



***MN SOPHE  
Meeting Agenda/Minutes/Summary***

<b>Date:</b> August 19, 2022	<b>Time:</b> 1-2:30 pm
<b>Location:</b> Zoom	
<b>Attending:</b> Mary Kramer, President; Liz Heimer, President Elect; Cherylee Sherry, Treasurer; Judith Luebke, National Delegate; Taylour Blakeman, Membership chair; Cat Gangi, Continuing Ed chair; Lauren Witt, Advocacy chair; Sia Xiong, Communications chair; PH Moua, Awards and Recognition chair; Kelly Kunkel, Past President; Katie Stapleton, Student Representatives; Jean Streetar, Secretary	
<b>Absent:</b> Kenia Gutierrez, Student Representative	
<b>Facilitator:</b> Mary Kramer	<b>Recorder:</b> Jean Streetar
<b>Meeting Objectives:</b> Approve revisions to by-laws	
<b>Minutes Approved:</b> Sept 16, 2022	

Agenda Item	Discussion	Person assigned
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Welcome and Call to order	Mary called the August meeting to order at 1:01 pm. The opening “popcorn” question was “What do you like most about the transition from summer to fall?” Responses included: -easier to exercise without the heat-cooler/moderate temps-fall colors and hiking-produce-wardrobe change-football-harvesting-no bugs-cozy-pumpkin spice, we need fall for a longer period of time.	Mary
Approve Agenda	Motion by Liz, seconded by Judith. Approved	
Roll call	Kenia was not available today.	
<b>Old Business</b>		
Approve minutes	Thanks to Taylour for doing the July minutes. Motion to approve: Kelly, second: Cat. Approved. Jean will add the approval date and send to Taylour for posting. August Highlights to members will include items from both the July and August board meetings.	Jean, Taylour
2022 Chapter Goals	<ol style="list-style-type: none"> <li>1. Explore process and documents needed for becoming a 501(c)(3) organization</li> <li>2. Establish student scholarship awards – Student scholarship (\$250?) + Advocacy Summit</li> <li>3. Explore partnering opportunities with other organizations</li> <li>4. Professional development offerings quarterly</li> </ol>	



	Mary asked people to mention progress of our goals when providing committee or other updates	
By-laws discussion	<p>Kelly introduced the work of the by-laws revision and had asked everyone to take a look at their sections before the meeting. Comments on Google Doc were discussed. Regarding the chapter strategic plan-the latest plan covered 2016-2021. Is there a need to update or do a new plan? Who is responsible for developing? Do we need designated board member to lead? Judith and Cherylee suggested we wait until there is more direction from national SOPHE. Due to staffing changes there is a delay in higher level work that could influence the chapter planning. Edits will be completed from draft and discussion.</p> <p>Motion to approve by Cherylee, second by Judith. By-laws revisions approved. These will be presented at the chapter business meeting now scheduled for Dec 2022.</p> <p>Cherylee shared that the new national vision, mission and strategies have been voted on, however there are not metrics established at this time.</p>	Kelly
Chapter support for national events/membership	<p>Discussion regarding board financial support for sending current board members to National SOPHE events or providing national membership. Finances were discussed by Cherylee-we are building a bigger reserve and a financial investment could help support national activity involvement.</p>	Cherylee



	<p>National memberships are \$80 student, \$195 professional, \$130 retired. Four board positions are being considers:          President, President-Elect, National Rep, and Advocacy chair.          Kelly suggest ½ of national membership support for these four positions. This could be listed as a benefit in recruiting new board members. A motion was presented: <i>As of January 2023 MN SOPHE will offer ½ of the National SOPHE membership to President, President Elect, National Rep, and Advocacy Chair contingent on the current chapter budget.</i> Motion to approve by Lauren, second by PH. Approved. In addition board members would like to see funds set aside for designated board members to attend National events (i.e. Advocacy Summit, Annual Conference)</p>	
<b>New Business</b>		
Board and Committee Reports		
Membership-Taylour	<p>Membership report sent: 72 member (29 students, 43 professionals), 16 national SOPHE members. Several board members attended the Annual SHIP meeting and provided information about joining MN SOPHE. There is also a photo of board members at the SHIP meeting for posting. Taylour continues to work on the Oct summit committee. Membership and Communications committee will meet next week.</p>	



Awards-PH	<p>The due date for the Health Educator (HEYA) and Outstanding Contribution (OCPHEA) was August 15. At this time we only have one nomination. The committee met on Aug 18 and decided to extend the nomination to Sept 2, the same day the new Student Recognition award nominations are due. The online application has made the process easier. PH would like to consider a self-application process for future HEYA awards.</p>	
National Rep-Judith	<p>The 2023-24 Governance model will be rolled out soon. National board wants to promote better communication with board and committees and enhance scholarship applications.</p>	
Advocacy-Lauren	<p>Budget for Advocacy Summit</p> <ul style="list-style-type: none"> <li>○ Flight: \$260-\$300</li> <li>○ Event Ticket: \$90</li> <li>○ Hotel: <ul style="list-style-type: none"> <li>■ Website says Advocacy Summit group rates are \$199.00/night plus taxes: around \$800/\$900 for 4 nights</li> <li>■ DC International Hostel 2 - Priceline.com <ul style="list-style-type: none"> <li>● Around \$200 for 4 nights</li> </ul> </li> <li>■ Priceline - Checkout: Washington, 10/21 - 10/25 <ul style="list-style-type: none"> <li>● Under \$600 for 4 nights</li> </ul> </li> </ul> </li> <li>○ Still haven't heard back about the scholarship</li> </ul>	



