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| ***MN SOPHE***  ***Meeting Agenda/Minutes/Summary*** | |
| **Date:** December 13, 2019 | **Time:** 10 am to noon |
| **Location:** Phone and teleconference | |
| **Attending:** Joe Visker, President; Cherylee Sherry, Treasure; Pat Stieg, Advocacy Chair; Liz Heimer, Membership Chair; Jessica Tilson, Student Rep; Suzanne Driessen, President Elect; Mary Kramer, Communication Chair; Judith Luebke, National Representative; Jean Streetar, Secretary; Antonia Yenser in-coming Continuing Education Chair; Derek Hersch,incoming Advocacy Chair | |
| Absent: Karl Larson, Past President; Kelly Kunkle current Continuing Ed Chair and new President Elect | |
| **Facilitator:** Joe Visker | **Recorder:** Jean Streetar |
| **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 am | Joe |
| Approve Oct minutes | October minutes were approved (motion: Judith; second: Suzanne).There was no November meeting. Jean will forward approved minutes to Mary and Liz for the website and archive. December minutes will be sent to the board and highlights will be sent to members via the list serve. | Jean, Mary, Liz |
| Old Business |  |  |
| 1. Eval from 2019 Summit | Kelly sent out the evaluation results. Board member comments included that the overall response was good; there was opportunity for networking; and some quotes could be used for further communications, there could be more promotion for the summit. Suzanne is thinking about doing a summary report. It was suggested that a report and some of the evaluation comments could be posted on social media.  Committee members for 2020: Kelly, Derek, Antonia, Cherylee, Judith, Mary  Thanks to all who worked on the 2019 summit! | All |
| 1. Highlights of Strategic Plan (Chapter Re-designation) | Joe submitted the chapter re-designation materials and has heard back that the chapter plan is approved for the next three years. Judith indicated that SOPHE will make the re-designations official at the Jan 2020 delegates meeting. Re-designation and the annual fees total $200. Discussion-If a chapter wants to make changes to the plan, do they need to resubmit any materials? Judith will check on this. Cherylee indicated that there is a SOPHE national strategic plan due in 2020 and local chapters may want to align activities with those plans as well. | Cherylee, Judith |
| New Business |  |  |
| 1. New officers | Welcome to the newly elected committee chairs joining the meeting today!  Antonia Yenser, will chair the Continuing Education committee. She is an alcohol and drug prevention educator at MN State University-Mankato. Derek Hersch, will be the Advocacy Committee chair. He works at the Medical School of the U of MN as a researcher. Thank you to Pat Stieg and Kelly Kunkle for their outstanding chapter committee work. | Transition-Pat and Derek; Kelly and Antonia |
| 1. Student Rep | Jessica will be leaving her role as Student Rep. She has recruited four students interested in taking on this role with the board. She has informed those interested about the activities and responsibilities of the role. In addition she requested a short letter of interest from each student. There are two from Mankato, and one each from Gustavus and the U of M. Jessica will send out the letters of interest for board review. Discussion: the board will review and make a student rep selection at the January 2020 meeting. It was suggested that the role of Past-President include mentoring opportunities for the student rep. Many Thanks to Jessica for doing a great job as the Student Rep. And good luck in your future public health endeavors! | Joe and new board |
| 1. Annual Report | The annual chapter report will be due to National SOPHE on Friday, Dec 20, 2019. Joe is completing the survey monkey form, but will send out items for review or input. He does not anticipate any problems in gathering the information requested on the form. | Joe |
| 1. Award proposal | Karl has drafted a Public Health Educator award format and is willing to chair a selection committee. Motion by Judith and second by Suzanne to move forward with an award for a professional health educator in 2020. Motion was approved. At this time a student award will be tabled, but a draft will be considered in 2020. Both of these awards are part of the three year strategic plan. | Karl |
| 1. Joint activities with other organizations | Jean, Cherylee and Pat brought forward opportunities for MN SOPHE to collaborate or promote other health organization activities to our chapter membership. The MN Public Health Association has four themed forums a year (in-person or via Facebook Live) and an annual conference. The Rural Health Association also has ongoing activities that might be of interest to the membership. MN Local Public Health Association and MPHA will be offering a health advocacy training in 2020.  Jean will also connect with the current president of MPHA to see if there is interest in a joint meeting of the two boards or presidents for further sharing ideas. | Jean/Pat, MPHA information  Cherylee, rural health information |
| 1. Proposed resolution | Pat sent the board a resolution for approval. *Improving Lives through Health Education on Opioid Prevention and Treatment: Call for advocacy and health promotion activities toward increased education and awareness for opioid* *addiction treatment* was proposed by the chapter advocacy committee and aligns with national SOPHE initiatives. Pat discussed the chapter steps for developing resolutions. Motion by Suzanne and second by Mary to accept the resolution. Discussion: Does there need to be a lead contact listed for a resolution? The chapter by laws give the board authority to pass resolutions for the organization. Opioids and the chapter resolution would make a good webinar topic for members. Motion was approved. | Pat to complete the resolution. |
| 1. 2020 Chapter Meetings | We will keep the monthly meetings for 2020 on the second Friday from 10 am to noon as needed. The schedule would be as follows:  **Jan 10, Feb 14, Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sept 11, Oct 9, Nov 13, Dec 11** |  |
| 1. Recognition | Joe thanked Jessica, Pat and Kelly for their work on the board. Congratulations to Suzanne as incoming president and Kelly as president elect.  Many thanks to Joe for his leadership as president this past year. |  |
| Reports |  |  |
| 1. President 2. President elect 3. Past president 4. Student Rep 5. Treasure 6. Advocacy 7. National Delegate 8. Membership 9. Communication 10. Continuing Education | 1. Joe is hoping to schedule a webinar for either Jan 28 or 30 on the topic of gun laws in MN. He will work with Kelly and Antonia to get the CHES/MCHES process going. 2. No further updates at this time 3. No further updates at this time. Thanks, Karl for your role as president and past president in the newly reorganized chapter! 4. No further updates. 5. Treasurer: Cherylee emailed the budget report to the board. The summit ended with revenue of $176.07. Basically breaking even for this year. Sponsorship was a little lower this year and there were less attendees. Still pending is $1,000 in honorariums. As of 12/12/19 the chapter has $5,004.52 in the account. Joe will use this amount for the annual report. 6. Pat has been attending national advocacy meetings and reminded the board of the topics that we could support and promote in the upcoming state legislative session including: whole child health, displaced persons, healthy weight, health equity and environment justice. MPHA is advocating for continued work in the next legislative session on tobacco; water or milk as default beverages in kids’ meals; safe routes to school; food safety; home visiting checks for asthma; gun violence issues; and the study of recreational cannabis use. 7. The focus is on re-designation of chapters which will take place at the Jan 2020 meeting. Chapters are on three year re-designation schedules so there is a different group reviewed each year. There was a recent branding survey and the report indicated that there will not be a name change to SOPHE, however there will be an update to the logo. There are ideas from other chapters that may be helpful in meeting our strategic goals such as health fairs for students and professional that would foster more engagement. 8. We have 76 member which is split 50/50 with professionals and students. Liz has recently updated the website and encourages any revisions of sections by committee chairs. 9. For the website we need a short bio and photo from Derek and Antonia. Remember to use the list serve-Yahoo updates are behind the scenes and Mary/Liz take care of those. Follow us on Facebook! 10. No new updates at this time. | 1. Joe, Kelly, Antonia   e. Joe to use budget information in annual report  h. committee chairs review sections on website |
| Good of the order | Happy Holiday to all! |  |
| Adjournment | Meeting adjourned at 11:25 am |  |
| Next meeting | January 10, 2020 |  |

