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| ***MN SOPHE Board Meeting of the Executive Committee and Officers*** ***Meeting Agenda/Minutes/Summary*** |
| **Date:** January 10, 2020 | **Time:** 10 am to 11:30 AM |
| **Location:** Phone and videoconference |
| **Attending:** Suzanne Driessen, President;Joe Visker, Past President; Cherylee Sherry, Treasurer; Derek Hersch, Advocacy Chair; Vacant, Student Representative; Kelly Kunkel, President Elect; Mary Kramer, Communication Chair; Judith Luebke, House of Delegates; Antonia Yenser, Continuing Education Chair  |
| Absent:  Jean Streetar, Secretary,  Liz Heimer, Membership Chair |
| **Facilitator:** Suzanne Driessen | **Recorder:** Suzanne Driessen |
| **Meeting Objectives:** |
| **Minutes Approved:** |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Welcome and call to order | The meeting was called to order at 10:06 am | Suzanne |
| Board Orientation | Suzanne gave an overview [Bylaws](https://drive.google.com/file/d/1dWj3kzW8bjuUdND4c5E-VDxfjuhG7IGr/view?usp=sharing), [Policy and Procedures](https://drive.google.com/file/d/1dWj3kzW8bjuUdND4c5E-VDxfjuhG7IGr/view?usp=sharing), [Google drive](https://drive.google.com/drive/folders/1LC6d9-FMZ3CfgYRlmD25LJKOxvqp-uD-). Suzanne pointed out some inconsistencies within the bylaws vs. policies and procedures. Bylaws are on a 2-year review cycle and are up for review in 2020. Joe will lead the review and revision effort of both documents. Suzanne encouraged all board members to review the documents noting their roles and duties.  | Joe, All board members |
| Approve December 2019 minutes | December 13, 2019 minutes were approved (motion: Joe; second: Derek; motion approved). Jean will forward approved minutes to Mary and Liz for the website and archive. January minutes will be sent to the board and highlights will be sent to members via the list serv. | Jean, Mary, Liz |
| Old Business |  |  |
| 1. Final report from 2019 Summit
 | Suzanne created a [2019 Summit Final Report](https://docs.google.com/document/d/1LCHVPY1QPYpwLM-hkdoBLTTzLW9W2dD0gcaZnDZS6Ro/edit?usp=sharing). Good reference to use for planning 2020 Summit.  | Kelly |
| 1. Next CE webinar
 | Joe’s webinar, “Firearms 101” will be presented on February 20, 2020 from noon-1 pm. 1 Cat. 1 CHES credit will be available. Mary will help with marketing. Suggested to market to MPHA, Extension 4-H staff.  | Joe, Antonia, Mary |
| New Business |  |  |
| 1. Secretary position
 | Jean Streeter filled in as Secretary in 2019. According to the bylaws the board my appointment someone to a vacant position until the next election cycle. Jean has agreed to continue as Secretary in 2020. Board approved Jean’s appointment (motion: Judith; second: Cherylee; motion approved). | Jean |
| 1. Student Representative
 | Joe will contact the 4 candidates to see if they are still interested, then will conduct a poll for board members to vote before our next scheduled meeting in February. | Joe and all |
| 1. Goals for 2020
 | Using the [MNSOPHE Re-designation Strategic Plan 2020-2025](https://docs.google.com/document/d/1HG4nLEGOrj6Lb-J5ESL37O5Bvbaud97nQHDjSNdXNz0/edit?usp=sharing) 4 goals were set for the year: 1): Implement an awards recognition program; 2) Explore scholarship program opportunities for students and professionals; 3) Explore process and documents needed for becoming a 501(c)(3) organization (Cherylee will lead); 4) Explore partnering opportunities with other organizations. (MPHA has 341 members; Cherylee and Jean are members. Cherylee suggested offering Category I CHES credits for their policy forums and shared these links: MPHA Annual Meeting, May 4-5, 2020 at the Eagan Community Center <https://mpha.net/page-1848060/>, MPHA Governing Council and Committee members email address. Policy and Advocacy Committee is the last line in the committee table. <https://mpha.net/page-1242672>; Policy Forums <https://mpha.net/page-1848059>).  | All |
| 1. 2020 National SOPHE Conference Attendance/Funding
 | Dates are March 17-20, Atlanta. Attending from MN SHOPHE include Cherylee, Joe, Karl. Cherylee has partial funding from employer to attend and is presenting at the conference. Bylaws state up to $500 be allocated to assist in expenses for a MN delegate to attend. Suzanne will offer the stipend to Joe. | Suzanne/Joe |
| 1. Reports
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| 1. President
2. President elect
3. Past president
4. Student Rep
5. Treasurer
6. Advocacy
7. National Delegate
8. Membership
9. Communication
10. Continuing Education
 | 1. No further updates at this time
2. Kelly will convene the 2020 Summit Planning Committee in March
3. No further updates at this time
4. N/A
5. Treasurer: Cherylee emailed the budget report to the board. Ending checking account balance for 2019 is $5004.52. Per bylaws, an internal audit needed every 3 years and is due this year.
6. Advocacy: The 2019 committee started reviewing and revising national SOPHE’s mental health resolution. The committee will continue updating this resolution to bring forward for a future board vote. Derek with connect with Pat Stieg to join national advocacy calls.
7. HOD: Judith wrote an article for SOPHE News & View. We do this once a year. Judith attends monthly House of Delegate meetings. Number of required national members per chapter is being discussed, suggesting an increase from 10 to half. Board members encouraged Judith to advocate keeping at 10 for smaller chapters like MN SOPHE. Advocate for national members to belong to a chapter as well.
8. Membership: As of January, we have 69 members, (29 student members and 40 professional members). Liz updated the [website](https://mnsophe.wildapricot.org/) and encourages any revisions of sections by committee chairs. Ideas to increase member involvement include a change to membership form, new and renewing members will now be required to choose one committee. Chairs will be notified of members interested in their committee and should follow-up directly.
9. Communication: Suzanne did a short welcome video and posted on Facebook. Mary encouraged other board members to do the same. Investigate hosting the videos on a MN SOPHE YouTube channel. Mary volunteered to work with committee chairs on marketing pieces for their committee.
10. CE: Antonia is working to secure CE credits for the February *Firearms 101* webinar. Antonia will attend monthly national CE calls.
 | b. Kellye. Cheryleef. Derekg. Judithh. Lizi. Maryj. Antonia |
| 2020 Chapter Meetings | Bylaws require all board meetings be open to members and dates must be posted. Suzanne will add to the Meeting Summary sent to membership Liz or Mary will add to website. Board meets monthly meetings on the second Friday from 10 to 11:30 AM.as needed. 2020 dates are: Jan 10, Feb 14, Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sept 11, Oct 9, Nov 13, Dec 11, 2020. | Suzanne, Mary/Liz |
| Good of the order | None |  |
| Adjournment | Meeting adjourned at 11:35 am |  |
| Next meeting | February 14, 2020 |  |

