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| ***MN SOPHE***  ***Meeting Agenda/Minutes/Summary*** | |
| **Date:** July 10, 2020 | **Time:** 10-11:30 am |
| **Location:** Zoom meeting session | |
| **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; Jean Streetar, Secretary | |  | | |
| **Absent:** Madeline Anderson-Sarno, Student Rep | |
| **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 | Welcome and thanks to all the dedicated board members. The meeting was called to order at 10:03 am.  Suzanne asked to add the May webinar follow up report and questions about the chapter emailing address. Agenda approved (motion: Liz, second: Derek). | Suzanne |
| Roll call | The student representative was not able to attend today. All other board members present. | Jean |
| Old Business |  |  |
| Approve minutes from June 12, 2020 | Minutes from the June 12 meeting were approved (motion: Joe, second: Judith). Jean will add the approval date and send to Liz for posting. Highlights from today’s meeting will be sent to members. | Jean, Liz |
| Goals for 2020 and progress reports | 1. Implement an awards recognition program – Karl Larson, ad hoc committee.   The awards ad hoc group will meet today via Zoom following the board meeting. Group will discuss final nomination letter, timeline and rubric for determining the professional award. [*note: meeting postponed due to time conflict for Karl]*   1. Explore scholarship program opportunities for students and professionals   Cherylee commented that it would be best to create the 501c.3 first so that funding/sponsorship could be solicited for an award process. Start-up funds and criteria for funding could also be established.   1. Explore process and documents needed for becoming a 501(c)(3) organization (Cherylee lead)   Work is anticipated to begin on this process in August.  4.       Explore partnering opportunities with other organizations  In what ways could we work with the MN Public Health Association? There is new elected leadership for MPHA and it might be worthwhile to set up a joint meeting. Some ideas include: promote each other’s events; connect with the Health Equity and Advocacy and Policy committees. MPHA will also be holding a virtual conference in September. | Karl, Mary, Kelly, Jean |
| List serve and email frequency | Mary reported that the list serve is a free service through Yahoo. At this time there are not options for various delivery of messages (such as once a week). In reviewing the past three months there were six messages sent in April; eight in May and five in June which averages out to 1-2 a week. Derek commented that the numbers do not seem unreasonable. He just happened to notice that there were three sent on one day. Liz added that through the member survey, people like the list serve as a benefit of membership. We still encourage everyone to post items. Posting jobs would be goal for the chapter, and having a person to lead that effort is still in the works. | Mary, Liz |
| May webinar follow up | Antonia followed up with a report on the May webinar. There were 78 people total and of those 18 were member and 7 were board members. Liz and Mary will be comparing lists (SOPHE events, CHES etc.) before promoting upcoming events. Cherylee had a suggestion for a speaker and webinar on health equity. Raie Gessesse from Hamline University. Cherylee will send slides from a presentation | Antonia, Cherylee  Liz, Mary (lists) |
| New Business |  |  |
| Chapter email | Currently the chapter email is hosted by Gustavus. Discussion regarding keeping as is or making other arrangements. Motion by Kelly and seconded by Liz to keep the current email arrangement with Gustavus and revisit next year. Cherylee added that a time line would need to be developed if changes are made to allow for financial or other paperwork required for switching. Mary suggested at least a three month window for the process. | Board in 2021 |
| Comprehensive health equity plan and special committee | Health equity work for the chapter has seven people interested. Derek is looking to identify how we integrate equity and anti-racism into health education work. Cherylee sent along the MPHA welcome used at events and committee meetings. The language acknowledging native land has been vetted with MN tribal groups. This is something that could be used at the summit. | Derek |
| Officer and Committee Reports |  |  |
