| ***MN SOPHE Board Meeting of the Executive Committee and Officers***  ***Agenda/Minutes/Summary*** | |
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| **Date: August 18, 2023** | **Time: 12-1 pm** |
| **Location: Zoom** | |
| **Attending:** Liz Heimer, President; President Elect, Lindsay Nelson; Mary Kramer, Past President; Wendy Schuh, National Delegate; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; PH Moua, Awards and Recognition; and Zhanna Dunagan, Student Representative  **Guest:** Molly Schmidtke from Association of Non Smokers Rights MN | |
| **Absent:** Katie Stapleton, Treasurer; Sia Xiong, Communications; Cat Gangi, Continuing Education; Taylour Blakeman, Membership Chair; Nuri Nudrat | |
| **Facilitator: Liz** | **Recorder: Jean** |
| **Meeting Objective:** Sixth month check in on Jamboard. | |
| **Minutes Approved: September 15, 2023** | |
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| **Agenda Item** | **Time** | **Discussion** | **Person assigned** |
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| Introductions and approve agenda | Noon-12:10 | Welcome all! Liz called the meeting to order with a quorum at 12:04 pm. Since we have a full agenda there was a short chat question about what mythical or real sea creature would be like to be? (shark, dolphin, mermaid, siren, whale…)  Motion to approve the agenda (Lindsay, second by Lauren). Approved | Liz |
| Roll call |  | Katie, Taylour, Cat, Sia and Nuri were not able to attend | Jean |
| **Old Business** | 12:10-12:15 |  |  |
| Approve minutes |  | Review of the minutes. Motion by PH, second by Lauren to approve July. minutes. Approved. Jean will add the approved date and send to Taylour for posting. Jean will send out August meeting highlights to members. | Jean, Taylour |
|  |  |  |  |
| **New Business** | 12:15-12:30 |  |  |
| How Are We Doing? |  | Jamboard discussion: Liz encouraged all board members to add their thoughts to the Jamboard discussion, so we can ensure we are headed in a forward direction. Comments are anonymous. [Jamboard link](https://jamboard.google.com/d/12gnQZi6xes-fewukmhlUCxLSg2r8Ha_pUE4ZeiMT5Yc/edit?usp=sharing) | All board members |
| MN SOPHE flavored tobacco restriction sponsorship from ALA |  | 1. Updates   Toolkit - video is almost complete and next week we are meeting to discuss finalizing the toolkit! Partnered with a teacher at Winona State so we will be tabling with them at a couple Rochester events in September in addition to campus and educator conferences.  MN SOPHE day at the capitol - early in 2024, date TBD  Sticker contest - runs through the end of the month. Mary is going to get her students involved in the sticker contest as well after a presentation Katie gives next week.  Moving our educational speaker to December for annual business mtg.  FREE wristbands: we are giving out at tabling and to anyone who wants to support the work. Let me know if anyone wants one or a few to hand out! They say “ inspire. respirar. ua pa.  Flavored Tobacco Free Minnesota”  Questions-connect with Katie | Katie |
| 2023 Goals and Progress | 12:30-12:40 | * **Develop year-round board recruitment** (Liz and Subcommittee)   + Meeting after this meeting from 1-1:30pm - [agenda](https://docs.google.com/document/d/1p5ld-CBgs5WKkrhMx7XZsmeYJn-t_XSr/edit)   Still need candidates for President elect, Communications, and Continuing Ed. Anyone welcome to join the meeting or send suggestions to Liz.   * **Analysis of current governing documents** (Bylaws and Policies and Procedures) - Mary, Jean, and Liz * **Increase membership**- In Membership and Communications report. We have 86 which is an increase for this year. |  |
| **Officer and Committee Chair Reports** | 12:40-1pm |  |  |
| Past-Pres-Mary |  | Past-president Report –Mary - this year we are undertaking two processes to help with our organization governance. Open invitation to everyone on the board to help with future visioning of MN SOPHE - invitation to board!  **1) Update on new “Board Manual”** process for all board members (part of streamlining our onboarding process for board members is to put all governing info in one place.  Easier to search and find answers. Mary drafted 1st version which was a compilation of the Polices and Procedures manual + By-laws.  Liz and Jean have reviewed and added input/revise. Look for an ask from me in the next month for full board to review and add input. We do NOT need to review by-laws this year, that happens next year.  Goal: Pass the new “Board Manual” by December 2023 board meeting and start using 2024. Also discussed the Standard Operating Procedures document for each position, possibly using a template.  **2) 5 year plan/ strategic planning** - Liz and Mary are reviewing National SOPHE’s 5 year plan and creating our own. Will share with board soon.  Any board member invited to a National SOPHE informational webinar on Tuesday, 8/22, at 11 am (CST). Michele Bildner, DrPH(c), MPH, MCHES®, current Speaker of the House of Delegates, invites HOD and other volunteer Chapter leaders to attend an informational webinar outlining her dissertation research study to assess and increase readiness for achieving the new strategic aim. She will discuss the study purpose, design, goals, and future implications for SOPHE Chapters and the House of Delegates.  Wendy will be attending.  To Join Zoom Meeting on Tues, Aug 22 at 11:00 (CST): [https://uic.zoom.us/j/83428749883?pwd=SnljM243Uk1MUk1tR3Zyc0pZZzhpQT09](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuic.zoom.us%2Fj%2F83428749883%3Fpwd%3DSnljM243Uk1MUk1tR3Zyc0pZZzhpQT09&data=05%7C01%7Cwendy.schuh%40mnsu.edu%7C18714e7625514f84f10608db98331545%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C638271117674842123%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rxFJk3L4R1Qq7NhrplgVBlYpu4dPY8%2BYzd8k2QOTnTA%3D&reserved=0)  Meeting ID: 834 2874 9883; Passcode: t6r6YFP8  **Future changes** to CHES/MCHES credits - on our evaluations people will need to show knowledge gained not just check boxes.  Cat - do you know WHEN exactly this change is taking place? Wendy will see if there is any info from National HOD.  REMINDER: Encouragement for some on board to consider National offerings. **National Membership:**  In Aug 22, we voted to offer to cover the cost of  ½ of the National SOPHE membership to President, President Elect, National Rep, and Advocacy Chair contingent on the current chapter budget. Liz did National SOPHE with the ½ price offer. Mary and Wendy are National SOPHE members through MSU-M.  **National SOPHE Meetings Representation:**  1) Minnesota SOPHE agrees to budget up to $500 per year to assist the MNSOPHE National Delegate or proxy to attend the Annual Meeting of SOPHE (march of each year). All receipts shall be provided to the Treasurer for justification and reimbursement of meeting related expenses.  2) Minnesota SOPHE agrees to budget up to $500 per year to assist the MNSOPHE Advocacy Chair or proxy to attend the national Advocacy Summit. All receipts shall be provided to the Treasurer for justification and reimbursement of meeting related expense. Molly has attended and presented at past national advocacy summits. Lauren has attended and recommends someone attend. |  |
