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| ***MN SOPHE***  ***Meeting Agenda/Minutes/Summary*** | |
| **Date:** June 12, 2020 | **Time:** 10-11:30 am |
| **Location:** Zoom conference | |
| Attending: Suzanne Driessen, President; Kelly Kunkel, President-elect; Cherylee Sherry, Treasurer; Judith Luebke, National Delegate; Liz Heimer, Membership chair; Antonia Yenser, Continuing Ed chair; Derek Hersch, Advocacy chair; Mary Kramer, Communications chair; Joe Visker, Past-president; Madeline Anderson-Sarno, Student Rep; Jean Streetar, Secretary | |
| **Absent:** | |
| **Facilitator:** Suzanne Driessen | **Recorder:** Jean Streetar |
| **Meeting Objectives:** | |
| **Minutes Approved:** | |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Call to order and approve agenda | The meeting was called to order at 10:02 am. Nothing added to the agenda. | Suzanne |
| Roll call | Roll call taken and all members present. | Jean |
| Old Business |  |  |
| Secretary’s report and approval of minutes | Minutes from May 8, 2020 were approved (motion, Kelly; second, Judith). Jean will add approval date and send to Liz for posting. Highlights for June meeting will be sent to the chapter membership. | Jean, Liz |
| Goals for 2020 Updates and Progress reports | * 1. Implement an awards recognition program – Karl Larson, ad hoc committee   Suzanne reported that Karl has sent an email to the chapter members for interest in an Ad Hoc awards committee. The group will fine tune the criteria, application and review procedures. There is time set aside at the Oct 22 summit for the annual chapter meeting where the award will be presented. Karl will chair the committee this year and next.   * 1. Explore scholarship program opportunities for students and professionals. No further updates   2. Explore process and documents needed for becoming a 501(c)(3) organization (Cherylee lead).   Cherylee is anticipating work on this goal towards the end of July provided her COVID 19 duties slow down.   * 1. Explore partnering opportunities with other organizations.   Kelly has submitted the annual summit to Extension as a possible staff development opportunity. Cherylee would like us to reach out to the Community Health Workers Alliance and the MN Rural Health Organization for participation in the summit. | Suzanne, Karl  Cherylee  Kelly, Cherylee |
| Webinar report | May 27, 2020 webinar. Mental Health and Resiliency in the Workplace was well received. There was a slight gap in the beginning for the recording-but Antonia caught it and the final video is posted. Liz will send the link to members. Successful registration and attendance: 78 people attended, 34 evals have been collected. CEU’s have been requested for 11 CHES and 5 MCHES, plus payment sent. Twenty-five people requested certificates of attendance. There was a question about members vs non-members attending the webinar and Antonia will compare lists with Liz. Possibly invite non-members to consider joining. Evals had good comments and can be used to help plan future webinars.  Going forward-Kelly has a lead on a Food Resource topic that could be presented as a webinar in September. | Antonia, Liz, Derek, Kelly |
| COVID 19 resources | <https://mnsophe.wildapricot.org/COVID-19>  Liz added a tab on the website for resources-continue to send her information that would support pandemic health education and health promotion. Kudos to Cherylee for being featured as a spotlight on the NCHES website for her work on COVID 19 here in MN. The testing site she is supervising in Minneapolis was featured this week on WCCO news. | Liz |
| New Business |  |  |
| MN SOPHE Statement | MN SOPHE Statement on Systemic Racism and Health Disparities feedback, response, resources for website.  Derek reported that MN is the only local chapter to develop a statement letter to members on racism after the murder of George Floyd. There was also a suggestion to develop a tab on the MN website for “equity, diversity and inclusion.” Derek will form a sub-committee for this work. (check membership list for those interested in advocacy). Judith will send the chapter letter to the SOPHE House of Delegates. | Derek, Judith |
| Security breach to website response | Several of the board members have been receiving text messages and emails from a scam site either requesting a meeting or a request for the purchase of gift cards. The names on the email are board members, but the email address is not from the actual board. To try to stop this activity, Liz has taken our individual emails off of the website. We are just using the MN SOPHE gmail address for any correspondence. Please report any further scam/spam emails or text that you receive. | Liz |
| Tobacco 21 | MN legislature passes legislation-MN SOPHE response. Liz provided an overview of the state law that will go into effect on August 1, 2020. She will provide a summary to the members in a follow up email. | Liz |
| Officer and Committee Reports |  |  |
| President | * Officer position terms, recruitment ideas for board positions 2021   Suzanne discussed the terms for board members and would like us to think about recruitment for fall elections. We ran through the current terms and end dates. Suzanne and Jean will develop a spreadsheet to track each position. Check the membership list for potential new board members to be on the ballot. It is suggested that President-Elect and the National Delegate have some board or SOPHE experience. Terms begin in Jan for each year. We will have a new Awards committee that Karl is starting this year. He has agreed to serve a second term in 2021.   * Annual Meeting – October 22, 2020, 12:30-1:30 pm virtual meeting.   This time has been built into the summit planning for our annual membership meeting. | Suzanne, Jean |
| Past President | By Laws, Polices and Procedures. Joe will be working on revisions this summer for chapter by-laws, policies and procedures. There will be an annual report submitted by the end of the year, however Suzanne would also like to work with Joe to provide a chapter highlights/accomplishments section at the summit. | Joe, Suzanne |
| President Elect | Annual Summit Oct 22. Kelly provided the write up from the last planning meeting and highlighted the progress for the 3rd summit that is going virtual! Most of the speakers have been confirmed, including key note Ruth Ann Buffalo (<https://hpr1.com/index.php/feature/news/ruth-anna-buffalo-woman-of-the-year/>). She is charging $500. The students are geared up for a session; poster session application is almost ready; and a panel on lessons learned from COVID 19 is shaping up. Mary has secured a grant for paying speakers and will be looking for other sponsorships or donations. Participants can earn 6 CHES or MCHES credits. Derek has drafted the abstract form for the poster session. This will work as a power point screen sharing session that is pre recorder. Derek asked the board to test out the link provided in the draft application. Feedback is welcomed. There is time/technology built in for questions and interactive comments with the presenter.  The next meeting for the summit group is July 10. |  |
| Student Rep | Maddie has recruited five students to help with the summit. She is still interested in planning a fall webinar for students making career choices. |  |
| Treasurer | Cherylee reported that as of June 12 we have a balance of $5,510.60. May memberships went up, as we gained 8 students from the national conference. With costs going down this year for a virtual summit, there will be a healthy balance for costs related to applying for the 501(c).3 status. |  |
| Advocacy | Derek is working on a spread sheet of resolutions from other organizations and national SOPHE. This can be referenced when our chapter is working on new items for resolutions and will be in the Google doc folder. Derek prepared and sent a statement to members regarding racism and police brutality on June 19. Board members reviewed and provided comment. The National Advocacy summit will be virtual in October. |  |
| Delegate | Judith is attending monthly delegate meetings and following up with emails. There was a discussion regarding Membership Planet that national SOPHE is considering as a web platform. The goal is to integrate local chapters with the national organization. This would be available for chapters that have 20 or 200 members and provide uniformity and improve membership. Mary reviewed the slides that Judith sent and provided comments about our current platform with Wild Apricot. We are getting most of the features now with Wild Apricot for $50 per month. Liz indicated that we have a limit of 250 members where Membership Planet is unlimited. Liz, Mary and Suzanne are interested in cost and how chapters would make the transition. Judith reported that ESG uses Membership Plant. There was a question on the slides that asked how many emails we send out now via our website. Liz will try to investigate.  Send any additional comments to Judith. Or if there are other topics for national discussion-meetings are the first Monday of each month. | Liz |
| Membership/Communication | Liz reported that we have 70 members (21 students and 49 professionals). For the summit there will be the option for people to register for the event and pay for a membership. Maintaining members is a goal for the chapter. Liz is hoping for some renewals after the webinar. Mary is continuing with ongoing Facebook posts. Like us! And promote our messages Thumbs up sign |  |
| Continuing Ed | Antonia will work with Liz to check members attending the May 27 webinar. She will also check the members that indicated interest in continuing ed committee work. Summit credits and objectives are in the works. |  |
| Good of the order | Derek commented that MN SOPHE list serve emails might be filling up our mail boxes…he received three in one day and asked if there is any way to track or coordinate messages that are sent out? Suzanne wondered if there is an opt out setting? Liz and Mary will look into these questions.  Thanks everyone for your good work! | Liz, Mary |
| Adjournment | Meeting was adjourned at 11:29 am |  |
| Next meeting | July 10, 2020 10 to 11:30 am |  |