Submitted by: Jean Streetar, Secretary

Meeting Summary:

**Success! The 2019 MN SOPHE Summit Wrap-Up**

Thanks to all who worked on a creative and insightful 2019 Summit held in October. The speakers, activities and poster session provided learning opportunities for all. Photos from the summit have been posted on the website. Watch for a summary report to follow.

**Re-designation of our chapter and annual report**

President Joe Vicker submitted the chapter re-designation materials and has heard back that the MN chapter plan is approved for the next three years. More details to follow as the new board ramps up activities to meet the goals of the new plan. The annual report will be submitted by December 20, 2019 to National SOPHE to show progress made within the past year on the current chapter goals.

**Congratulations and Thanks to the MN SOPHE board**

Welcome to the newly elected members of the chapter board: Antonia Yenser, Continuing Education Chair; Derek Hersch, Advocacy Chair; Mary Kramer, Communication Chair (new two year term); and Kelly Kunkle, President elect. Suzanne Driessen will be the new chapter President. Many thanks to all who have contributed their time and talent to the board this year especially: Joe Visker, President; Patrick Stieg, Advocacy Chair; Kelly Kunkle, Continuing Education Chair; Jessica Tilson, Student Representation; and Karl Larson, Past-president.

**New student rep to be selected in January 2020**.

Four people interested in the Student Representative position for the chapter board have submitted letters of interest. The letters will be reviewed and a selection made by the new board at the January 10, 2020 meeting. Watch for updates

**Opioid resolution passed**

Advocacy chair, Pat Stieg provided the board members with a drafted opioid resolution developed by the Advocacy Committee with guidance from the National SOPHE resolution. *Improving Lives through Health Education on Opioid Prevention and Treatment: Call for advocacy and health promotion activities toward increased education and awareness for opioid addiction treatment* was adopted by the board at the December 13, 2019 meeting. Watch for a posting and more information on the chapter website.

**Check out all the latest information on the MN SOPHE website and follow us on Facebook!**

[**https://mnsophe.wildapricot.org**](https://mnsophe.wildapricot.org)

MN SOPHE Board meetings are held on a monthly basis. All members are welcomed to join in the phone/teleconference calls. The next meeting is scheduled for Friday, January 10, 2020. Contact Suzanne Driessen, President for more information.