| ***MN SOPHE******Meeting Agenda/Minutes/Summary*** |
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| **Date:** 5/19/23 | **Time:** 12-1pm |
| **Location:** Zoom |
| **Attending:** Liz (President), Sia (Communication), Wendy (National Delegate), Cat (Continuing Education), Zhanna and Nuri (Student Reps), Mary (Past President), Lindsay (President Elect), Katie (Treasurer), PH (Awards), Lauren (Advocacy)  |
| **Absent:** Jean (Secretary), Taylour (Membership) |
| **Facilitator:** Liz | **Recorder:** Lauren |
| **Meeting Objectives:** Approve April meeting minutes, new business |
| **Minutes Approved: June 16, 2023** |
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| **Agenda Item** | **Discussion** | **Person assigned** |
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| **MN SOPHE flavored tobacco restriction sponsorship from ALA** | Katie is working with schools and students to get testimony on how vaping has impacted their lives. One activity planned is tabling in the fall at various universities to connect students with resources. The student reps are helping create resources over the summer. Katie met with Smoke Free Generation Coalition 5/18/23 to get updates and will continue to meet as required under the contract.  | Katie, Zhanna, and Nuri  |
| Communications Report  | Since the last meeting, 276 individuals were reached on Facebook and 56 on Instagram. 6 people visited the Facebook page and 9 the instagram page. There were 40 new likes and followers on Facebook and 2 on Instagram. MN SOPHE Award nominations have started.  | Sia  |
| National Delegate | Wendy will vote for Joanne Chopak-Foss (PhD, FASHA. SOPHE National Board of Trustees, Delegate Trustee, Chapter Delegate, Georgia SOPHE), the only nomination for SOPHE 2023-2024 House of Delegate Speaker-Elect.  | Wendy  |
| Continuing Education  | Continuing education review process for MPHA conference is complete and there are 7 credit options available, 5 CHES and 2 MCHES. MPHA will cover the cost of anyone that’s not a SOPHE member. Cat is reviewing a different process for the MN SOPHE conference. Cat is also coordinating at least 1 CE credit per quarter with upcoming topics including period poverty and harm reduction/overdose fatality reviews. The review process takes 1 month, so board members need to let Cat know ahead of time for credit opportunities. Katie will work with Cat to get a tobacco webinar set up as required in one of the contracts.  | Cat, Katie  |
| Student Representative Update  | Zhanna and Nuri want to host an online student event in August or September. They’re hoping for broad outreach over multiple campuses so an online event works best for that and they’re coordinating more details. They’re also working with Katie on ALA Smoke Free work to create culturally relevant resources and help with other activities as their capacity allows.  | Zhanna, Nuri  |
| Secretary  | No update. | Jean  |
| Past-President  | No update.  | Mary  |
| President Elect  | No set location or date for the Annual MN SOPHE conference, Lindsay ran into issues with campus option in Duluth and she’s now looking into other options. October 20th was the original date and we’re hoping to keep that since all 5 speakers confirmed that date though depending on the room we may have to adjust. Save the Dates will go out when the date is confirmed, and the conference title is Healing Communities- A Minnesota Summit on Mental Wellbeing. The planning committee increased the cost though Early Bird discounts will ideally go out in June once the date is finalized.  | Lindsay  |
| Treasurer | Katie will look into contract funds and getting some money used for student attendance at the MN SOPHE conference. Katie will send reports as needed for tobacco contracts and MN SOPHE will receive funds in June (each having separate reporting requirements). Katie has set up online banking for MN SOPHE and she’ll oversee the account. There’s been 1 student and 1 regular member cost added to the statement.  | Katie |
| Awards | PH is working with the Communications Committee to begin outreach about the 2023 awards through Sia’s communication emails and social media. The student award will now be done in November or December meeting to give students and professors more time to consider nominations, the committee will decide when to award closer to when nominations are in. * + Deadlines for awards:
		- Professional awards (HEYA & OCPHEA): September 8
		- Student award: November 3

Challenge for the board: **Would each board member ask at least one person to consider nominating someone or to self-nominate?**  | PH |
| Membership  | Member update: 83 total (1 Emeritus, 42 professional, 40 student). HES Committee drafted a conference image and Taylour is working on a nomination to submit to PH / Awards Committee. Request to please submit any monthly meetings, volunteer requests, or other engagement opportunities on the closed MN SOPHE membership group on Facebook. The website fee will renew June 9th for $1,224 and Cherylee will see the charge though if Katie gets the new credit card in time she will change that charge. (Cherylee does not have online access though, only 1 person does and currently it’s Katie)  | Taylour  |
| Advocacy  | Advocacy Priorities for 2023: 9 responses from the member survey and through committee meetings we’ll determine areas to focus on (resolutions are separate and can/will still be advocated on as capacity allows). Advocacy Committee meeting on 5/31/23 and meetings will run bi-monthly. Lauren will attend a voting and health meeting June 6th and reconnect with the work group. The Democracy for the People Act passed and there’s follow up work on that to focus on which is a main committee focus. Katie is doing tobacco work and will update on her work.  | Lauren  |
| President Report  | Liz is supporting committees as capacity allows. She’s attending and participating in the HES planning committee, and attended the MPHA planning committee for Jean as MN SOPHE rep on Monday, March 20. Liz is coordinating the year-round board recruitment process after board meetings. Liz joined Katie with a meeting with ALA for flavors ideas and priority areas and will assist with bylaws/policies and procedures consolidation. She’s tentatively participating in the advocacy committee.  | Liz  |

Meeting Summary: Great work everyone!