| ***MN SOPHE Board Meeting of the Executive Committee and Officers***  ***Agenda/Minutes/Summary*** | |
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| **Date: February 17, 2023** | **Time: 12-1 pm** |
| **Location: Zoom** | |
| **Attending:** Liz Heimer, President; Mary Kramer, Past President; Katie Stapleton, Treasurer; Wendy Schuh, National Delegate; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; Sia Xiong, Communications; Cat Gangi, Continuing Education; Taylour Blakeman, Membership Chair; Nuri Nudrat and Zhanna Dunagan, Student Representatives  **Guests:** Mary Parsatoon, Lindsay Nelson | |
| **Absent:** PH Moua, Awards and Recognition | |
| **Facilitator:** Liz | **Recorder:** Jean |
| **Meeting Objectives:** Review and approve 2023 chapter goals. Review and approve Membership/Communications committee goals. | |
| **Minutes Approved: March 17, 2023** | |
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| **Agenda Item** | **Time** | **Discussion** | **Person assigned** |
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| Ice breaker,  call to order, agenda, | 12-12:10 | Meeting was called to order by Liz at 12:02 pm. Welcome to our guests: Mary and Lindsay!  Chat your favorite “MN Snowplow name.”  Request by Jean to add two discussion items to the agenda 1) President’s position as lead spokesperson or their designee. 2) Add language to policies and procedures about sponsorships. Motion by Katie and a second by Mary make additions and change order of the meeting. Approved.  Motion by Jean and seconded by Cat to approve the agenda | Liz |
| Roll call |  | PH was unable to attend. | Jean |
| **Old Business** | 12:10-12:15 |  |  |
| Approve minutes |  | Due to some members not having access to the Google Docs folders not everyone was able to review the end of the year minutes. Previous board members will vote on the Nov and Dec minutes.  Nov 22-Motion by Cat; second by Lauren. Approved  Dec 16-Motion by Mary: second by Taylour. Approved  Full board vote on the Jan 23 minutes-Motion by Mary; second by Taylour. Approved. | Jean will add approved dates and send to Taylour for posting. Feb highlights will be sent by Jean to members. |
| **New Business** | 12:15-1:40 |  |  |
| Chapter Spokesperson |  | Jean suggested an update for the 2024 by-laws to include the President as the spokesperson or their designee. With more opportunities for comments, testifying or postings by media it may be necessary to have more of a coordinated effort to approach speaking requests on behalf of the chapter. Cat added that there may be some National SOPHE guides or resources related to talking points and media coverage at the local level. Mary added that it would be good to have a preemptive plan for these situations. This would be in addition to the Advocacy chair’s duties of giving input as appropriate to legislative issues with the consent of the President. Then there would not be the need for a board vote for these requests (media and legislative requests have a short turn around time). Motion made. Motion by Cat to approve; second Taylour. Approved. |  |
| Policies and Procedures language for Sponsorship |  | It was previously determined that requests for sponsorship be taken on a case by case basis. There is no language in the chapter policies and procedures to cover this area (either requests for our sponsorship or our requests from others for support). Jean suggested this be added to the 2023 update of policies and procedures. Mary will be leading this effort and suggested a group be formed later in the year to consider a streamlined document that covers by-laws and operating procedures. Consensus was reached during discussion and Mary will proceed. | Mary |
| **Old Business** | 12:40-12:50 |  |  |
| Draft Goals and Discussion |  | **Pursue a 501c.3 status for the chapter**. Katie gave an overview of what this would entail. **Costs**: $700 filing fee with the state along with other smaller fees; submit reports for auditor reviews; and insurance coverage. **Other considerations:** need to have a fund raising chair; do we have a steady membership? (currently at 70-80 members which could be considered too small to support 501c.3); we have a new treasurer getting orientated to tasks. **The “up” side:** Tax exempt status; we would be able to fund raise; and there would be grant opportunities (especially from National SOPHE). From the discussion the consensus was to build membership this year and reconsider this goal for 2024.  \*\*Note: from the discussion Wendy spoke about liability insurance. We should consider this even if we are not going forward with the 501c.3 (esp. if we are considering an in-person summit). Wendy will check with National for guidance.  **Goals for consideration and vote:**  \***Increase membership** to 100 total members by January 2024. Provide a mix of in-person and virtual networking events that are offered to MNSOPHE members in 2023 to increase member involvement.  \***Develop a year-round recruitment plan** for new board members.  \***Establish an onboarding process** for new board members and student representatives. (President elect is currently available to review by-laws with new board members and work with the Student Representatives). Members can write up a tasks list.  \***Conduct an analysis of current governing documents** (by-laws; policies and procedures) to determine if a Standard Operating Procedures document could be created to streamline chapter responsibilities and tasks.  Motion by Jean to approve the four goals above for 2023; Lauren seconded. Approved. | Katie, Wendy  See Membership/Communications goals.  TBD  Past President and board  Past President-and sub group. Jean is interested. |
