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| ***MN SOPHE******Meeting Agenda/Minutes/Summary*** |
| **Date:** March 13, 2020 | **Time:** 10-11:30 am |
| **Location:** Teleconference |
| **Attending:** Suzanne Driessen, President; Kelly Kunkel, President Elect; Cherylee Sherry, Treasurer; Judith Luebke, National Representative; Liz Heimer, Membership; Antonia Yenser, Continuing Education; Derek Hersch, Advocacy; Joe Visker, Past President; Jean Streetar, Secretary |
| **Absent:** Mary Kramer, Communications; Maddie Anderson-Sarno, Student Representative |
| **Facilitator:** Suzanne Driessen | **Recorder:** Jean Streetar |
| **Meeting Objectives:** |
| **Minutes Approved:** |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Welcome and Roll call |  | Suzanne |
| Call to order and approve agenda | The meeting was called to order at 10:04 am. Additions to the agenda under new business include discussion of Medical Reserve Corps (Jean) and possible MN SOPHE intern (Mary/Liz). Kelly provided a link to a YouTube interview with Dr. Mike Osterholm on COVID 19. <https://www.youtube.com/watch?v=E3URhJx0NSw&t=6s> Agenda approved (motion: Jean, second: Kelly) | Suzanne |
| Old Business |  |  |
| Approval of February 14, 2020 Minutes | Derek had a correction regarding the development of the Mental Health Resolution. Jean will make the correction to the minutes. February minutes were approved (motion: Joe, second: Derek). Jean will add the approved date, and send to Mary/Liz for posting on the website. Jean will also send, via the list serve, monthly highlights from the meeting.\*\* Depending on how COVID 19 progresses, Jean may not be attending the April meeting. | Jean/Mary/Liz |
| Webinar recap | Feb 20, 2020 Firearms 101, Joe Visker and EvaluationAntonia commented that the Zoom process worked well. There were 22 people registered; 20 participated; and 13 completed the evaluation. CHES for those requesting credit has been sent. Antonia has saved a copy of the recording in the shared drive. Liz will post on website.Joe thought it was a learning experience from a presenter’s perspective. He would like to see people as he is presenting. He would recommend a script for presenters. Discussion: Kelly asked if there might be a follow up webinar on the topic of firearms to cover the link to public health and other situations such as school shootings. Joe would consider this and would like to investigate other ways to do webinars. Antonia thought there could be a Zoom option to show participants, but still maintain control and muting options. There was another suggestion to do the webinar in a conference room so there could be in person and on line participation. Regarding posting the webinar-Joe indicated there is legislation that currently past the MN house, and if passed in the senate could make changes to state laws (red flag and firearms sales). This would change the content of the webinar. Liz and Joe will work on language to include with the posting of the webinar.Good work everyone!! | Joe/Antonia/Liz |
| Student member committee update | See goals below for a student committee. Joe provided the update and Maddie is currently looking at recruitment options for the committee, such as ESG, Gustavus students. If there are other ideas for student involvement please let Joe and Maddie know. Students can be from any MN public health program.Assist with annual summit plansProvide one student lead activity or session at annual summitPlan one student professional development activity/social within the year; and Create communications by students for students. | Joe/Maddie |
| 2020 Goals and Progress Reports |   1.Implement an awards recognition program – Karl Larson, ad hoc committee§  [Professional of the Year application](https://docs.google.com/document/d/1m85UoDykqntp0VoRmZdmEbFgnycjMfq_W3cnzU3wr3I/edit)* Leadership as a public health educator,
* Impact on the health of the community they serve, or the students they teach,
* A demonstration of creativity within their discipline, and
* A commitment to their discipline.
* Nominees are not required to be a current member, but it is encouraged.