Submitted by: Suzanne Driessen, President

***MNSOPHE Board Meeting Highlights - January 20, 2020***

**President Message**

Happy 2020 Minnesota SOPHE members! I am so excited to represent you as this year’s Chapter President. What a great way to start a new decade. I created a welcome [video](https://youtu.be/w3fQV8NVfvI). As I mention in the video, I would love to hear from you regarding your interests and ideas to network, grow professionally, and stimulate communication and collaboration. Pleaser reach out anytime: driessen@umn.edu or 320.203.6057. This is your professional organization, your ideas and involvement are so important to address and advocate public health issues. Check out all the latest information on the MN SOPHE [website](https://mnsophe.wildapricot.org) and follow us on [Facebook](https://www.facebook.com/mnsophe/)!

Let me introduce this fabulous cast, your 2020 MN SOPHE Executive Committee and Officers! Please reach out to them at any time.

* Kelly Kunkel, President Elect and 2020 Health Education Summit Planning Chair, kunke003@umn.edu
* Joe Visker, Past President, joseph.visker@mnsu.edu
* Cherylee Sherry, Treasurer, cherylee.sherry@state.mn.us
* Judith Luebke, House of Delegates, judith.luebke@mnsu.edu
* Jean Streetar, Secretary, jmstree27@gmail.com
* Antonia Yenser, Continuing Education Chair, antonia.yenser@mnsu.edu
* Derek Hersch, Advocacy Chair, derekherschmsp@gmail.com
* Mary Kramer, Communication Chair, mary.kramer-1@mnsu.edu
* Liz Heimer, Membership Chair, heimerliz314@gmail.com
* Student Representative (Look for announcement soon).

Looking forward to a great year!

Suzanne Driessen, 2020 MN SOPHE Chapter President

**Chapter Goals for 2020**

Using the [MNSOPHE Re-designation Strategic Plan 2020-2025](https://docs.google.com/document/d/1HG4nLEGOrj6Lb-J5ESL37O5Bvbaud97nQHDjSNdXNz0/edit?usp=sharing) four goals were set for the board to accomplish in 2020. They include: 1) Implement an awards recognition program; 2) Explore scholarship program opportunities for students and professionals; 3) Explore process and documents needed for becoming a 501(c)(3) organization; and 4) Explore partnering opportunities with other organizations. Goals will appear as agenda items for each board meeting, so watch for updates on progress towards reaching these goals.

**MN Chapter to be featured in SOPHE News & Views**

Our House of Delegate, Judith Lubke wrote and submitted an article highlighting our 2019 efforts to address our members’ interests and needs, advocate for health policy issues, and promote professional development. Here is a snippet of the article. In 2019, results from a member survey informed board priorities. In 2019, MN SOPHE continued to support Tobacco 21 and passed, *Improving Lives through Health Education on Opioid Prevention and Treatment* Resolution. In addition, we hosted the second annual Health Education Summit, *Art, Health & Well Being: A Creative Approach to Public Health,* during National Health Week.

**Students Create a Video Promoting the Health Education Profession**

To celebrate National Health Education Week in October 2019, the HLTH 361 Health Communications Class at Minnesota State University created a video public serve announcement to showcase the unique skill set of public health educators in our state. A big thank you to Communication’s Chair, Mary Kramer and members of Minnesota SOPHE who shared their photos and gave permission to use their photos. Video was created by Maddy Drexel, Baylee Jahaus, Tomike Bali, Patty Jo Bloczynski, Joshua Nyamwaya, Community Health Education Students at Minnesota State University-Mankato. The video was debuted at the 2019 HE Summit. Watch the video [here](https://youtu.be/FQ7kJEqRq64) and share to promote our profession.

**MN SOPHE invites you to join a Committee**

Want to meet others, network with energized MN health educators, get leadership experience, help advocate for our profession and public health?  All members are encouraged to engage by joining one of our standing committees that meets occasionally by tele or videoconference call:  Membership/Communications, Advocacy, Continuing Education and Finance. Learn more and pick a [committee](https://mnsophe.wildapricot.org/page-18080) of interest.

**Board Meeting open to Full Membership**

MN SOPHE Board monthly meetings are held on the second Friday from 10 am to 11:30 via Zoom. 2020 dates are January 10, February 14, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, and December 11, 2020.

All members are welcomed to join in the phone/teleconference calls. Contact Suzanne Driessen, President for more information. (driessen@umn.edu).