| Board Expectations and  Board calendar |  | Liz reviewed the board expectations as determined from the Jamboard exercise. From the Doodle poll the meeting schedule was established (generally the third Friday of the month from 12-1 pm). Board members will add discussion items and updates to the agenda prior to the meeting to save time. |  |
| **New Business**  Officer and Committee Reports | 12:50-1:09 | Notes added below. Keep any reports to 1-3 minutes |  |
| Awards-PH |  | February: Recruit members to join awards committee  March: First committee meeting. We will come up with a committee goal together. Virtual meetings are only 45 minutes once a month. |  |
| Membership-Taylour |  | Taylour and Sia have drafted a membership and communication plan. Short discussion on goals. A closed Facebook page will be considered for more networking opportunities. Motion by Katie to approve the plan; second by Mary. Approved.  Currently there are 88 members: 43 professional, 44 student, 1 Emeritus.  Welcome to our 4 new student members!  Worked with Sia / Cat to upload and promote “Trauma Transformed Through Art and Narrative” March 8, 12-1 pm. One CHES credit.  Met with American Lung Association, Mary, Lauren, and Cat to discuss advocacy overlap / opportunities in regards to the harms of flavored commercial tobacco products.  Discussion point included: opportunities for sponsorship $$ to MNSOPHE, paid opportunities for Lauren’s time to coordinate education on college campuses, and webinar opportunities |  |
| Advocacy-Lauren |  | Kudos to Lauren for her testimony on 2/14/23 at the MN Legislature regarding voter registration specifically for Medicaid recipients. Lauren provided an overview of the Healthy Democracy Healthy People (HDHP) efforts and statewide partnership. The focus of the partnership would be to expand voter participation; work on the interconnection between health equity and voting access and identifying next steps; determine advocacy events; and expand the unofficial partnership with We Choose Us (WCU).  Discussion: Katie asked about cost to join the partnership. No cost to MN SOPHE. Others commented on time, capacity, and other health advocacy issues for our chapter. We have a very small number of people (2) working on advocacy. It was suggested that we build the advocacy committee before reconsidering this partnership.  Other work for the committee will be determining Advocacy Priorities from member survey and advocacy committee. |  |
| Communications-Sia |  | In the last 28 days (January 19 - February 15):   * # of people reached = 631 FB and 71 IG * # of people visited = 17 FB and 10 IG * # of new likes/followers = 5 FB (315 total) and 3 IG (127 total)   Biweekly email updates with support from Holly (UMN intern) who helps find public health related jobs.  Sia and PH proposed a request for MN SOPHE sponsorship of an upcoming Hmong Public Health Association event (March 18 in St. Paul). The request is for $300 to send 6 members to the event. Katie said we have the funds to support. Board members would have first choice to attend. Sia and PH will then determine how to fill any remaining seats. Taylour made the motion to approve the $300 for the sponsorship; seconded by Jean. Approved. |  |
| National Delegate-Wendy |  | The Annual Chapter Report (ACR) for 2022 was submitted by Mary. It is not feasible at this time to get a printed report.  SOPHE/MN SOPHE 1:1. Mary, Liz, and Wendy met with Tom Webb on 2/13 to discuss local and national chapter dynamics. Discussed main points such as financial barriers and encouraging local membership.  There will be a House of Delegates reception at SOPHE. Wendy submitted a few photos and event fliers for ongoing display at SOPHE Conference. |  |
| Continuing Ed.-Cat |  | Jean has participated in the MPHA conference planning meetings. Provided input for the selection of breakout sessions and poster sessions. Speaker invitations are being finalized (with emphasis on “learning objectives” for CHES credits). Registration to open by the end of Feb. Conference May 22-23 Moorhead/Concordia College. In-person and virtual.   * Question about credits- Just got an email from someone saying the credits from our summit didn’t show up on their account. * Please continue to help me promote the next webinar which is on March 8 from 12-1pm! * Also if you have topics/speakers you would like to see for the next educational webinar please email me your ideas! |  |
| Student Reps-Zhanna and Nuri |  | The students have met with Mary and will continue to orientate to their roles on the board. |  |
| President-Liz |  | * Created Meeting expectations document and 2023 calendar of meetings.   **Be aware of email scams** and phishing from addresses that look like MN SOPHE  Never send money or gift cards through an email request  Always check the sender’s email if asked.   * Registered for National Membership * Met with Lindsay Nelson with Mary about chairing the Health Education Summit committee. |  |
| Secretary-Jean |  | Congratulations cards for retiring commissioner Jan Malcolm and new commissioner Brooke Cunningham were sent from MN SOPHE Board on Feb 1. |  |
| Past-President-Mary |  | * Onboarded student reps and Dr. Schuh - anyone else like to chat? * National Public Health Week partnership with MPHA - 1st week of April. Working on Governor’s Resolution. * 2023 - updating the “Policies and Procedures” document, will begin this in summer. We have a Board By-laws document and Policies and Procedures. Also 5-year strategic plan? * Dr. Marlene Tappe - Distinguished Fellow Award - National SOPHE |  |
| Treasurer-Katie |  | Met with Cherylee and will be transferring accounting over in the next week. Would like committee budget proposals/estimates for the year. |  |
| President-elect |  | TBD |  |
| Good of the Order |  | Thank you everyone! We had a lot of discussion, voting and a new time change to work with this month! Some members were staying on Zoom for further networking. |  |
| Adjourn | 1:09 pm | Next mtg: March 17, 12-1 pm |  |