Discussion: Kelly and Judith thought the award should be presented to a current chapter member. Suzanne commented that the intent could be to honor anyone in the profession. There may be other state awards for health educators and this would be specific to MNSOPHE (Kelly suggested the chapter name in the title of the award). Cherylee works on awards for MN Public Health Association and could provide input on members vs non- members. Joe thought this would be an opportunity to promote our growing organization and its members. Judith can also check with other national delegates on their award processes/applications. Suzanne and Derek thought there should be more on the application as to why the person demonstrates these skills or has various accomplishments in the profession. The addition of a “100 word statement” could be added to the application. *\*\* If* *you read the statement at the bottom of the application form it asks for a letter to address the* *criteria for meeting the nomination with a two page limit.* *The form and letter are drafted to be due May 1*. This is a good start and Suzanne will provide feedback to Karl. Also requested would be a timeline for due dates and preparation of the award . Will we be ready for the 2020 summit? Further discussion at next meeting: timeline the award form (plaque or other). Work with communications committee for posting and distribution.§  Student award – ideas for criteria and levels to implement in 2021. Tabled. Further discussion for a student committee.2.Explore scholarship program opportunities for students and professionals§  Examples from other chapters – Judith has not received any feedback from other delegate and will resend an email request.§  Establish a Hannah Cooper Scholarship. Ad hoc committee needed. Judith will check with Cherylee for more information and discussion.3.Explore process and documents needed for becoming a 501(c)(3) organization. Cherylee is collecting information for the process.4.Explore partnering opportunities with other organizations. Derek will provide an update during advocacy report. | Suzanne/Karl/Judith/Cherylee |
| New Business |  |  |
| Unpaid internship | Mary and Liz have provided an overview of a student internship position for MN SOPHE from a March 3 meeting. Ideas for the position would be to assist with sharing chapter information (web, Facebook etc.), developing materials, summit support, updating membership lists and others. Suggestion for 1-2 credits. Discussion: Joe brought up that if an internship is for credit there is usually a contract, with liability insurance details etc. Cherylee has state internship information. It was suggested instead of credits as an internship, the position might be an independent study. Judith would like to see the tasks linked to CHES competencies.Motion to approve the MN SOPHE internship opportunity. Chapter board will continue to work out the details with the Membership and Communications chairs. Approved (motion: Joe, second: Judith) | Liz/Mary/Cherylee/Board |
| Medical Reserve Corps | Jean put in a plug for local Medical Reserve Corps opportunities for assisting any public health preparedness situation. In case of an ongoing emergency operation, addition staffing is needed through a volunteer corps. There are many roles that volunteers can help fill in these situations. [www.mnresponds.org](http://www.mnresponds.org) is the link. Jean will put in the list serve highlights for members. | Jean |
| COVID 19 | Some of the latest updates to-date for the on-going corona virus situation includes:Cherylee has just attended a state health department meeting. The message is to remain calm to control any community panic. People should not be hoarding items that would be needed for all members of the community. At this time there is no recommendation to close schools. Those testing positive include 9 cases in MN. MDH is following all recommendations for protocols of virus containment from the CDC. MDH is working to keep all staff informed as it is an all hands on deck situation. A Continuity of Operations Plan (COOP) is in place which may mean teleworking for about a 30 day period. There will be cross training and an extension of the hotline availability. Everyone is asked to make a family plan to prevent illness and in case of an illness. The National SOPHE conference will now be virtual. Full registration is still required and more information is posted on the website.MN State U-Mankato has recently announced that classes will be suspended one more week after spring break and on line classes will begin March 23. |  |
| Officer and Committee Reports |  |  |
| 1. President
2. President-Elect
3. Past-President
4. Student Representative
5. Treasurer
6. Advocacy
7. Delegate
8. Membership

Communications1. Continuing Ed
 | **1.Suzanne-**No further updates<https://docs.google.com/document/d/1p8y8ROCp_MSRd4L4AnqRQMTA63rhGJAtSLpRwBIsKVo/edit>  **2.Kelly**, Mary, Derek, Antonia, Judith, Liz, Cherylee met March 5 to begin 2020 summit planning. Anyone interested is invited to attend or provide ideas (a good brainstorming list is included in the link above). SAVE the DATE-October 22, 2020 at Gustavus. The summit is being planned as face-to-face for now, but there could be virtual option depending on the circumstances. October will be the beginning of the next flu season-discussions include how the new season will be affected by COVID 19. MN Public Health Association has postponed their annual conference to the end of Sept 2020 so that will not conflict will the MN SOPHE summit date. Kelly indicated Gustavus is good to work with and that we can cancel food orders right up to the time of the summit. If the college is not in session-then the summit would consider the virtual options.**3. Joe**-no further updates**4.** No further updates**5. Cherylee-** The updated treasurer’s report has been sent to the board. There is a balance of $5,254.24.**6. Derek**-The Mental Health resolution approved in February has been sent to members via the list serve. There have been advocacy updates to the webpage along with some added photos. Derek will be on the National Advocacy call scheduled for March 18, and so far, the National Advocacy Summit is still on as planned. The topic for the summit is climate change. There is a change in national attention to Tobacco 21 advocacy and more of a push for control of electronic delivery devices or vaping. Antonia and Derek are considering a webinar on mental health for May 11. Some suggestions for speakers and topics about mental health were discussed. Jean will follow up with Derek and two other names were suggested for possible speakers. A session for the October chapter summit is being consider-such as how to develop an elevator speech for something individual participants are currently working on. Derek has been reviewing list from other organizations and state legislation they are currently following. He will have a list for MN SOPHE to consider in April (see 2020 chapter goal above for partnering with other organizations).**7. Judith**-the national delegate phone call with be March 17. No further update at this time.**8. Liz**-reported that there are 73 total members, and less have joined this year. There is good retention with the current membership. We have 41 professionals and 32 students. At the March 4 committee meeting there was interest in organizing a student social on the following campuses to do networking: Mankato, Duluth, Gustavus. Efforts will be made to reach out to CHES/MCHES that are not current members (this will need to be done in a non-recruiting manner), such as notices of webinars for credit or the summit. The committee would like to develop goals for 2020. The next meeting will be March 19 at 4 pm. A notice will be sent to full membership for those interested in attending. **9. Antonia** – the goal for 2020 is to provide at least 3 webinars. There will be a mental health webinar in May and Kelly has a suggestion for a food safety webinar potentially in August. |  |
| Good of the Order | Suzanne thanked the board for the good meeting and for the energy everyone brings to the calls!Be Well |  |
| Adjournment | 11:24 am |  |
| Next Meeting | April 10, 2020 |  |

