| ***MN SOPHE Board Meeting of the Executive Committee and Officers******Agenda/Minutes/Summary*** |
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| **Date: June 16, 2023** | **Time: 12-1 pm** |
| **Location: Zoom** |
| **Attending:** Liz Heimer, President; President Elect, Lindsay Nelson; Mary Kramer, Past President; Katie Stapleton, Treasurer; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; PH Moua, Awards and Recognition; Cat Gangi, Continuing Education; Taylour Blakeman, Membership Chair; Nuri Nudrat and Zhanna Dunagan, Student Representatives |
| **Absent:** Sia Xiong, Communications; Wendy Schuh, National Delegate |
| **Facilitator: Liz** | **Recorder: Jean** |
| **Meeting Objectives:** |
| **Minutes Approved: July 21, 2023** |
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| **Agenda Item** | **Time** | **Discussion** | **Person assigned** |
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| Call to order; Introductions /Ice Breaker; and approve agenda  | 12:00 - 12:10 PM | The June meeting was called to order by President Liz Heimer at 12:01 pm.For introductions we shared what we have been doing this spring…or do we have plans for the summer?Jean made a motion to approve the agenda with a second from Katie. Approved | Liz |
| Roll call |  | Sia and Wendy were unable to attend. See reports below | Jean |
| **Old Business** | 12;10-12:15 PM |  |  |
| Approve minutes |  | Cat made a motion to approve the May minutes with a second from Lauren. Approved. Jean will add the date, send to Taylour for posting, and send Highlights from the June meeting to members. | Jean, Taylour |
|  |  |  |  |
| **New Business** | 12:15-12:30 PM |  |  |
| Board Member Nominations are open! |  | Thanks to Liz and the subcommittee for working on statements for open positions to support year round recruitment for board positions. An email has been sent as well as notifications in the MDH Mail Bag, Basecamp, Linked In and social media. Board members will also connect with MPHA, and alumni groups. Online applications for open positions will be due Sept 29. Elections will follow and new board will be announced by the end of the year. Thus far we have:Wendy reapplying for National Delegate; Lauren for Advocacy; Lindsay will be on the ballot for special election for President; and Taylour has someone applying for the Secretary’s position. Still open are: Communications and Continuing Education. Think about people you know, have been on committees, or other connections that could be nominated. They are welcomed to attend any of our board meetings going forward |  |
| MN SOPHE flavored tobacco restriction sponsorship from ALA |  | Progress report: Current activities include a T-shirt design contest for the outreach activities. Next up will be a design sticker design contest. Katie serves on the coalition and is also involved with the steering committee and the racial equity committee. Later this year there will be training from MDH for Tobacco Treatment Specialist-Katie will attend for certification. Student reps have been helping with upcoming MSU-Mankato tabling events. Katie has submitted invoices for the first payment from the ALA funding. Cat asked about the timeline for the flavored tobacco webinar. Katie said that we can complete that task by the end of the year. Nice work everyone! | Katie, Zhanna, Nuri, Cat |
| 2023 Goals - Updates on Progress |  | Develop year-round board recruitment - President and others*Underway*● Analysis of current governing documents (Bylaws and Policies and Procedures) – *June start date*Mary, Jean, and subgroup● Increase membership- *In Membership and Communications report* |  |
| **Officer and Committee Reports** | 12:40 - 12:58 PM |  |  |
| President-elect - Lindsay |  | Have an official date/location for the summit: October 19th at Clyde IronWorks in Duluth. Expecting a time frame of 8am to 4:30 pm.○ Save the Date is ready and has been shared via social media (thank youSia!)○ Summit registration is set to open at the end of June/early July. We willhave early bird registration open from 1-2 months, then will increase thecosts to regular pricing for professionals. Student rate will stay the same.Superior WI interested in sending students and faculty. Discussion regarding a virtual option. Several thoughts about equity in being able to attend, less time and travel etc. Committee will check into arrangements for this option. Possible access to an “owl.”○ We are in the process of updating sponsorship communications. If youknow of any organizations who may be interested in sponsoring ourconference please let Lindsay know. |  |
