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| ***MN SOPHE******Meeting Agenda/Minutes/Summary*** |
| **Date: March 12, 2021** | **Time: 10-11:30 am** |
| **Location: Zoom** |
| **Attending:** Kelly Kunkel, President; Mary Kramer, President Elect; Cherylee Sherry, Treasurer; Judith Luebke, National Delegate; Taylour Blakeman, Membership chair; Antonia Yenser, Continuing Ed chair; Derek Hersch, Advocacy chair; Cecelia Schaefer, Communications chair; Suzanne Driessen, Past President; Jean Streetar, Secretary |
| **Absent:** Sia Xiong and Kayla Rinderknecht, Student Representatives |
| **Facilitator:** Kelly Kunkel | **Recorder:** Jean Streetar |
| **Meeting Objectives:** Discussion of suggestions for mission, vision, and value statements. Determine next steps for the sub- committee. |
| **Minutes Approved: April 9, 2021** |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Call to order/approve agenda | The meeting was called to order at 10:03 am. Motion from Liz and second from Suzanne to approve the agenda. | Kelly |
| Roll call | Kelly had messages from those that were late in joining or could not make the meeting today. | Jean |
| **Old business** |  |  |
| Secretary’s report | There was a question about the chapter financially supporting a board member attending a national meeting Jean was able to find a comment in the January 2019 minutes as follows:*Karl mentioned per our bylaws, we financially assist a chapter delegate to attend the National meeting. Joe, Pat and Cherylee plan to attend. Judith will attend the HOD meeting via technology. January Board meeting 2019.*Approve minutes from February 12 meeting. Motion: Derek; second, Mary.Jean will add the approved date and send to Taylour for posting. Jean will also send March meeting highlights to members via the list serve. | Jean, Taylour, \*\*Suzanne will look in policies and procedure for reference to financial support for national conferences. See below |
| Goals and progress reports | * Explore scholarship program opportunities for students and professionals. No update at this time (Judith)
* Explore process and documents needed for becoming a 501(c)(3) organization. No update at this time. A budget for 2021 is also being drafted for review (Cherylee, Kelly, Suzanne)
* Explore partnering opportunities with other organizations
	+ Jean will try to connect with MPHA about shared CHES opportunities in June after the MPHA conference and final Forum Policy event. She has a template for an MOU.
	+ Suzanne shared information about “Living Well Month” and resources for Mental Health. Video links and other messages will be provided to Cecelia for communications.
 | Judith, Cherylee, Kelly, Suzanne, Jean, Cecelia |
| Mission, vision, values | * Discussion of suggestions for mission, vision, and value statements. Comments included word selection and keeping the mission statement concise. Also discussed the inclusion of “MN” in the mission. Since at least three states on our border don’t have chapters, we could possibly get membership requests from those states. Board is sending the mission back to the committee for further work. Kelly would like to hear from others if there are suggestions for the mission, vision and values.
* Next steps:
	+ Finalize mission statement
	+ Develop vision and values statement
	+ Board approval
	+ Membership approval
 | Sub committee |
| **New Business** |  |  |
| Officers and Committee reports |  |  |
| President-Kelly | Working on Mission, Vision and Values |  |
| Past President-Suzanne | Will be working on chapter policies and procedures. \*\*Suzanne thinks that the financial support for a board member to attend a national conference/meeting could be in policies and procedures. |  |
| President elect-Mary | First planning meeting for 2021 summit will be March 19. There are eight interested members for the committee. Mary is looking for creative ideas to use for the conference such as “on demand sessions” or other. If you are attending a conference and hear a speaker or experience other formats, please pass along to Mary. Theme is yet to be decided. Suzanne heard a speaker recently on “resisting behavior change.” |  |
| Student Reps-Sia, Kayla | * Student report was sent via email:
* Sent out a survey to MN SOPHE student members on March 8 - currently 7 out of 42 have responded
* Met with Cecilia and Taylour on recommendations and setting up a student "social hour" or "coffee chat" this month
* Working on communication materials and language to promote the event
* Kayla is reaching out to potential professors who could help facilitate the event
* Will be doing 1:1 outreach with students to increase engagement
* Cecelia added that the social hour is planned for March 30 at 5 pm. Topics may include grad school and job searches. Open to all members for networking and getting to know students. Suzanne added that our students reps are enthused about the involvement with the board
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| Treasurer-Cherylee | Year-end balance for 2020 was $7,201.74. Items covered included the CEU’s paid for two webinars, and receiving membership renewals. As of March 12 the balance is $7,267.23. Kelly mentioned kudo’s to Cherylee for her work on the National strategic planning report. |  |
| Advocacy-Derek | The chapter has had requests for letters of support and “sign-on” items from two federal funding initiatives and a state tobacco request. Nationally there are two resolutions being worked on for reproductive and women’s health along with disabilities and LBGTQ health disparities. There is a petition to create a Community of Practice for the Justice in Health Education and Promotion. Information will be sent to members if interested in signing-on as individuals. Suzanne mentioned that she is part of a public health leadership conference and will have the opportunity for a visit with Rep. Emmer. She will connect with Derek regarding talking points. Derek is planning a committee meeting for the next steps from the survey on chapter advocacy priorities. |  |
| Communications-Cecelia | Working on “coffee chats” and more Facebook posts. Liz testified on tobacco issues at the state legislature and we will feature her work on the web and Facebook. Liz congratulated Mary on receiving the NCHES award for outstanding service. The chapter will also feature Mary’s accomplishment through communications. |  |
| Continuing Ed-Antonia | CHES credits have been send for the two recent webinars. There were 4 requests for tobacco and 9 for advocacy. The advocacy webinar had great reviews from participants. Antonia is making contacts with people interested in committee work. No new webinars are planned at this time. Suggestions are always welcomed. |  |
| Delegate-Judith | Mary and Kelly provided input for the National strategic plan and rebranding. The logo work has been going on for about three years. Other discussion for the house of delegates was to announce the new officers. New president will focus on equity and anti-racism; school health; and organizational governance. |  |
| Membership-Taylour | There are 87 members (a new high for this time of year). 45 are professional and 42 are students. At the March committee meeting a wellness competition was planned for April 1-30. Watch for information to be sent. Incentive will be a chapter logo water bottle. Other member networking events include a SOPHE trivia night. There will be new content for the webpage coming soon. |  |
| Awards-Liz | Welcome Liz, as the new appointed committee chair for awards. An April meeting is being planned. |  |
| Good of the Order | There were COVID-19 “one-year-ago” discussions before the start of the meeting (What a difference in all of our lives!). Kelly would like to add a standing meeting item for “congratulations” to board and members for recent accomplishments. Two others added include Cherylee’s work with NCHEC on exam questions and Derek’s promotion to Research Manager.Congrats to all on their work to advance health education! |  |
| Adjournment | Meeting was adjourned at 11:11 am. Next meeting-April 9, 2021 |  |

