| ***MN SOPHE Board Meeting of the Executive Committee and Officers******Agenda/Minutes/Summary*** |
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| **Date: March 17, 2023** | **Time: noon- 1 pm** |
| **Location: Zoom** |
| **Attending:** Liz Heimer, President; Lindsay Nelson, President Elect; Mary Kramer, Past President; Katie Stapleton, Treasurer; Wendy Schuh, National Delegate; Jean Streetar, Secretary; Sia Xiong, Communications; Cat Gangi, Continuing Education; Taylour Blakeman, Membership Chair; Nuri Nudrat and Zhanna Dunagan, Student Representatives |
| **Absent:** PH Moua, Awards and Recognition; Lauren Witt, Advocacy Chair (on leave) |
| **Facilitator: Liz** | **Recorder: Jean** |
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| **Minutes Approved: April 28, 2023** |
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| **Agenda Item** | **Time** | **Discussion** | **Person assigned** |
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| Introductions and approve agenda  | 12-12:10 | The meeting was called to order at 12:01 pm. Brief introductions were made so our new members could be better acquainted. Approval of the agenda (motion by Cat; second by Mary). Approved. | Liz |
| Roll call |  | PH was not available today. Lauren is on leave. | Jean |
| **Old Business** | 12:10-12:15  |  |  |
| Approve minutes |  | Approve the February minutes (motion by Taylour; second by Sia). Approved. Jean will add the approved date to the minutes and send to Taylour for posting. Jean will prepare March board highlights and send to members. | Jean, Taylour |
| **New Business** | 12:15-12:30 |  |  |
| Advocacy Role |  | Lauren is on temporary leave. How will the chapter handle requests and commitments during this time? Discussion: Liz anticipates being the point person. Mary, Katie and the student reps all expressed willingness to help out with tasks. Mary also suggested something be included in the review of chapter operating procedures. Motion to approve the temporary plan for Liz to be the point of contact for advocacy along with support from board members. The situation can be monitored at monthly meetings (motion by Jean; second by Katie). Approved. | Liz, Mary, Katie, Nuri, Zhanna |
| Olmsted Co. Flavored Tobacco sign on |  | PH Moua made a request for MN SOPHE for support of an ordinance regarding the sales of flavored tobacco/vaping products. Taylour has provided the chapter resolution passed in 2021 covering this important issue. Per our resolution we will be supporting Olmsted in their tobacco prevention efforts |  |
| Sponsorship from American Lung Association |  | MN SOPHE has the opportunity to partner with ALA for addressing flavored tobacco on college campuses. Taylour provided a document outlining the project, timeline, funding and ideas for consideration. As a non-profit we would be able to accept the funding (est. to be between $5,000-$7,000) without being a 501c.3. One drawback was that Lauren was going to be the coordinator for the chapter. In her absence, Katie has agreed to fulfill this role. The funds would cover Katie’s time along with any cost for events, attending conferences or programming/incentives that are developed. Other discussion: treasurer to work out the details for accepting the funding; this is anticipated to be a March to June commitment-although ALA is flexible with the timeline; a good opportunity to engage students; expands the partnership opportunities of the chapter. Zhanna and others from the board with experience in tobacco prevention are excited about helping. Motion to move forward with accepting the funding for the partnership with ALA for flavored tobacco prevent on campuses was made by Wendy; second by Sia. Approved. | Katie, Zhanna, others on board |
| Letter of Support for CDC grant |  | Lindsay provided information and a draft letter for consideration by the chapter board. MN Dept of Health is reapplying for 5 year CDC funding to support physical activity, nutrition and breastfeeding initiatives. This is a federal extension of similar SHIP activities. There is a short turn around time to get letters collected. Liz will work with Lindsay to finalize a letter of support in the next few days. Motion to approve a letter of support made by Jean; second by Cat. Approved. | Lindsay, Liz |
| 2023 Goals - Updates on Progress |  | * **Increase membership**- Membership and communications report
* **Develop a year-round board recruitment** – Possible extended Zoom time after a monthly meeting to discuss ideas.
* **Onboarding process establishment**- Past-president and board
* **Analysis of current governing documents** (Bylaws and Policies and Procedures) - Past-president, Jean, and subgroup

Ongoing updates encouraged at monthly meetings for the 2023 goals. | Taylour, Sia, Liz, Mary, Jean, others to support |
| Officer and Committee Reports | 12:40-12:58 |  |  |
| Secretary-Jean |  | Continue to attend the MPHA conference planning meetings with back up support from Cat and Liz. April 17 is the final due date to submit CHES application.I will be the moderator for the upcoming MPHA forum on March 24. The topic is “Safety is No Accident: injury prevention in the community and schools”I will be traveling on the dates of our next two meetings-April 28 and May 19. Taylour has volunteered to take minutes (Thank you!) | Cat, Liz, Taylour |
| Past President-Mary |  | No updates at this time. |  |
| President Elect-Lindsay |  | Welcome!We had our first summit planning committee meeting on March 13th. * Planning for an in-person summit and looking into U of M Duluth for location
* October 19th or 20th as a potential date. Are there any conflicts or preferences for either day? Conference Sharing event will be earlier in that week.
* I will be looking to recruit a couple other members to join the committee- if you know anyone interested, please let me know.
* We want to feature a student session as part of the program.
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| Treasurer-Katie |  | Has met with Cherylee to transfer accounts. Will continue to consult with Cherylee as transition continues. |  |
| Awards and Recognition-PH |  | Committee Recruitment: there are two members who have expressed interest. Unsure if more are interested at this point. I will begin scheduling a meeting for the end of March after sending out a Doodle poll.  |  |
| Membership-Taylour |  | * 84 Members:[43 professional, 40 student, 1 Emeritus](https://docs.google.com/spreadsheets/d/1bF4MtwUQYWz0uymuSdjFDzcO-do1hO09/edit?usp=share_link&ouid=111998943316499835215&rtpof=true&sd=true)
* Taylour created a MailChimp for MNSOPHE, better system for sending out opportunities to CHES / MCHES. Suicide Survivors webinar sent out to 477 recipients, 226 people opened emails, 28 clicked on links, and 7 unsubscribed
* Created private Facebook group for members, next steps on amplifying it to our listserv / FB page
* Participating in Hlth Ed Summit Planning committee
* WildApricot Update: our next renewal payment on June 08, 2023 will be $1,224. Do we want to consider the two year fee and is this a discount?
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| Advocacy |  | No updates at this time. Liz to be point of contact |  |
| Communications-Sia |  | HPHA Luncheon prep for tomorrow, Saturday, March 18* 5 students: UMN, Augsburg, and Saint Paul College
* Printed flyers will available to promote MN SOPHE