Meeting Summary:

**3rd Annual Health Education Summit goes virtual!**

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**Time: 8:45 am to 4:30 pm**

Keynote Speaker: Ruth Ann Buffalo (<https://hpr1.com/index.php/feature/news/ruth-anna-buffalo-woman-of-the-year/>).

There will be a poster session, business meeting, interesting speakers and topics. Six CHES and MCHES credits will be available. Watch for registration to start in July.

**Webinar Success**

The MN SOPHE May 27, 2020 webinar: Mental Health and Resiliency in the Workplace was well received. There were 78 participants with 16 members taking advantage of the *free* CHES/MCHES credit being offered. Thanks to Antonia Yenser and Derek Hersch for coordinating and hosting the webinar. The theme of mental health was very timely and helped promote the recent MN SOPHE resolution. Recordings for chapter webinars are posted on the website:

<https://mnsophe.wildapricot.org/MN-SOPHE-Webinar>

**COVID 19 resources**

Check out the page added for COVID 19 resources on the webpage, <https://mnsophe.wildapricot.org/COVID-19> .

If you find helpful resources from your pandemic work, please send along to: [sopheminn@gmail.com](mailto:sopheminn@gmail.com)

**Kudos to Cherylee Sherry**

Congratulations to our chapter Treasurer for being featured for her work on COVID 19 here in MN. We thank you for your efforts and dedication to public health work.

<https://www.nchec.org/news/posts/health-department-planner-career-profile?fbclid=IwAR2G3pa3Egr7-mvJWiZZzGR7eV_d0GULoE7CeBaeNJhNqG_rqmlVNWoWYaI>

**Membership and renewals**

A reminder to all members…don’t let your membership lapse. There are great benefits to supporting each other and the profession through organizational membership! <https://mnsophe.wildapricot.org/join-us>