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| ***MN SOPHE***  ***Meeting Agenda/Minutes/Summary*** | |
| **Date:** 2/14/2020 | **Time:**10 -11:30 am |
| **Location:** teleconference/phone | |
| **Attending:** Suzanne Driessen, President; Cherylee Sherry, Treasurer; Kelly Kunkel, President Elect; Judith Luebke, National Delegate; Antonia Yenser, Continuing Ed Chair; Derek Hersch, Advocacy Chair; Mary Kramer, Communication Chair; Joe Visker, Past President; Madeline Anderson-Sarno, Student Rep; Jean Streetar, Secretary | |
| **Absent:** Liz Heimer, Membership Chair | |
| **Facilitator:** Suzanne Driessen | **Recorder:** Jean Streetar |
| **Meeting Objectives:** | |
| **Minutes Approved:** | |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Roll Call | Welcome and roll call taken | Suzanne |
| Call to order and approve agenda | Meeting was called to order at 10:04 am by President, Suzanne Driessen.  Board approval of the agenda (motion: Joe, second: Mary). | Suzanne |
| Old Business |  |  |
| Approve 1/10/2020 minutes | Board approved the January 10, 2020 minutes. Thanks to Suzanne for completing those minutes and putting into the Google folder. (motion: Derek, second: Judith). Jean will follow up with adding the approved date and sending the approved copy to Mary and Liz for posting. Suzanne has sent the January highlights to members via the list serve. | Suzanne/Jean/Mary/Liz |
| Webinar: Firearms 101, Feb 20 | Final details for the upcoming webinar “Firearms 101” with Joe Visker on Feb 20 at 12 pm. Joe will leave about 10 minutes for Q and A. Joe and Antonia will do a practice round before the event. Kelly suggested that people can be asked to add their questions to the chat box so you can anticipate what may be asked. Thus far there are 22 registered (split between members and non-members). People are asked to designate if they are requesting CHES/MCHES credits when registering. Joe and Antonia will follow up regarding credit application. Mary suggested that people like on Facebook for more recognition of the webinar. Mary also suggested slides be included at the beginning of the webinar to highlight the organization and what we do (Slides from previous webinar to be added).  Discussion: “what will be the next webinar?” Members have been asked at various times for topics of interest. May is mental health awareness month and since Derek and the advocacy group just drafted a mental health resolution, it might be a good topic to tie to advocacy. Derek will explore some options. A speaker from the National Association for Mental Illness (NAMI) MN is a possibility. | Joe/Antonia  Derek |
| SOPHE Annual Meeting Stipend | Joe will be attending the national conference and thanked the board for the $500 stipend. Cherylee will be in attendance as well and has the opportunity to be part of two presentations. Judith will be participating on the Delegate call-in session. Mary would like to have a written follow-up about the conference (take-aways, new information, etc.) to pass along for promotion with MN SOPHE members. Photos will also be helpful.  Cherylee is very involved at the national level and passed along updates about the National Strategic Plan process which she will be leading. She is encouraging national members to do the survey so the feedback can be part of the next strategic plans. Thanks to all for representing our local chapter at the national level! | Joe/Cherylee |
| Goals for 2020 Updates and Progress reports | The chapter goals will be a regular item on the meeting agenda in order to track progress.  1. Award recognition program: from Dec 2019 meeting minutes:   |  | | --- | | *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.* |   Suzanne will follow up with Karl (past-past president).  2. Explore scholarship opportunities for students and professionals: no progress report at this time. Judith indicated that there are other chapter examples of scholarships.  3. Explore process for MN SOPHE to become a 501c(3): Cherylee would like to form a financial committee to help move this forward. No progress report at this time.  4. Explore partnering opportunities with other organizations: Suzanne reported meeting Kari Oldfield from the Local Public Health Association at a recent environment health conference. There may be some opportunities to collaborate. Other ideas welcomed. | All  Suzanne  Judith  Cherylee |
| New Business |  |  |
| Letter of Support | Duke University School of Nursing/Dr. Lipkus made a request to support a grant for Preventing Water Pipe Tobacco Use. Follow up questions were covered through emails to the board. Suzanne put on the agenda for any further discussion about handling other requests for letters of support. It was determined that most need to be handled on a case-by-case basis. A copy of the letter sent to Duke University is in the Google file. | Suzanne |