Meeting Summary:

**2021 MN SOPHE Health Education Summit**

Mary Kramer, President-elect, will chair the upcoming summit planning process. The first meeting of the committee will be Friday, March 19. The committee is looking for interesting ideas for speakers, formats and the overall theme of the summit. Please contact MN SOPHE if you want to share your own ideas or things you have learned from other conferences that would benefit our membership.

**Networking social hour**

Student representative, Sia Xiong and Kayla Rinderknecht along with Taylour Blakeman, Membership chair and Cecelia Schaefer, Communications chair have planned a member‘s social hour for March 30, at 5 pm. Stay tuned for more details and ways to sign on. Additional networking events will be planned for the future to include a variety of relevant topics for students and professionals.

**That’s Interesting…Committee Report Updates**

* At the next meeting the Advocacy Committee will set the direction for steps to address the topics of specific interest for the MN SOPHE chapter, gathered from recent discussions and survey.
* Membership Committee is planning a wellness challenge for the month of April. Watch for ways you can participate.
* Communications and Membership are working on new content and photos for the chapter website. If you have stories or photos of your work in the community (especially related to the COVID-19 response), please send them along for consideration. We want to acknowledge your important work!
* Contact MN SOPHE Committee chairs for questions and interest in their work.

**Kudos and Congratulations**

There is a lot of good work being done to promote health education. Here is a sample of some accomplishments from MN SOPHE:

* Mary Kramer, President-elect, was awarded the National Commission for Health Education Credentialing Outstanding Service Award. More details will be posted on the chapter website.
* Liz Heimer, Award and Recognition chair, recently testified at the MN Legislature in support of tobacco legislation.
* Cherylee Sherry, Treasurer, represents MN on both the National SOPHE Board and National Commission for Health Education Credentialling Board.
* Congratulation to all for their great work!