| President | Call for 2021 nominations, ballot, timeline. Suzanne has created a letter to members calling for 2021 nominations. Joe added the idea for a brief position description. Discussion about board terms and spreadsheet Jean drafted a spreadsheet to track those that hold the position and when terms are up for election. For 2021-President-Elect; Secretary; Treasurer; National Delegate; Membership Chair. Mary is interested in the President-Elect position, and is serving as current Communication Chair. If elected to President-Elect someone could be appointed to fill the second year for Communication Chair. Criteria for board: members of the chapter; President-elect and National Delegate need to be members of National SOPHE. Joe will have changes for the chapter by-laws that can be presented and voted on at the annual meeting. Jean will continue to work on the draft spread sheet. Proposed time line for elections: August 1 receive nomination; September voting, new board announced at October summit. New positions start in Jan 2021. | Suzanne, Joe, Jean  All member-promote positions! |
| Past President | No update at this time |  |
| President Elect | Summit planning report. Next meeting July 10. Kelly provided a progress report on the summit. Abstract request for poster session is ready. Promoting the event will continue with member/nonmember messages and social media. There are five people already registered!  Good work by all! |  |
| Student Rep | Maddie is not available today. Joe reported that the students working on the summit have ideas for “job prospects and faculty members talking about graduate school.” The student session is 50 minutes. |  |
| Treasurer Report | Cherylee sent the treasurer’s report. As of June 10 there is a balance of $5,557.27. Expenses include the monthly web fees. Membership collected include $35, $15, and $30 on the entry form. |  |
| Advocacy | The committee of three will be meeting soon. Derek wants to explore how other organizations approach policies and resolutions. Currently it seems to be a blanket approach to cover many topics. Having a focus on health education and the role of health education specialists would be important. This would target the issues that are relevant to the work. The national advocacy summit will be virtual-due to the dates and times, Derek will probably not be able to attend. |  |
| Continuing Ed | National Continuing Ed management center is being rolled out. Judith will check to see if local chapter activity is included. Antonia announced that her baby is due in two weeks!! *Surprise…baby Oliver* *was early and arrived on July 13.* Antonia will continue in her role during new baby time. Congrats to Antonia and her family. |  |
| Delegate | No new updates at this time. Judith will send notices from national as they become available. |  |
| Membership/Communication | Liz reported that there are 71 members: 30 students and 41 professionals. There may be an increase through the summit registration, as people can bundle their summit and membership fees. Notices for membership renewal are sent on a regular basis depending on your anniversary date. |  |
| Good of the order | Jean congratulated Mary, Liz and member PH Moua on being featured in a *Pandemic Perspectives* article for the Spring 2020 PULSE College of Allied Health and Nursing (MSU) publication.  Cherylee announced that the 2021 national SOPHE conference is being planned (face-to-face) for St Louis, MO. Session abstract submission is due July 20, 2020.  A few members provided “summer vacation” updates, cancelations and activities amid COVID 19.  Mary Kramer has been promoted to full professor at MN State University-Mankato. Congratulations, Mary!! |  |
| Adjournment | Meeting adjourned at 11:24 am |  |
| Next meeting | August 14, 2020 |  |

Meeting Summary:

2020 Summit Registration is Open!

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

<https://mnsophe.wildapricot.org/page-18093> All information for the summit is now ready for viewing on the web link. Sign up now!

Other summit features worth noting:

* Abstracts for the virtual poster session are due September 1.
* Health Education Professional of the Year Award materials will be sent soon.
* Voting results for 2021 MN SOPHE Board positions will be announced at the Annual Meeting. Nominate someone or explore a leadership opportunity for yourself.
* Reasonable summit fees and the opportunity to become a member.

MN SOPHE Webinar New Ideas.

If you have ideas for speakers or topics that would be great CHES/MCHES webinars please contact Antonia Yenser, Continuing Education Chair. The goal is for the chapter to offer three to four webinars per year with free credits for MN SOPHE members. This is one way to keep connected with colleagues in the Health Education field. Email your ideas or question to [sopheminn@gmail.com](mailto:sopheminn@gmail.com)

Looking for ways to make a difference? Get involved with a MN SOPHE Committee!

<https://mnsophe.wildapricot.org/page-18080> Check out the committee page on the website. The time commitment is small, but the impact will be big for individual members and MN SOPHE. Ideas and energy from members is always welcomed.