| Treasurer - Katie |  | There is a folder in shared docs for treasurer’s information. Going forward Katie will send a link so documents can be reviewed by board. Note that there will be two tabs for balance sheets in order to track the ALA funding. Wild Apricot has been paid. End of May balance $9,099 and current balance is $9,176. |  |
| Awards & Recognition- PH |  | Award application links posted in MDH community health mailbag○ Awards updated on our webpage○ Please continue to encourage colleagues and friends to apply. Nosubmissions yet.Health Educator and Outstanding Contributions to PHE due Sept 8 and will be announced at Summit. Student recognition is due in Nov and will be announced by the end of the year.Jean will put in Board Highlights for Members and can send along to MPHA. |  |
| Membership - Taylour |  | 82 total members (40 professional; 41 Student; 1 Emeritus)○ 2 new members in the last month, both student members○ Starting to help with conference registration |  |
| Advocacy - Lauren |  | Met with voting and health and we’re discussing how to supportimplementation of Democracy for the People Act and Restore the Voteacts■ Showing support for AVR with MDH and DHSResearch Visit Training: planning for this with voting and healthworkgroup to understand how we can strengthen voting legislationoutcomes and advocating for voting and health with government leaders■ This will shape a long term advocacy plan with MPHA for votingand healthLiz commented that the May Advocacy meeting provided good discussion. |  |
| Communications - Sia |  | In the last 28 days (May 17 - June 13):■ # of people reached = 402 FB and 64 IG■ # of people visited = 62 FB and 20 IG■ # of new likes/followers = 1 FB (358 total) and 3 IG (143 total)○ June posts: PRIDE, MN SOPHE board recruitment, MN SOPHE awards,Juneteenth, MN SOPHE summit○ Attended the summit planning committee and am working onsponsorship posts and summit promo images |  |
| National Delegate- Wendy |  | Chapter Conferences, Events, Networking Opportunities, Webinars: Sendall upcoming event descriptions, dates, times &amp; links to Tom Webbtwebb@sophe.org for promotion and inclusion on SOPHE’s calendar○ Awards, Fellowships &amp; Scholarships - Society for Public Health Education -SOPHE. Deadline: Friday, June 30, 2023○ Updated By Laws |  |
| Continuing Education- Cat |  | 63 CHES credits awarded from the MPHA conference. Most were MN SOPHE members. August 10: Period Poverty WebinarNovember 8: Overdose Fatality ReviewPossible Sept date for ALA flavored tobacco webinar/TBDStarting to review process for summit- building out review survey, andsetting up review forms.Will make requests for CHES application reviewers.Digital Wellness Workshop idea- Mary suggested this online workshop forCHES credit, and I wanted to discuss it with the board to see if we want topursue this idea. Maree Hampton (MN SOPHE member is co-exec), could also be a presenter for the Oct Summit. |  |
| Student Reps- Zhanna and Nuri |  | Working with the Minnesota Smoke Free Generation and Katie■ Will be contacting the Partner Schools Soon■ Have created Stickers, T-shirts, and posted them for competition■ Meeting with Taylor○ Created a JamBoard with ideas to host events for students■ Process of creating logistics for the proposal |  |
| Secretary– Jean |  | I attended the MPHA Annual Business and Awards meeting on June 14.As part of the year-in-review, MN SOPHE was thanked for collaboratingon the Governor’s Resolution recognizing Public Health Week, and for ourwork to provide CHES/MCHES credits at the annual conference.○ I will attend the MPHA conference debriefing meeting on July 10. Ifanyone attended and has comments, please let me know. Cat and Liz,your comments are also valued!Thank You! To Taylour and Lauren who took minutes while I was traveling in April and May.Liz asked about the virtual experience at the MPHA conference. Most of the main speakers came through Zoom okay. The breakout sessions were difficult to get into or there were other technical difficulties (could not see the speakers, only the participants; the slides did not show up until halfway through the session; and unclear trouble shooting).  |  |
| Past-president –Mary |  | Board by-laws/policies process to begin over the summer. |  |
| President –Liz |  | HES planning committee■ attending and participating○ Sent out board nomination language and list■ Coordinated with Sia○ Plan to assist with bylaws/policies and procedures consolidation○ Joined Advocacy Committee meeting |  |
| Good of the Order  |  | ● Sending well wishes to former board member, Judith Luebke. Mary Kramer provided a "Care package” from MN SOPHE-Thanks You, Mary!And a Thank You from Judith for thinking of her during recovery. |  |
| Adjournment |  | Next mtg 7/21/23 |  |