| Pres-Elect- Lindsay |  | Hosted the August webinar- around 16-18 participants. Great engagement and questions from the audience.  Twenty current registrations for summit.  All speakers are confirmed- will be looking for assistance with reviewing for CHES credits once speaker forms are submitted.  Three confirmed sponsors- continue to share with anyone interested.  Early bird pricing will end after Labor Day- spread the word!  Hoping to finalize the agenda and post on the website in the next 1-2 weeks.  Mary sent out poster session abstract information- (1 submitted so far as of 8/17) please share  **If you’re interested in assisting** with anything the day of the event let me know or take a look at our sign up sheet for tasks prior to/the day of: [MN SOPHE- HES Summit 2023 Sign Up.xlsx](https://docs.google.com/spreadsheets/d/1hlAi0jfB2HszHuW5gz-BZoO3GRb2VGuO/edit?usp=sharing&ouid=115481346462737099204&rtpof=true&sd=true)  We are looking for giveaways to hand out the day of the summit to participants- if you, your organization or anyone you may know is interested in donating items please let me know  **Next committee meeting** September 11th from 12pm-1pm  Draft agenda for reference: [2023 MNSOPHE Summit Agenda](https://docs.google.com/document/d/1KSp7cqHSEeVC_bPovMKVCXR0Qdr9npYF4T2NHgqBwms/edit?usp=sharing) |  |
| Treasurer-Katie |  | Starting Balance $8544  Ending Balance $10399.72  We’ve had a couple sponsorships come in so far for the Summit! We can send an invoice so people can complete through paypal, if that helps garner additional sponsorships.  Have already had orders through the merch site! |  |
| Awards-PH |  | Submissions  OCPHEA: 1  HEYA: 0  Student Award: 0  Next committee meeting: August meeting canceled. Will communicate via email.  We will discuss how to present the award if an awardee cannot make it in-person to accept at the summit  We will work with the summit planning team about free registration for awardees (3)  Next steps: reach out to educational institutions about student award |  |
| Membership-Taylour |  | 86 Total Members; 43 student, 42 professional, 1 emeritus.  Submitted LPH nomination for awards this year.  Assisting with the Summit Planning Committee, Taylour will be attending in person for the conference and can support with anything the day of; Taylour also has an OWL if we still want to explore a hybrid option.  Assisted with webinar registration; sent out followup recording and posted to website here: [Minnesota Society for Public Health Education - MN SOPHE Webinars (wildapricot.org)](https://mnsophe.wildapricot.org/sys/website/?pageId=18115)  Held Membership and Communications Meeting on July 28th- discussion on starting up coffee chats for networking (regular Zoom calls set up) and who is tasked with poster Sessions for the Annual Summit, sharing of MNSOPHE swag (thanks to Katie / Sia)  Taylour has reached out for sponsorships in the Duluth area:   * + Wilderness Health   + Essentia Health   + Blue Cross Blue Shield   + Health Equity Northland   + Have we confirmed UMD as a sponsor? Not at this time.   + SLC PH- they can’t sponsor state conference   Question for Katie about past due Zoom accounts from the transition of the treasurer’s position. |  |
| Advocacy-Lauren |  | MN SOPHE signs on with 207 other organizations supporting the inclusion of tobacco cessation language in CERD General Recommendation 37 which equates to national law.  From Trust for America's Health: Endorse the Improving Social Determinants of Health Act of 2023. Congresswoman Barragan and Senators Smith and Murphy are re-introducing the Improving Social Determinants of Health Act. The bill text is largely the same from last Congress, which was supported by over 500 organizations.   * + [61423\_Improving\_SDOH\_Act2023\_OnePager118th.pdf (tfah.org)](https://www.tfah.org/wp-content/uploads/2023/06/61423_Improving_SDOH_Act2023_OnePager118th.pdf)   + MN SOPHE can support this bill, vote for approval. Lauren will be checking on the timeline to support and follow up by email or we can discuss at the Sept meeting.   Met with Anuraa Venkat (Sophomore from Woodbury) who advocates for Child Sex Education in schools. She’s meeting in September with Senator Mitchell to draft a bill and wants MN SOPHE support as a stakeholder in the meeting and on the issue on general.  Did not submit an abstract for SOPHE Advocacy Summit, I’m not planning on attending this year.  Would someone else be interested in attending (Oct 14-16 in Washington D.C.) |  |
| Secretary-Jean |  | Met with Mary and Liz. Reviewing governing working document and looking  up relevant information from previous board actions. |  |
| Communications-Sia |  | Promotion for the summit, merch, board openings and sponsorships  Insights (May 20, 2023 - August 17, 2023)   * + Reach: FB 676 and IG 80   + Profile visits: FB 96 and IG 7   + New Likes/Follows: FB 4 and IG 1 |  |
| Nat Delegate-Wendy |  | OPHE is continuing to search for a National CEO. Second round of interviews in DC last week.  Membership Values: Does MN SOPHE have a value statement? SOPHE identified 14 statements that may connect members (Wendy will send along a link to a membership tool). Brainstorm when were we the FIRST? When are we the ONLY? How are we the BEST? Do we have *competitors* or *allies*? Michele Bildner, HOD Speaker, will plan a visit to each Chapter to discuss chapter surveys and form an action group to help with coordination. |  |
| Continuing Ed-Cat |  | * August webinar on Period Poverty and tools for advocacy. Thanks to Lindsay for moderating and Taylour for organizing tasks to complete the webinar. * September- We were hoping to get a tobacco prevention webinar set up, but I’m not sure that will happen with timing at this point might need to be pushed back. * Summit: Waiting to get the green light to start putting together the review process for October. |  |
| Student Reps-Nuri, Zhanna |  | No updates at this time. |  |
| President-Liz |  | Meeting with HES planning committee.  Seeking board member nominations   * + Coordinating year-round recruitment   Assisting bylaws/policies and procedures consolidation.  Annual Business Meeting planning   * + Consider the flavors tobacco webinar as part of it to add credits as well as give a big thanks to our biggest sponsors this year   + December 15th likely the date from 12-1:30pm (regular meeting date) * [Strategic planning - 5 year plan](https://docs.google.com/document/d/1bTm_TjomyySjWYkb50Yf-_vJ40boz4BQgrGHP41JAlU/edit) |  |
| Good of the order |  | Happy Friday! |  |
| Adjournment |  | 12:58 pm. Next meeting Sept 15 noon to 1 pm |  |

