|  |
| --- |
| ***MN SOPHE******Meeting Agenda/Minutes/Summary*** |
| **Date:** October 11, 2019 | **Time:** 10-11:30 am |
| **Location:** Phone/teleconference |
| **Attending:** Suzanne Driessen, President Elect; Jessica Tilson, Student Representative; Mary Kramer, Communication Chair; Liz Heimer, Membership Chair; Cherylee Sherry, Treasurer; Judith Luebke, National Delegate; Pat Stieg, Advocacy Chair; Jean Streetar; Secretary |
| **Absent:** Joe Vicker, President; Kelly Kunkle, Continuing Ed Chair; Karl Larson, Past President |
| **Facilitator:** Suzanne Driessen | **Recorder:** Jean Streetar |
| **Meeting Objectives:** |
| **Minutes Approved:** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion** | **Person assigned** |
| Welcome and call to order | Meeting was called to order at 10:01 am by our president elect. | Suzanne |
| Agenda items | Agenda mailed to the board was approved (Judith motion/Liz second) | Suzanne |
| Approve September minutes | September 13, 2019 minutes were approved. (Cherylee motion/Liz second). Jean will send along to board and Mary for posting and archiving. Jean sends out a recap through the list serve. | Jean/ Mary |
| Old Business |  |  |
| Summit | Planning details discussed for the Oct 24 event:-Mary is developing name tags. They will be printed with the participants name and city they are from.-Suzanne is developing a check list with assignments that will be sent out. She remined people that if they recruited a speaker to do a final check in for any needs, timing, etc.-Cherylee will be sending a YouTube video with the Commissioner of Health message. She will also have available the check book, expense forms and card reader the day of the event.-Tumblers. We have ordered 24 to be on sale at the summit. Total cost is $15 each and will be sold for $20 each. There will be a picture of the tumbler on Facebook with a reminder to bring a check or cash for purchase. Suzanne will make sure there is a sign and table space for the tumblers.-Discussion regarding thank yous to speakers. It was decided that a thank you card will be sent to each speaker after the conference. Suzanne will get cards. Several of the speakers are getting honorariums so no thank you gifts will be provided.-There is signage for information tables from last year’s summit.-Liz asked about same day registrations. The cut-off date for registrations is Oct 18. We will not turn people away and can take payments. There will be no increased cost for same day registrations. Lunch should still cover any additions.-Suzanne has sent the most current program for review. She would like any final comments back to her by Oct 16. Thanks to those who have reviewed to this point.-Time for set up: Suzanne is checking with Karl-if the space is not available the night before, set up will be from 6:30 to 7 am on Oct 24. -Suzanne did a review of site plans and added that she has requested a riser so speakers can be seen better by all participants.-Kudos to Mary and Liz for communications. Thus far we have 50 registered. The goal was to have 100 participants for this year. | All |
| New Business |  |  |
| 2020 Elections | We have a full slate of people interested in the open positions. The ballot has been posted on the website. There will be an email sent out to all members to vote! Due Oct 22 so results can be announced at the summit. Newly elected members will join the board in Jan 2020. | Joe, Mary, Liz |
| Board Reports1. President Report – Joe
2. President-elect Report- Suzanne
3. Student Representative Report-Jessica
4. Treasurer Report—Cherylee
5. Advocacy Report – Pat
6. Delegate Report—Judith
7. Membership/Communication Report—Liz and Mary
8. Continuing Education—Kelly
9. Past-president Report – Karl
 | 1. Joe has been working on the 5 year re-designation document due Oct 31. He will be sending a draft to the board for review. This will be a guide for 2020.
2. Suzanne is looking forward to utilizing the new designation document as her guide for 2020. She is also working on wrap up of the summit event.
3. Job postings continue to be sent to the list serve. Jessica is keeping in-touch with student members via emails and videos of health professionals from the field. She will be

