



***MN SOPHE Board Meeting of the Executive Committee and Officers
Agenda/Minutes/Summary***

Date: Jan 20, 2023

Time: 1-2:30 pm

Location: Zoom

Attending: Liz Heimer, President; President Elect, *vacant*; Mary Kramer, Past President; Katie Stapleton, Treasurer; Wendy Schuh, National Delegate; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; PH Moua, Awards and Recognition; Sia Xiong, Communications; Taylour Blakeman, Membership Chair; Nuri Nudrat and Zhanna Dunagan, Student Representatives

Absent: Cat Gangi, Continuing Education

Facilitator: Liz

Recorder: Jean

Meeting Objectives: Welcome and introductions of new board; establish meeting expectation/guidelines; 2023 chapter goals.

Minutes Approved: February 17, 2023

Agenda Item	Time	Discussion	Person assigned
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Introductions and approve agenda	1:00 PM - 1:25 PM	The first meeting for 2023 was called to order at 1:02 pm by new President Liz Heimer. Motion to approve the agenda from Lauren and seconded by Mary. WELCOME! Newly elected and re-elected board members. Everyone took time to introduce themselves and their roles on the board.	Liz
Roll call		Cat was not available for today's meeting.	Jean
Old Business	1:25 PM - 1:30 PM		
Approve minutes		Approve November meeting minutes. Approve December meeting minutes. This item was approved to table until Feb. Liz will make sure all board members have access to Google Docs so everyone can review the minutes. Jean will prepare highlights from the Jan meeting and send to members.	Jean, Liz
Chapter goals		<ul style="list-style-type: none"> ● 2022 Goal Review <ul style="list-style-type: none"> ● Explore process and documents needed for becoming a 501(c)(3) organization ● Establish student scholarship awards — Student scholarship (\$250?) + Advocacy Summit Completed ● Explore partnering opportunities with other organizations Completed ● Professional development offerings quarterly Completed 	Liz



		Discussion followed to gather ideas for 2023 chapter goals.	
New Business			
New goal development	1:30 PM - 1:50 PM	<p>Potential ideas:</p> <ul style="list-style-type: none"> ● Explore process and documents needed for becoming a 501(c)(3) organization <ul style="list-style-type: none"> ○ Research pros and cons ○ Make a decision ● Develop and maintain a 5-year action plan based on National Strategic Plan <ul style="list-style-type: none"> ○ Create committee? ● Create a brief transition or onboarding document and process for future board members/committee chairs for each role. Past President may be point person. Send out or review current by-laws, policies and procedure documents with board, esp. new members. ● Develop ways for members to be more involved. Possible role for membership and communications committee. ● Develop a board recruitment process to streamline the “nomination” and election process for the fall. 	Liz and Board. Mary to send links to documents for new members.



		These ideas will be voted on at the Feb meeting with action steps to follow.	
Jamboard activity	1:50 - 2:10 PM	<p>Liz developed and sent out this activity before the meeting so a robust discussion could take place today. The goal is quality improvement for the functioning of the board, the meetings, and overall chapter.</p> <p>Liz will compile the responses and today's discussion for review and consideration at the next meeting. Some popular ideas that surfaced on the Jamboard and during discussion:</p> <p>Meetings-days, time of day, amount of time. Possible follow-up with emails.</p> <p>Liz will send out a Doodle Poll to establish a meeting schedule.</p> <p>Roberts Rules of Order are helpful.</p> <p>Limit committee reports to highlights- i.e. put updates in agenda, 2-4 minutes to review. Select items that need more discussion or approval for possibly more time.</p> <p>Consider a different order for the agenda i.e. committee reports first or further up on the agenda.</p> <p>End of the year business meeting was successful, plus there was CHES credit.</p> <p>Find time for an informal board meeting, retreat or other.</p>	Liz and Board



		<p>Engage members, more discussion about board perks, streamline a calendar on the webpage with committee meetings listed.</p> <p>Respect everyone's time.</p> <p>Discussion about board meeting guidelines will be summarized and presented for the Feb meeting and vote.</p> <p>Thanks to all for your contributions to this activity!</p>	
Tentative Board Meeting Schedule		TBD. Doodle Poll to be sent.	Liz
Officer and Committee Reports	2:10 PM - 2:30 PM		
President-Liz		<p>The President Elect position is still open. Liz will be sending a message to members about this role on the board to continue to recruit a person to fill.</p> <p>Any suggestions are welcomed.</p>	
Secretary-Jean		<p>Jean made a suggestion for the MN SOPHE board to send a thank you note to retiring MDH Commissioner Malcolm and a welcome card to new Commissioner Cunningham. Motion by Lauren: second by Wendy. Jean will work on this and connect with Liz for final version.</p>	Jean