Amy Nowack from UMN brought up the potential to do an infographic contest, so in discussion on if this would be a good idea and where it would make sense if we wanted to pursue itIf you have any upcoming meetings, promotions – let me know and I can work on creating social media materials for it* In the last 28 days (February 17 - March 16):
	+ # of people reached = 322 FB and 67 IG
	+ # of people visited = 29 FB and 12 IG
	+ # of new likes/followers = 1 FB (316 total) and 2 IG (129 total)
	+ Biweekly Friday email updates with support from Holly (UMN intern) who helps find public health related jobs.
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| National Delegate-Wendy |  | There will be people from MN attending the National SOPHE conference. March 21-24 in Atlanta. |  |
| Continuing Ed-Cat |  | * 25 people registered for the March Webinar (20 people attended)
* 11 evaluations have been completed, people have until the end of next week to watch the webinar and complete the evaluation for credit.
* Zoom Account Users Question. What is the best way for multiple users to access?
* MPHA conference to be held May 22-23 in Moorhead, MN.

Jean and Liz have been meeting with MPHA about their upcoming conference - we will be starting the process to decide how many credits will be available through CHES and starting the review process* I’m still in search of topics/speakers for coming up webinars:
	+ Period Poverty was mentioned
	+ health and nutrition
	+ substance use and harm reduction
	+ Hmong Public Health Association
* if you have any ideas or speakers, please email me: gangi.catherine@gmail.com
 |  |
| Student Reps-Nuri and Zhanna |  | Promoted Hmong Luncheon with student members. Looking forward to being involved with ALA work on campuses and the fall summit. |  |
| President-Liz |  | * HES planning committee- attending and participating
* MPHA planning committee
	+ attending for Jean as MN SOPHE rep on Monday, March 20
	+ Reviewing and helping with sub-competencies for CHES/MCHES
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| Good of the Order |  | * A big congratulations to our Treasurer, Katie Stapleton, for her team of two grad students who won a National Case Study Competition! See our Facebook post for more details.  Also great job - Nuri and Zhanna for competing as well.  This year’s case was: ​​ Your team has been tasked to develop an evidence-based, culturally relevant approach to prevent a new hepatitis A outbreak in Wayne County. While addressing the judging criteria, you should remain cognizant of staffing and budgetary limitations, showing that both are addressed in your plan.
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| Adjournment | 1:03 pm | Next meeting: April 28. Noon to 1 pm |  |

Meeting Summary:

**Flavored Tobacco in the News**

Minnesotans for a Smoke-Free Generation supports ending the sale of all flavored commercial tobacco products — including menthol cigarettes, flavored cigars, e-cigarettes, hookah, and smokeless tobacco — to prevent youth addiction, advance racial and health equity and create a healthier future for everyone. Local governments are passing ordinances to support these efforts around the state.

***Now MN SOPHE will play an active role***. First, please see our chapter resolution to end the sales of flavored tobacco products approve in 2021. <https://mnsophe.wildapricot.org/Resolutions>

In addition, MN SOPHE will be joining forces with the American Lung Association to promote ending the sales of all flavored commercial tobacco products with college and university students. Activities will begin this spring, so watch for more information. If you want to be part of the action you can connect with Katie Stapleton at, sopheminn@gmail.com

**Annual Fall Health Education Summit Planning**

Lindsay Nelson, MN SOPHE President Elect is leading the charge for the 2023 annual health education summit. Meetings have begun, and more people are welcomed to attend or give input. Please contact Lindsay if interested at, sopheminn@gmail.com

**Awards and Recognition Committee**

Recognizing the work of peers and students is an important part of our professional support. The committee is forming for this year’s awards to include health educator of the year, outstanding contributions to public health and a student recognition award. Contact PH Moua if interested in being part of this committee- sopheminn@gmail.com

**National Case Study Competition**

A big congratulations to Mn SOPHE Treasurer, Katie Stapleton, for her team of two grad students who won a National Case Study Competition! See our Facebook post for more details.  Also great job – Student Representatives, Nuri Nudrat and Zhanna Dunagan for competing as well.  This year’s case was: ​​ Your team has been tasked to develop an evidence-based, culturally relevant approach to prevent a new hepatitis A outbreak in Wayne County. Eta Sigma Gamma has partnered with the National Case Study Competition in Health Education® (NCSCHE®) for this event.

**MN SOPHE Board meetings** are held on a monthly basis. All members are welcomed to join on the Zoom calls. The next meeting is scheduled for April 28, 2023 noon to 1 pm. Contact Liz Heimer, President for more information at sopheminn@gmail.com