wrapping up the year by making a job duty list for next student representative. She has been asked to recruit a new student for appointment in 2020. Jessica will be doing a full time internship starting in December to finish her program! Thanks for all your good work!1. Treasurer’s report was provided via email. As of October 11 we have a balance of $7,592.05. Cherylee will separate out the membership and registration incomes (Liz indicated that we have $1,905. so far for the summit). Suzanne asked about any annual budget preparation. Since the group had been reestablished, the budget planning focused on having funds for an annual summit. Going forward an annual budget would be a good idea. Suzanne also asked for an update on what we have received from sponsors of the summit. Cherylee to follow up on who has contributed and the amounts.
2. Advocacy committee is currently continuing to support cities and counties that are working on T 21. No legislative action at this time since state and federal representative are not in session. Pat will be attending the national SOPHE Advocacy summit in Washington DC this month. He will be visiting with MN representatives (Take photos to post!!). Cherylee will also be at part of the summit. The focus is on opioids. Cherylee mentioned that there is a lot of funding right now coming to the states, just for opioids. She would like to suggest that the topic be broadened because there are many needs related to addiction not just opioid addiction. Pat will be stepping down as advocacy chair but will remain active with the group going forward. He would like to provide an update for the MN summit (he is unable to attend). Suzanne suggested a video update to present on Oct 24. Stay tuned!
3. The National Delegates met this week and the focus was on the re-designation document which is due Oct 31. There will also be an annual report from chapters due in December. Judith will help change our leadership list so that new positions will receive the appropriate email notices and updates from national. SOPHE journals are looking for people interested in reviewing articles; there will be communication resources sent to chapters; and Judith has information about student recognition at a national level.
4. Liz sent out the membership list via email. There are 76 current members, which is less than last month. Nine memberships lapsed after the email reminders. There are 50 people registered for the conference. Mary and Liz have been working on revamping the chapter webpage. Look for new features after the summit.
5. The CHES credits are ready for the summit. Format for approval has changed. Kelly will provide follow up for new continuing ed chair so that all local events receive approval. Cherylee mentioned the change to competencies that will be rolled out in the future. The updates will be more aligned with workforce experiences. The exam for creditation will also be changing. Thanks to Cherylee for serving on an advisory panel during the review process!
6. No report at this time.
 | Cherylee, Suzanne |
| Good of the Order | Don’t forget Health Education Week Oct 21-26. Mary and Liz to discuss postings for promotion. Thanks to all! | Mary, Liz |
| Adjournment | Meeting adjourned at 10:58 am |  |
|  |  |  |
|  |  |  |
| Next meeting | November 8, 2019 10-11:30 am |  |

Meeting Summary:

Highlights from the October 11, MN SOPHE Board meeting.

ATTENTION all members! Time to vote for the chapter open positions for 2020.

The following positions will be filled for next year; President-Elect, Advocacy Chair, Communications Chair, and Continuing Education Chair. Please cast your ballot by October 22.

[Click here](https://mnsophe.wildapricot.org/Sys/Login) to be directed to MN SOPHE to Log in and click the Members Only tab.

Registration is open until Oct 18 for the 2019 MN SOPHE Health Education Summit

**Arts, Health & Wellbeing: A Creative Approach to Public Health Education**. Thursday, October 24, 2019. Doors open at 7:45 am. Gustavus Adolphus College, Johnson Student Union, Heritage Room, St. Peter, MN. Visit the website for registration and agenda details. <https://mnsophe.wildapricot.org/Agenda>

ATTENTION Students!

Are you looking for a rewarding experience (and resume builder) in the field of health education? Consider being the student representative on the MN SOPHE Board for 2020. For more information contact current student representative Jessica Tilson jessica.tilson@mnsu.edu

Keep current with MN SOPHE

Remember to update your annual membership with our local chapter to gain all the student and professional benefits. Visit the website to join or renew <https://mnsophe.wildapricot.org/join-us>

National SOPHE involvement

* Board members have been working to complete the required re-designation document in order to remain an active local chapter here in Minnesota. The five year plan will be a guide for continuous improvements to our chapter. The document due date to National SOPHE is October 31.
* Advocacy Chair, Pat Stieg and Treasurer, Cherylee Sherry will be attending the National SOPHE Advocacy Summit in Washington DC, October 19-21. We look forward to hearing about their experiences when they return.
* National Health Education week is almost here-October 21-25. Take a look at the information posted on the SOPHE website for more information. The theme is Evaluating Health for All. <https://www.sophe.org/focus-areas/national-health-education-week/>