will need to show knowledge gained not just check boxes. Cat - do you know WHEN exactly this change is taking place?
  + REMINDER: Encouragement for some on board to consider National offerings. **National Membership:**  In Aug 22, we voted to offer to cover the cost of ½ of the National SOPHE membership to President, President Elect, National Rep, and Advocacy Chair contingent on the current chapter budget. **National SOPHE Meetings Representation:**  1) Minnesota SOPHE agrees to budget up to $500 per year to assist the MNSOPHE National Delegate or proxy to attend the Annual Meeting of SOPHE (march of each year). All receipts shall be provided to the Treasurer for justification and reimbursement of meeting related expenses. 2) Minnesota SOPHE agrees to budget up to $500 per year to assist the MNSOPHE Advocacy Chair or proxy to attend the national Advocacy Summit. All receipts shall be provided to the Treasurer for justification and reimbursement of meeting related expenses.
* **President-elect Report - Lindsay**
  + Hosted the August webinar- around 16-18 participants. Great engagement and questions from the audience.
  + 20 current registrations for summit
  + All speakers are confirmed- will be looking for assistance with reviewing for CHES credits once speaker forms are submitted
  + 3 confirmed sponsors- continue to share with anyone interested
  + Early bird pricing will end after Labor Day- spread the word!
  + Hoping to finalize the agenda and post on the website in the next 1-2 weeks.
  + Mary sent out poster session abstract information- (1 submitted so far as of 8/17) please share
  + If you’re interested in assisting with anything the day of the event let me know or take a look at our sign up sheet for tasks prior to/the day of: [MN SOPHE- HES Summit 2023 Sign Up.xlsx](https://docs.google.com/spreadsheets/d/1hlAi0jfB2HszHuW5gz-BZoO3GRb2VGuO/edit?usp=sharing&ouid=115481346462737099204&rtpof=true&sd=true)
  + We are looking for giveaways to hand out the day of to participants- if you, your organization or anyone you may know is interested in donating items please let me know
  + Next committee meeting September 11th from 12pm-1pm
  + Draft agenda for reference: [2023 MNSOPHE Summit Agenda](https://docs.google.com/document/d/1KSp7cqHSEeVC_bPovMKVCXR0Qdr9npYF4T2NHgqBwms/edit?usp=sharing)
* **Treasurer Report- Katie**
  + Starting Balance $8544
  + Ending Balance $10399.72
  + We’ve had a couple sponsorships come in so far for the Summit! We can send an invoice so people can complete through paypal, if that helps garner additional sponsorships
  + Have already had orders through the merch site!
* **Awards Report- PH**
  + Submissions
    - OCPHEA: 1
    - HEYA: 0
    - Student Award: 0
  + Next committee meeting: August meeting canceled. Will communicate via email.
    - We will discuss how to present the award if an awardee cannot make it in-person to accept at the summit
    - We will work with the summit planning team about free registration for awardees (3)
  + Next steps: reach out to educational institutions about student award
* **Membership Report- Taylour**
  + 86 Total Members; 43 student, 42 professional, 1 emeritus
  + Submitted LPH nomination for awards this year
  + Assisting with the Summit Planning Committee, Taylour will be attending in person for the conference and can support with anything the day of; Taylour also has an OWL if we still want to explore a hybrid option
  + Assisted with webinar registration; sent out followup recording and posted to website here: [Minnesota Society for Public Health Education - MN SOPHE Webinars (wildapricot.org)](https://mnsophe.wildapricot.org/sys/website/?pageId=18115)
  + Held Membership and Communications Meeting on July 28th- discussion on starting up coffee chats for networking (regular Zoom calls set up) and who is tasked with poster Sessions for the Annual Summit, sharing of MNSOPHE swag (thanks to Katie / Sia)
  + Taylour has reached out for sponsorships in the Duluth area:
    - Wilderness Health
    - Essentia Health
    - Blue Cross Blue Shield
    - Health Equity Northland
    - Have we confirmed UMD as a sponsor?
    - SLC PH- they can’t sponsor state conference
  + Katie- I keep getting notices from Zoom about past due balances / Cherylee’s account. Do you have any guidance on how to proceed with this?
* **Advocacy Report- Lauren**
  + MN SOPHE signs on with 207 other organizations supporting the inclusion of tobacco cessation language in CERD General Recommendation 37 which equates to national law.
  + From Trust for America's Health: Endorse the Improving Social Determinants of Health Act of 2023. Congresswoman Barragan and Senators Smith and Murphy are re-introducing the Improving Social Determinants of Health Act. The bill text is largely the same from last Congress, which was supported by over 500 organizations.
    - [61423\_Improving\_SDOH\_Act2023\_OnePager118th.pdf (tfah.org)](https://www.tfah.org/wp-content/uploads/2023/06/61423_Improving_SDOH_Act2023_OnePager118th.pdf)
    - MN SOPHE can support this bill, vote for approval.
  + Met with Anuraa Venkat (Sophomore from Woodbury) who advocates for Child Sex Education in schools. She’s meeting in September with Senator Mitchell to draft a bill and wants MN SOPHE support as a stakeholder in the meeting and on the issue on general
  + Did not submit an abstract for SOPHE Advocacy Summit, I’m not planning on attending this year. .
* **Secretary’s Report – Jean** 
  + Met with Mary and Liz. Reviewing governing working document and looking up relevant information from previous board actions.
* **Communications Report- Sia**
  + Promotion for the summit, merch, board openings and sponsorships
  + Insights (May 20, 2023 - August 17, 2023)
    - Reach: FB 676 and IG 80
    - Profile visits: FB 96 and IG 7
    - New Likes/Follows: FB 4 and IG 1
* **National Delegate- Wendy**
  + SOPHE is continuing to search for a National CEO. Second round of interviews in DC last week.
  + Membership Values: Does MN SOPHE have a value statement? SOPHE identified 14 statements that may connect members (see end of agenda). Brainstorm when were we the FIRST? When are we the ONLY? How are we the BEST? Do we have *competitors* or *allies*? Michele Bildner, HOD Speaker, will plan a visit to each Chapter to discuss chapter surveys and form an action group to help with coordination.
* **Continuing Education- Cat**
  + September- We were hoping to get a tobacco prevention webinar set up, but I’m not sure that will happen with timing at this point might need to be pushed back.
  + Summit: Waiting to get the green light to start putting together the review process for October.
* **Student Reps- Zhanna and Nuri**
* **President’s Report –Liz**
  + HES planning committee
  + Seeking board member nominations
    - Coordinating year-round recruitment
  + Assisting bylaws/policies and procedures consolidation
  + Annual Business Meeting
    - Consider the flavors webinar as part of it to add credits as well as give a big thanks to our biggest sponsors this year
    - December 15th likely the date from 12-1:30pm (regular meeting date)
  + [Strategic planning - 5 year plan](https://docs.google.com/document/d/1bTm_TjomyySjWYkb50Yf-_vJ40boz4BQgrGHP41JAlU/edit)