| New Student Representative | Welcome to Maddie Anderson-Sarno! We are please to have Maddie join the board. Joe thanked the board for their review and the fact that we had outstanding applicants for the student rep position. Maddie is a junior at MSU-Mankato majoring in Health Education and Psychology. She anticipates going forward to pursue a Master’s in Public Health. She is also vice president for the Circle K organization.  We will be looking to Maddie to provide the student perspective for our organization.  Joe and Karl have had some previous discussions about opportunities to foster students through our organization. The idea of student task force or committee has surfaced.  Suggested structure for the student committee:  Lead by current Student Representative. Advisor would be current Past President.  Ideas for Tasks:  -Committee would assist with the annual summit plans;  -Provide one student lead activity or session at the annual summit;  -Plan one student professional development activity/social within the year; and  -Create communications by student for students.  Short discussion followed with a motion and approval to continue to explore the student committee idea (motion: Joe, second: Cherylee).  Follow up from Mary-New members (professionals and students) are asked to select a committee of interest. Mary can provide a list of students for Maddie to contact. There can be a link to the website page that describes all committees for further engagement. | Joe  Joe/Maddie/Mary |
| 2020 National Conference | Attendance and Stipend covered in Old Business above  Chapter Highlight Reel:  The Chapter delegates meet my phone, so the slides submitted by each local chapter provide another way to be recognized. Judith sent a preview of the slides and has forwarded to the national organization. Thanks to Mary for assisting with preparation of the slides. | Judith has submitted slides for conference |
| Officer and Committee Reports | Board members provided a short introduction of themselves for Maddie. |  |
| President | No further updates |  |
| President Elect | Summit Planning meeting today following regular meeting. Kelly asked for the board’s opinion about a 2020 date for the summit. The previous summits were held during National Health Education Week (third week in October). There was a request to potentially look at other dates in October. October 13, 15, 20, 22, 27, and 29 were suggested. There were no objections from the board, so Kelly will take these dates to the planning committee for a decision. The location was discussed as well. Since we are still building our chapter budget it is best to try to get a free venue (probably Gustavus). Kelly will follow up with Karl when a date is decided. |  |
| Past President | Joe is working on the suggested chapter by-law changes discussed at the January meeting. He will be on sabbatical fall semester 2020. |  |
| Student Rep | Maddie would like to see a webinar developed for students about what you can do in the field with a health education degree and CHES certification. Mary indicated that this type of topic would have a broader student audience besides local or just Minnesota students. Cherylee and Antonia will follow up with Maddie on this idea. | Maddie/Antonia/ Cherylee |
| Treasurer | Cherylee provide an updated treasurer’s report. As of 2/14/2020 the chapter has $5,059.65. There were some credits to the account that could be from the summit ($70 in Jan and $90 in Feb). Goals for this year include building a 2020 budget; getting some estimated costs for the annual summit; and working on a goal for maintaining memberships to keep the budget stable. |  |
| Advocacy | Derek is looking forward to building an advocacy committee. He and Judith met to develop a Mental Illness resolution for the chapter. The draft was sent to the board for review before the meeting. Discussion: resolution is well written and comprehensive; Are there statements/actions to add to the Therefore section that would help us support the resolution; can the topics and information be used in planning the summit/webinars; could there be more direct language about the role of prevention with mental health and wellness; can students provide perspectives on action items. Suzanne called for the question to vote on adopting the resolution. Cherylee provided a friendly amendment that Derek could do the edits and send out via email. Resolution is approved. Derek can date and put into the Google folder. Follow up with Mary on communications. | Derek/Mary |
| National Delegate | Discussion from the latest delegate meeting included the following items: COVID19 resources for educators; scholarships for the national conference; 14% off for national SOPHE membership renewal in Feb; and a possible change in the requirement of local chapters and the number of national members. There could potentially be an option of either 10 members (current requirement) or 10 percent of the current local membership. This would help smaller chapters meet the requirement of having national members in their chapter. |  |
| Membership/Communication | There was a recent committee meeting. Discussion included the following items: There are about 200 CHES certified people in MN. We would like to have more as members of MN SOPHE. Mary and Liz are considering a survey of those certified in the state. Mary and Liz would like to introduce an internship position for MN SOPHE especially in the area of communications. They will draft the structure for the position. Membership is currently down a bit with 29 students and 43 professionals. |  |
| Continuing Ed. | Antonia is looking forward to establishing a committee. The CHES/MCHES application has been submitted for the upcoming webinar. There was a reminder to format the webinar as a Zoom webinar and not as a Zoom meeting. This has been completed. |  |
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| Good of the Order | Suzanne provided a link to creative CDC Valentine messages. Mary sent out to the list serve. Thanks everyone for a great meeting! |  |
| Adjourn | 11:44 am |  |
| Next Meeting | March 13, 2020 |  |
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Meeting Summary:

(for member list serve)

**Welcome to our new Student Representative**

Madeline Anderson-Sarno has joined the MN SOPHE board as the student representative. Maddie is a junior at MSU-Mankato majoring in Health Education and Psychology. She anticipates going forward to pursue a Master’s in Public Health. She is also vice president for the Circle K organization. We will be looking to Maddie to provide the student perspective to our organization. If you have ideas for Maddie to bring to the board, please connect with her at [madeline.anderson-sarno@mnsu.edu](mailto:madeline.anderson-sarno@mnsu.edu) .

The board utilized a selection process for the new student representative and congratulates all of those that applied for their interest and outstanding qualifications which made the final selection a challenge.

**Chapter Goals for 2020**

Regular updates and programming will be set in place to work toward the following chapter goals in 2020:

-Develop an award recognition program

-Explore scholarship opportunities for students and professionals

-Explore process for MN SOPHE to become a 501c(3)

-Explore partnering opportunities with other organizations

President, Suzanne Driessen sees these goals as productive ways to attract and engage members and make the organization relevant to the needs of the profession. These goals will be accomplished with the support and involvement of the full membership. If you would like to comment or get involved please contact Suzanne at: [driessen@umn.edu](mailto:driessen@umn.edu)



Registration is still open by visiting: <https://mnsophe.wildapricot.org/events>

Looking for other professional development opportunities? See the following website page for assistance:

<https://mnsophe.wildapricot.org/page-18092>

**Attention All Members**

MN SOPHE chapter committees are looking for member participation and input. Be the voice of the profession by checking out the link below to the committees. No major time commitment is needed, but ideas and input will make our organization stronger.

<https://mnsophe.wildapricot.org/page-18080>

**2020 Summit Planning**

Here is another great way to be involved with MN SOPHE…join the summit planning committee. Details are just being formulated now, so you have the chance to be on the ground floor of building a great experience for all who attend. President Elect, Kelly Kunkel is chairing the committee and would welcome members and ideas. Please connect with Kelly at: [kunke003@umn.edu](mailto:kunke003@umn.edu)

**Behind-the-Scenes**

Besides the aforementioned highlights from the February meeting there is much more work by the board behind-the-scenes. Here are some examples:

Increased Education and Awareness on Mental Illness resolution developed and approved by the board. Watch for more information on the website and in the list serve.

Preparations for board members to attend the upcoming national SOPHE conference from March 17-20 in Atlanta. The theme is “Linking Science and Social Justice.”

Discussion, ideas and planning for engaging students and professionals in our organization.

Encouraging social media, webinar and list serve participation.

Monthly attendance on the national SOPHE Delegate calls.