Meeting Summary:

**MN SOPHE Stays Informed**

COVID 19 is on everyone’s agenda including local, state and national organizations. Stay informed through reputable sites providing up-to-date information including:

**The Johns Hopkins Tracker on the Coronavirus Outbreak**provides a near real time dashboard. [https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.arcgis.com%2Fapps%2Fopsdashboard%2Findex.html%23%2Fbda7594740fd40299423467b48e9ecf6&data=02%7C01%7Cmary.kramer-1%40mnsu.edu%7C95410e9cdb404ca698b008d7c1fd8edd%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637191167076301531&sdata=1J2k31AxzD2QMjvrrD9bsBXTuePLkh9bLsQ4qsIP1Os%3D&reserved=0)

**Centers for Disease Control and Prevention**[https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Findex.html&data=02%7C01%7Cmary.kramer-1%40mnsu.edu%7C95410e9cdb404ca698b008d7c1fd8edd%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637191167076311531&sdata=TVwQxU2GPH6S1LQULVtHZnkaYUGkqqE5nfz8fvpCfIw%3D&reserved=0)

**Minnesota Department of Health**[https://www.health.state..mn.us/diseases/coronavirus/index.html](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.health.state.mn.us%2Fdiseases%2Fcoronavirus%2Findex.html&data=02%7C01%7Cmary.kramer-1%40mnsu.edu%7C95410e9cdb404ca698b008d7c1fd8edd%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637191167076311531&sdata=T%2B6YCO0qmQPTJMRi4tH%2FCUTUj3m6D4PDGtvm5KgtpZY%3D&reserved=0)

Materials in multiple languages also available here

**National Institute of Allergy and Infectious Diseases**
[https://www.niaid.nih.gov/diseases-conditions/coronaviruses](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.niaid.nih.gov%2Fdiseases-conditions%2Fcoronaviruses&data=02%7C01%7Cmary.kramer-1%40mnsu.edu%7C95410e9cdb404ca698b008d7c1fd8edd%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637191167076321523&sdata=P8wP0yXynctEDVyeJJ4xvHmK4XAbzbHlu0si07BBMiI%3D&reserved=0)

**March 12, 2020 KARE 11 interview with Mike Osterholm**

<https://www.youtube.com/watch?v=E3URhJx0NSw&t=6s>

**Minnesota Responds** is a partnership that integrates and engages local, regional, and statewide volunteer programs to strengthen public health and health care, reduce vulnerability, build resilience, and improve preparedness, response and recovery capabilities. Local volunteer coordinators mobilize health and "non-health" volunteers to respond to emergencies and/or improve health capacity within the community.

Here are just a few examples of activities that Minnesota Responds volunteers participate in and support:

* Emergency Preparedness and Response Trainings and Exercises
* Emergency Sheltering
* First Aid During Large Public Gatherings
* Planning, Logistical, and Administrative Support
* Behavioral Health Support
* Health Screenings
* Vaccination Clinics
* Outreach to Underserved Community Members
* Community Event Support
* Health Education and Promotion

Application materials are available online at:

[www.mnresponds.org](http://www.mnresponds.org)

**SAVE the Date: 2020 MN SOPHE annual summit**

Mark your calendars for October 22, 2020 which has been set aside for the next MN SOPHE summit. President-Elect Kelly Kunkel has established a planning committee and work is underway to provide a great day of learning along with CHES/MCHES credits. Gustavus Adolphus College in St. Peter, MN will be the host site. If you have ideas or would like to participate in planning, please contact Kelly at: kunke003@umn.edu

**Calling All Students!**

Your MN SOPHE student representative, Madeline Anderson-Sarno, is recruiting interested students to form a committee to be involved with chapter activities. Networking, annual summit planning, professional development and communication by students-for students are some of the initial tasks for the group. Representation from any MN college health education program welcomed. Connect with Madeline at: madeline.anderson-sarno@mnsu.edu

**Work in Progress**

Additional Board activities in-progress that are building a stronger MN SOPHE chapter include the following:

* Draft application for professional health educator of the year award
* Additional webinars on relevant health education topics to include CHES credits
* Establishing a MN SOPHE student intern position
* Attendance of Board members to national conferences and meetings (some are virtual at this time) including National SOPHE conference and advocacy conference, monthly national advocacy and delegate phone meetings.
* Promotion of MN SOPHE and how membership works for you!

MN SOPHE Board meetings are held on a monthly basis. All members are welcomed to join in the phone/teleconference calls. The next meeting is scheduled for April 10, 2020. Contact Suzanne Driessen, President for more information. Suzanne driessen@umn.edu