**6. Good of the Order (12:58 PM - 1:00 PM)**

**7.  Adjournment**

|  | **2023** |
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| President | Liz Heimer  [heimerliz314@gmail.com](mailto:heimerliz314@gmail.com)  507-848-7613 |
| President Elect | Lindsay Nelson  [lindsaymnelson1@gmail.com](mailto:lindsaymnelson1@gmail.com) or [lindsay.nelson@state.mn.us](mailto:lindsay.nelson@state.mn.us)  218-591-3866 |
| Past President | Mary Kramer  [mary.kramer-1@mnsu.edu](mailto:mary.kramer-1@mnsu.edu)  (614) 208-7115 cell |
| National Delegate | Wendy Schuh  [wendy.schuh@mnsu.edu](mailto:wendy.schuh@mnsu.edu)  507-317-1542 cell |
| Secretary | Jean Streetar  [jmstree27@gmail.com](mailto:jmstree27@gmail.com)  612-618-7822 |
| Treasurer | Katie Stapleton  [anokastorm@gmail.com](mailto:anokastorm@gmail.com)  608-386-1248 |
| Advocacy Chair | Lauren Witt  [witt.m.lauren@gmail.com](mailto:witt.m.lauren@gmail.com)  651-276-0151 (Cell) |
| Awards Chair | PH Moua  [pahoua.moua@olmstedcounty.gov](mailto:pahoua.moua@olmstedcounty.gov) or [phmoua1@gmail.com](mailto:phmoua1@gmail.com)  507-779-4528 |
| Comm Chair | Sia Xiong  [siaxiong95@gmail.com](mailto:siaxiong95@gmail.com)  (651) 338-6349 |
| Continuing Ed Chair | Cat Gangi  [gangi.catherine@gmail.com](mailto:gangi.catherine@gmail.com)  810-814-1767 |
| Membership Chair | Taylour Blakeman  [sopheminn@gmail.com](mailto:sopheminn@gmail.com)  (763) 267 4018 |
| Student Rep - Undergrad | Zhanna Dunagan  [zhanna.dunagan@mnsu.edu](mailto:zhanna.dunagan@mnsu.edu) |
| Student Rep - Grad | Nudrat Nawar  [nudratnawar.thakur@gmail.com](mailto:nudratnawar.thakur@gmail.com) |

**2023 MN SOPHE Board Meeting Schedule**

**3rd Friday of the Month**

**Noon - 1:00 PM**

February 17, 2023

March 17, 2023

April 28, 2023 -Note this is Fourth Friday of April\*

May 19, 2023

June 16, 2023

July 21, 2023

August 18, 2023

September 15, 2023

October - TBD based on annual conference

November 17, 2023

December 15, 2023



POSTER