Meeting Summary:

**Health Science faculty to receive national award**

Dr. Marlene Tappe, Health Science, is being given the Society for Public Health Education (SOPHE) 2023 Distinguished Fellow Award. The award is considered the highest honor SOPHE bestows upon its members. Dr. Tappe is a MN SOPHE member and presented at the 2022 Health Education Summit. She will be receiving the award this March in Atlanta, GA at the SOPHE Annual Conference. Congratulations!



**Lauren Witt, MN SOPHE Advocacy Chair, at Legislature Feb 14**

Health advocates came forward to support MN legislation for voter registration through Medicaid enrollment thus making it easier for voting rights. Health Democracy Healthy People and multiple partners are supporting these and other efforts. See the video testimony here:

<https://drive.google.com/file/d/17vEJZiUbjVbzIcMJkLfXfk8u8Qdxdv8e/view?usp=drive_web> (video link to testimony)

**New Roles and New Goals: 2023 chapter goals**

To start the new year, board members discussed and established 2023 chapter goals. Any member is welcomed to be part of the action process by joining a committee. Most activities do not take much time, but your input is so valuable to public health education at the local level.

**\*Increase membership** to 100 total members by January 2024. Provide a mix of in-person and virtual networking events that are offered to MNSOPHE members in 2023 to increase member involvement.

\***Develop a year-round recruitment plan** for new board members.

\***Establish an onboarding process** for new board members and student representatives.

\***Conduct an analysis of current governing documents** (by-laws; policies and procedures) to determine if a Standard Operating Procedures document could be created to streamline chapter responsibilities and tasks.

**Upcoming Webinar**

“Trauma Transformed Through Art and Narrative” March 8, noon to 1 pm. Free and 1 CHES credit for members.

[Minnesota Society for Public Health Education - Events (wildapricot.org)](https://mnsophe.wildapricot.org/events)



**Hmong Public Health Association Sponsorship**

Watch for more information about a MN SOPHE Board Approved Sponsorship of a local event on March 18. To find out more about HPHA visit their Facebook page: <https://www.facebook.com/hmongpublichealthassociation/>

**Welcome New Members**

We have four new members and they are all students! We hope to meet you in the coming year.

Najma Mohamed

Mary Parsatoon

Holly Ponto

Kathryn Wanders