Meeting Summary:

**Come One-Come All to the MN SOPHE 2023 Health Education Summit!**

What’s happening this year? Early bird registration, poster session, expert speakers, lunch, awards, in person networking, CHES credits! Hosting the Summit will be beautiful Duluth, MN at [Iron Clyde Works](https://clydeironworks.com/clyde-event-center/) 2920 W Michigan St on October 19 from 8 am to 4 pm. It’s a great time of year to do some “leaf-peeping” too.

Registration open at: <https://mnsophe.wildapricot.org/summit>



**2023 Awards and Recognition**

There is still time to nominate colleagues, students or interns for 2023 MN SOPHE Awards. Easy, on-line applications are available on the website at : <https://mnsophe.wildapricot.org/MN-SOPHE-AWARDS>

MN SOPHE wants to acknowledge the health education work that contributes to the health status of our communities and state. Professional award nominations are due by September 8. Student/Intern award nominations are due November 3.

**Nominations for board positions**

Ongoing efforts are being made to recruit MN SOPHE board members as a way to strengthen the local chapter and health education as a career. Do you know a colleague or student that would make a good candidate? Are YOU interested in board and leadership experience? Join us for 2024! We are seeking candidates for upcoming elections, especially President-Elect, Communications Chair, and Continuing Education. There are also “perks” for being involved with board activities. Contact current President Liz Heimer for more information at: [sopheminn@gmail.com](mailto:sopheminn@gmail.com)