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| ***MN SOPHE******Meeting Agenda/Minutes/Summary*** |
| **Date:** September 11, 2020 | **Time:** 10-11:30 am |
| **Location:** Zoom |
| **Attending:** Suzanne Driessen, President; Kelly Kunkel, President Elect; Cherylee Sherry, Treasurer; Judith Luebke, National Delegate; Liz Heimer, Membership chair; Derek Hersch, Advocacy chair; Mary Kramer, Communications chair; Joe Visker, Past President; Madeline Anderson-Sano, Student Rep; Jean Streetar, Secretary |
| **Absent:** Antonia Yenser, Continuing Ed chair |
| **Facilitator:** Suzanne Driessen |  **Recorder:** Jean Streetar |
| **Meeting Objectives:** |
| **Minutes Approved:** |
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| **Agenda Item** | **Discussion** | **Person assigned** |
| Call to order & approval of agenda | Meeting was called to order at 10:03 by Suzanne. Motion to accept agenda: Jean, second: Joe. Add Sept 11 and Students to the Good of the Order | Suzanne |
| Roll call | Cherylee (joined later in the meeting), Antonia | Jean |
| **Old Business** |  |  |
| Approve Minutes | August 14 meeting minutes were approved. Motion: Liz, second: Judith.Jean will add approval date and send to Liz for posting. Today’s meeting highlights will be sent by Jean to members. | Jean, Liz |
| Goals for 2020 Updates and Progress Reports | * 1. Implement an awards recognition program – Karl Larson, ad hoc committee

Report and discussion. We have three nominations for the first year. Need to establish if person is a current MN SOPHE member for receiving award. This is a learning year and some things to consider for the next round is a name change to the award and two awards (one for a member and one for an overall advocate for health education-member or non-member). Karl has the rankings from committee for this year and will determine next steps. Kelly has withdrawn from the committee due to conflict of interest.* 1. Explore scholarship program opportunities for students and professionals-no current updates
	2. Explore process and documents needed for becoming a 501(c)(3) organization.-no current updates
	3. Explore partnering opportunities with other organizations. Follow up on joint CEU application with MPHA. Application has been submitted
 | Mary, Kelly, JeanLiz, Judith, MaryCherylee, SuzanneCherylee, Antonia, Mary, Suzanne |
| Diversity, Equity and Inclusion | MN SOPHE Comprehensive Diversity, Equity, Inclusion Special Committee Report- There was an August 28 meeting with good discussion and ideas. The focus will be on our Health Education workforce and how to expand diversity, inclusion and equity. Committee will meet monthly. | Derek |
| **New Business** |  |  |
| Intern for MN SOPHE | Discussion: Mary reviewed a potential list of ideas for an intern with comments about preceptor and credits. Suzanne suggested a survey for school instructors of health education to see if there would be interest. Judith suggested checking intern information on the national SOPHE website. | Mary |
| Officer and Committee ReportsPresident: Suzanne | 2021 Elections and timeline-ballot is complete and will be sent to members on Sept 15 with a due date of Sept 29. Thanks to Joe for developing the ballot. Liz will make sure the ballot is sent through the website so all members are included. Annual Meeting notification to members-no specific time line for notification. Notice will come through Suzanne prior to summit.Virtual Annual Meeting during summit Oct 22-Suzanne is drafting the agenda to include: award, drawing?, committee highlights from 2020. | Suzanne, Liz, Karl |
| Past President : Joe | By-laws revision draftApproval not needed by membership Article XII. BOARD OF OFFICERS Section 1. Powers. C. The Board of Officers shall also be responsible for biannual review/update and approval of chapter bylaws. There could be comment time at the annual meeting. Timeline for final updates to be determined.Joe is on sabbatical this year and has several pending projects. |  |
| President Elect: Kelly | Summit update for Oct 22. The count-down is on! Maddie has a second speaker for the student session. Need a title for the session and Maddie will develop a few questions to send to the speakers.The program is being finalized. Liz reported there are 48 registrations as of today. Cherylee is forwarding information about the summit for possible national promotion. Derek reported there are 10 posters for that session of the summit. The session will use Flip Grid as the platform. |  |
| Student Representative: Maddie | Maddie is promoting summit with Mankato ESG |  |
| Treasurer Report: Cherylee | Annual Audit will be covered through the annual budget summary. Time limitations now for full audit due to Covid19.Balance as of today is $6,576.55. Expenses include website and fees for online summit registration. Membership and summit registration income has not been divided out yet. This year we have had an $800 increase as of August and a $275 gain so far in the month of Sept. Cherylee will provide a speaker reimbursement form for the summit. |  |
| Advocacy: Derek | Liz has submitted a draft resolution regarding flavored tobacco products. Cherylee shared the MPHA systematic racism resolution as an example for consideration. National SOPHE has work in progress on racism. Derek has received a scholarship to attend the national advocacy summit in Oct. |  |
| Continuing Education: Antonia  | Suzanne shared the report from Antonia that another webinar has been scheduled for Sept 29, noon to 1 pm (Flavored tobacco and social justice) and so far, there are 34 people registered. Mary reminded board to send notices of other conferences for members. Cherylee confirmed there are 8 CHES credits and 4 MCHES credits for the Sept 15-16 Virtual MPHA conference. Sessions will be recorded, however to receive credits you need to attend live sessions. |  |
| Delegate Report: Judith | National call will be Sept 14. Natalie Vasilj and Beth Brisky who did our mental health webinar in May will be doing a similar webinar Oct 21 during National Health Education Week. (Oct 19-23). Maddie will send out notice about NHE week to student members. | Maddie |
| Membership/Communications Report | Liz reported that membership is down this month: 68 members (42 professionals and 26 students). Some are students who are dropping off and not renewing. Discussion regarding how to welcome and retain members: do a more personal individual welcome; add to monthly highlights sent after board meeting; do a virtual “coffee talk” session to learn more about committees or other; promote committee work to all members. Communications-balancing act for the number of notices sent to members, especially with upcoming events and other information. Liz and Jean will work on sharing graphics for meeting highlights. | Liz, Jean |
| Good of the Order | Reflection and lessons learned shared about the impact of Sept 11. Derek would like more discussion about a possible committee for student development. |  |
| Adjournment | Meeting adjourned at 11:30 am |  |
| Next Meeting | October 9, 2020 |  |

Meeting Summary:

**Register *NOW* for 2020 MN SOPHE Health Education Summit!**

Join other professionals and students during this virtual summit experience.

**“What the Health: Understanding Disease, Diversity and Disparities”**

**[insert graphic]**

**Date:** October 22, 2020, 8:45 am to 4:30 pm

**Cost:** Professional and Student membership plus summit “bundles” ($50 and $10)

Six CHES/MCHES credits available

<https://mnsophe.wildapricot.org/page-18093>

**National Health Education Week Oct 19-23**

For more than 20 years, SOPHE has celebrated National Health Education Week in collaboration with the Department of Human Services, during the third week in October. Help raise awareness of the importance of health education through the daily themes and activities.

[insert logo]

<https://www.sophe.org/focus-areas/national-health-education-week/nhew-2018-activities/>

***FREE* MN SOPHE Webinar September 29 noon to 1 pm**

**[insert graphic]**

Register online: <https://mnsophe.wildapricot.org/events>

**MN SOPHE Elections**

Board member elections will be held soon! Please vote when you receive your email ballot. It’s simple and easy! Results will be announced at the MN SOPHE Annual Meeting as part of the Summit on Oct 22.

Contact us at sopheminn@gmail.com