Meeting Summary:

**Student Involvement**

Thanks to funding from the American Lung Association, students will be delivering the message on campus about Flavored Tobacco. Continue to watch for ways to contribute through design contests and volunteering at upcoming events. Leadership is provided by MN SOPHE Board members Katie Stapleton, Nuri Nudrat and Shanna Dunagan. Contact them at sopheminn@gmail.com

**Awards and Recognition**

The annual MN SOPHE chapter award process is once again underway for 2023. Time to recognize colleagues and students for contributions to public health education.

[**Health Educator of the Year Award:**](https://docs.google.com/forms/d/e/1FAIpQLSeesOcQXo7wausGV4guYDqGsJEphGbblODRGZw0QcURHyJ8Cg/viewform?usp=sf_link) This award exists to recognize a public health educator who exemplifies MN SOPHE’s mission to “provide leadership to the profession of health education and promotion, and to promote our communities’ health.” Nominees are required to be a MN SOPHE member and preferred CHES/MCHES, which can be established at the time of nomination. **Nominations must be received by September 8, 2023.**

[**Outstanding Contributions to Public Health Education Award:**](https://docs.google.com/forms/d/e/1FAIpQLSfHjjx1J2-uJJKbIkGvLb3xA4DOKmNK34cksDHZ7sCCbT3ynQ/viewform?usp=sf_link)This award exists to recognize *any person* who has made significant contributions to the public health field. Examples of nominees can be health professionals, elected officials, or any individual who has demonstrated leadership to advance community health. Nominees are NOT required to be a MN SOPHE member. **Nominations must be received by September 8, 2023.**

[**Student Recognition Award:**](https://docs.google.com/forms/d/e/1FAIpQLSd-oZyK8vqiGsuA6u9W-DcN6HDAhaFOIYio6da7iddmh9WLYg/viewform?usp=sf_link)This newly established award exists to recognize a student who has demonstrated exceptional individual and professional growth, demonstrated inclusion of various cultures and values in their studies, and contributed to the promotion of health in their community. Nominees are NOT required to be a MN SOPHE member. **Nominations must be received by November 3, 2023.**

Self-nominations are also welcomed. Please see the link for more information and past recipients of awards.

<https://mnsophe.wildapricot.org/MN-SOPHE-AWARDS>

**Are YOU Looking for Experience in Leadership?**

The MN SOPHE Board is looking for individuals who are passionate about public health education and have an interest in expanding their leadership skills. If you know someone who would be a great fit for our board, we encourage you to nominate them (with their ​blessing). We also encourage self-nominations! **Any student or professional can submit a nomination or ​a ​self-nomination for any of the roles.** Roles can be served with co-chairs. Please indicate in bio if you have a co-chair interested in serving in the position with you. President, President-elect, Secretary, National Delegate, Advocacy chair, Communications chair and Continuing Education chair positions will be on the ballot in the fall.

Please use the form provided:

<https://docs.google.com/forms/d/e/1FAIpQLScA4jjREgeR3cp0KbHArtRahMlwb3hA0aKDz_X4dM_WTr4VOg/viewform?usp=sf_link>

Nominate by September 29, 2023

**2023 Annual MN SOPHE Heath Education Summit-SAVE the DATE!**

The official date for the summit is October 19, 2023 at Clyde Iron Works in Duluth, MN. The full day summit registration is set to open at the end of June or early July. Watch for announcements and early bird registration. CHES and MCHES credits will be available. This year the theme will be: ***Healing Communities- A Minnesota Summit on Mental Wellbeing.***

The planning committee is hard at work and would like to hear from you for further ideas to make this summit a great experience. Contact: Lindsay Nelson at sopheminn@gmail.com

**Upcoming Webinars**

Learn about **Period Poverty** and how MN is addressing the issue. August 10 from 12-1 pm. CHES credits available. Watch for announcements coming soon.

Committee chair, Cat Gangi has other topics for webinars lining up for 2023. Or view previous webinars…here:

<https://mnsophe.wildapricot.org/MN-SOPHE-Webinar>

**Check out Digital Wellbeing Resources from member Maree Hampton**

“Technology has transformed the way we live, no matter the age.” Learn more about approaches to more effective use of technology along with great training and resources.

[livemorescreenless.org](http://livemorescreenless.org/) (LMSL)