	<ul style="list-style-type: none"> <li>● Working with MPHA for Voting Webinar planned for September, speakers include:             <ul style="list-style-type: none"> <li>○ Healthy Democracy Health People</li> <li>○ League of Women Voters</li> </ul> </li> <li>CEU's to be determined</li> <li>Other advocacy work included research on third party reimbursement for health educators. Cherylee indicated there is a tool kit available.</li> </ul>	
Continuing Ed-Cat	<p>August webinar</p> <ul style="list-style-type: none"> <li>○ 14 people attended, 4 CE</li> <li>● Future webinar updates:             <ul style="list-style-type: none"> <li>○ Taylour - Mental Health focus from Olmsted County Public Health</li> <li>○ Sonja- Minnesota Alliance on Problem Gambling</li> <li>○ Terri - School and advocacy work (MDE?)</li> </ul> </li> <li>● Summit update             <ul style="list-style-type: none"> <li>○ meet with national SOPHE CE chair to talk about new format for application/review process</li> <li>○ 2 reviewers on board (need 1-2 more)</li> <li>○ Requesting speakers review their objectives since modified</li> <li>○ Have a plan in place for poster session</li> <li>○ Developed a draft of an evaluation survey for the summit through google</li> </ul> </li> </ul>	



	<p>forms</p> <ul style="list-style-type: none"> <li>● Idea from national around CE requests</li> <li>○ admin fee and rush admin fee</li> </ul>	
Communications-Sia	<p>Posting schedule:</p> <ul style="list-style-type: none"> <li>○ M - Annual summit promotion posts</li> <li>○ WF - Posts and stories on FB and IG</li> <li>○ As needed - Liking/sharing other posts</li> <li>○ Every other Friday - Email updates/jobs to MNSOPHE google group</li> <li>● Most popular post: What does advocacy mean? (257 reached on FB)</li> <li>● In the last 28 days (July 20 - August 16):</li> <li>○ # of people reached = 969 FB and 62 IG</li> <li>○ # of people visited = 10 FB and 11 IG</li> <li>○ # of new likes/followers = 2 FB (289 total) and 2 IG (104 total)</li> </ul>	
Treasurer-Cherylee	<p>The report was sent for current budget showing a balance of \$8,197.64. Registration and membership renewals are starting to come in. One of the expenses this month was the website domain renewal. Some of the trending items right now are: summit expenses, revenue from memberships and budgeting information from committees.</p>	
Student Rep-Katie	<p>No report at this time. Classes are getting started for the fall semester.</p>	



President Elect- Liz	Summit update: Registration for the summit opened on August 15. There are new forms for the CHES/MCHES credits to keep process consistent. Moving on to the Poster session and abstract submissions. There is interest from UMD and MSU.	
Past President-Kelly	Completed work on the by-laws. Thanks to all, especial subcommittee: Suzanne and Sia.	
President-Mary	Report tabled to next meeting	
Move to adjourn	Motion by Judith, second by Katie. Meeting adjourned at 2:30 pm	
Next meeting	Sept 16, 2022 1-2:30 pm	

Meeting Summary:

**Registration is Open for Annual MN SOPHE Summit**

Don't miss out on this year's October 19 virtual Health Education Summit! The sessions will be 8 am to noon...then stick around for the presentation of this year's awards, plus fun networking.

You can view the line-up of topics and speakers here:

<https://mnsophe.wildapricot.org/resources/Documents/Oct%2019%20Agenda.pdf>

3.5 CHES/MCHES credits will be made available for live participation.





If you have completed interesting health education work and want to share with students and colleagues-take advantage of the Poster Session. Abstracts are being accepted until September 23.

Check it all out here, along with the easy registration:

<https://mnsophe.wildapricot.org/summit>

### **Awards Nominations Extended Until September 2**

There is still time to make nominations for the three 2022 Health Education Awards. Non-members and members are welcome to submit by September 2. Show your appreciation for a job well done, a great community partner, student or intern.

The categories include:

*Health Educator of the Year*

*Outstanding Contribution to Public Health Education*

*Student Recognition*

For questions about the awards contact chairperson Pa Moua at [sopheminn@gmail.com](mailto:sopheminn@gmail.com)

### **Revisions for Chapter By-Laws Complete**

Thank you to Past President Kelly Kunkel and the sub-committee for completing the necessary bi-annual revision of MN SOPHE by-laws. These updates will be presented at the annual chapter business meeting now scheduled for December 2022. Watch for more information about attending.

### **Membership and Communications Committee**



Thanks to chairpersons Sia Xiong and Taylour Blakeman for their work keeping members informed on social media and other communications. Their timely posts, job postings, and great graphics are appreciated. If interested in joining this work contact the chairs at [sopheminn@gmail.com](mailto:sopheminn@gmail.com)