Past-President-Mary		Overall thoughts on the Dec business meeting were good. Something to consider for this year.	
Treasurer-Katie		Will be meeting with Cherylee Sherry for transition and turning over accounts . Will start preparing ideas (pro-cons) regarding 501c.3 status for the chapter. Possible request for a sub-committee to work on for this year.	
Awards-PH		No report at this time. Will be looking at the process in a few months to reestablish the timeline for 2023.	
Membership-Taylor		Membership Survey Results (PP / 2023 Recommendations) 2023 Membership and Communications Goals - NEW Closed FB Group Goal, T-shirts and other new logo “swag”, Increase awareness of Emeritus Membership, MNSOPHE bi-annual newsletter Notes / Thoughts from December Mem and Comm Meeting Updated Website, new board members! Updated, Awards Page 83 total members: 40 students, 42 professionals, 2 Emeritus	
Advocacy-Lauren		January 17th Voting and Health meeting with subgroup of MN SOPHE and MPHA members We Chose Us-informal partner	



		HF3/SF3-voting bill in legislature that I'm monitoring and reached out to authors to see how MN SOPHE can support	
Communications-Sia		<p>Facebook: 304 likes</p> <ul style="list-style-type: none"> ● Age: 34% 25-34 years & 25% 35-44 years ● Gender: 88% female ● Top cities: Mankato, Saint Paul and Minneapolis <p>Instagram: 126 followers</p> <ul style="list-style-type: none"> ● Age: 37% 25-34 years & 24% 35-44 years ● Gender: 92% female ● Top cities: Minneapolis, Saint Paul and Duluth <p>Social media posting at least three times a week Biweekly email updates</p>	
National Delegate-Wendy		<p>Connecting with Judith Luebke for transition to this role. National SOPHE will be scheduling meetings with Chapters (delegate, president, and other governing board members).</p> <p>Consider aligning our 2023 chapter goals with National goals.</p>	



Continuing Ed-Cat		<p>Cat is not able to attend.</p> <p>Jean is attending MPHA conf planning meetings to support the CHES process. Cat and Liz to fill in as needed. Conference is in person and virtual. Dates: May 22-23 in Moorhead, MN at Concordia.</p> <p>Possible partnering with ALA on flavored tobacco webinar</p>	
Student Reps- Zhanna and Nuri		<p>Welcome to our new student reps. Mary will be setting up a meeting with the students.</p>	
Good of the order		<p>Mary reminded people that we have MN SOPHE posters. Would like to have note cards printed (i.e. for thank yous or other correspondence).</p>	
Adjourn	2:30 pm	<p>Stay tuned for Doodle Poll results for meeting schedule.</p>	

Meeting Summary:

Welcome New Board Members

President Liz Heimer opened the first board meeting by welcoming the new and returning board members. Those added to the board this year are: Katie Stapleton, treasurer (past student representative); Wendy Schuh, National Delegate; Nuri Nudrant and Zhanna Dunagan, student representatives. Others on the board are:



Mary Kramer, Past-President; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; PH Moua, Awards and Recognition; Sia Xiong, Communications; Taylour Blakeman, Membership Chair. We are looking for a President Elect to join us for this year. The first meeting included review of past goals for the chapter and discussing new goals and a fun activity on Jamboard to help set new expectations. Reach out to any board members if you have questions or ideas for the board.

Advocacy and Bill Tracking

With the MN Legislature in full swing for this year there are many bills being discussed that can have impact on health education and the wellbeing of Minnesotans. Tracking bills and their status can be confusing. If you know the number of the bill you can search for an overview (see sample below) for either the House or the Senate.

<https://www.revisor.mn.gov/bills/bill.php?b=house&f=HF0271&ssn=0&y=2023>

Another great resource is the MN Local Public Health Association. This link has fact sheets, position statements and links to the MN Legislature for tracking the status of bills.

<https://www.lpha-mn.org/index.php>

If there is something you are passionate about....consider writing a short email to your senator or representative or joining Lauren Witt the MN SOPHE Advocacy Chair to be involved with timely health issues. Being an advocate does not take much time and can have big impacts.

Staying Connected

The Membership and Communications committee are here for YOU! They are starting the year off with the following updates: New website posts, new messaging ideas, keeping you informed with relevant information. Thanks to those that filled out the recent Membership Survey. This is what we heard:



Increase networking opportunities

Continue focused / quality efforts on Health Education Summit.

Potentially more volunteers from membership to assist with planning

In Person Events

Continue to offer webinar opportunities for topics of interest

Congratulations to Andrea Gierock who won the \$25 Caribou gift card for completing the survey.

Taylor Blakeman and Sia Xiong welcome all members to become involved in these committees

Local and National Conferences

Minnesota Public Health Association: Annual conference dates are May 22-23 in Moorhead, MN at Concordia College. The theme is “Raising the Public’s Health: Becoming Better Ancestors through History, Hope and Action.” In person and virtual options along with CHWS credits will be available. <https://mpha.net/events/annual-conference>

National SOPHE: Annual Conference in Atlanta, March 21-24. Annual Advocacy Summit will be in October and held in Washington , DC.

American Public Health Association: “Creating the Healthiest Nation: Overcoming Social and Ethical Challenges.” Held in Atlanta Nov 12-15.

Looking Ahead to 2024

Want to experience a national level conference right in your own “backyard”? The American Public Health Association conference for 2024 will be held in Minneapolis!



MN SOPHE Thanks Retiring Commissioner

A letter of thanks and gratitude will be sent to retiring MN Department of Health Commissioner Jan Malcolm. In Addition the chapter will also send a note of welcome to the new Commissioner, Brooke Cunningham. We appreciate the great leadership for public health in our state.