

MNSOPHE Executive Committee Meeting Minutes

January 11, 2019

1. Call to Order by President Joe Visker via video conferencing at 10:14 am.
2. Approval of agenda. No additions to the agenda.
3. Roll call:
   1. **Present:** Joe Visker, President; Karl Larson, Past-President; Suzanne Driessen, President-Elect; Kelly Kunkel, Continuing Education Chair; Cherylee Sherry, Treasurer; Judith Luebke, National House of Delegate, Pat Stieg, Advocacy Chair; Mary Kramer, Communication’s Chair
   2. **Absent:** Liz Heimer, Membership Chair; Student Representative, Jessica Tilson.
4. Secretary’s Report
   1. Approved December 14, 2018, minutes. Approve by acclamation.
5. Meeting adjournment: 11:25 am
6. Next Meetings: 2019 schedule, 2nd week of the month 10-11:30 AM
   1. February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 7, 2019

**Old Business**

**- Cancer Summit Update**—Kelly

* Serves as the MN SOPHE liaison to the planning committee.
* Governor Walz has proclaimed January Health Equity month. Vayong Moua is the Health Equity Plenary Speaker on February 28. His presentation, “Health Equity in Action: Transforming Hearts, Minds, and Structures” based on an article he recently co-authored: [https://open.mitchellhamline.edu/mhlr/vol44/iss4/4/](https://secure-web.cisco.com/1fsPg8t_83hh857Mbg5BXRD06YRL57tQs_6UdbkztMpvF1qqgA7lI-to7QanIuW7ekDuxKouGejOrGt3rTENMKOZM7Wd2APRni6vFt7bUMaOlus1cIIa4OxLy1toDSzrbrw3ere4CAJr-Q54RUan27LnHT1veDXwQwBkZjDhIVN4extAF-CdPDW9ayakQuX3WCm9l8Hb8UWp46kz8E4JlJgki4Q0aiFxje6Pd7JbLVHQzqlNMJocBJVZ3ymDpYFKYmJ3cL197JKlSwqQDX1hQjwBNw_qel7nfVqeN9Bjx4XyV_YDJgGWUDq9q4y40OXYVv4ymHYmuDM6qxMEtnWsc-Z3SovqG3M91Gwf5NIVyCdNMj9E15dTOcvDSjZrn3aGRcmLtpM7TryQS4Mx0hzAkzbp1nnHVXDs2Pr1pI-MokzrK2Xc7upfEDDAzzVe01UxxxZ0hXGfpW0m4uN-WjXbAII275fX9JvT3gzaXui3bvIU/https%3A%2F%2Fopen.mitchellhamline.edu%2Fmhlr%2Fvol44%2Fiss4%2F4%2F)
* Liz is presenting on community collaborations.

**- By-Law document feedback** – All

* Karl reviewed current bylaws to clean up the language.
* Discussion:
  + Clarified our chapter meets SOPHE requirement of a nonprofit status because we are registered with the secretary of state.
  + Membership section:- strike members good standing status could be withdrawn if they didn’t vote, would be hard to strike how to track vote;
  + Voting. What is a valid election? Remove minimum number of members needing to vote in an election.
  + Article 14, section 2: Change to notify members of positions adopted.
* We are cleaning up language and not changing the direction of the organization so approval and vote by membership is not required.
* Karl will update with discussed proposed changes for approval at next meeting.

**- Examine draft for the Advocacy Process for Policy Adoption and Implementation** – Pat

* Incorporated board member suggestions into the process and procedures to adopt a resolution document.
* Pat will draft a resolution submission template and post on our website. National SOPHE has one that can we can use.
* Need a champion to lead the resolution. For example, Liz is leading the Tobacco 21 resolution keeping the advocacy chair updated.
* **Motion:** Joe moved to adopt the *Advocacy Process for Policy Adoption and Implementation* 12-20-2018 document as a formal policy and procedure. Judith seconded. Motion carried.

**- Membership Survey** – Mary

* Draft sent for board members to review.
* Pat provided advocacy questions to include.
* Other suggestions: Topic and format suggestions for the 2019 summit. Scholarship and award ideas and input.
* **Motion:** Joe made a motion to allocate $30 for a gift card drawing as incentive to members to compete the survey.
* Send survey to members by January 31, 2019.

**New Business**

**- 2019 MNSOPHE Summit Planning** – Suzanne

* Schedule a planning committee meeting for February to review the 2018 Summit evaluations and brainstorm theme and topics.
* Location: Hold at Gustavus, St. Peter again this year. Karl will check dates. Hold during Oct 21-25, 2019 National Health Education Week, if possible.

**- Reports**

**President Report** – Joe

* Secretary appointment. Brainstormed names to contact.
* President-elect Report - Suzanne No report
* Student Representative Report-Jessica No report

**Treasurer Report**—Cherylee

* Checking account balance: $4391.49 as of 12/31/18
* Expenses in December $50/ wild apricot and $2.90 service fee.
* Karl mentioned bylaws state we will financially assist a chapter delegate to attend the National meeting. Joe, Pat and Cherylee plan to attend. Judith will attend the HOD meeting via technology.
* Will draft a budget for approval at next meeting. Committee members to send estimated budget items to Cherylee.
* Recommend we submit an application for a 501 c (3) which can help with fundraising and grants for conferences and projects.

**- Advocacy Report** - Pat

* 501 c (3) organizations can do lobbying.
* National advocacy summit dates and topics pending.
* Federal: SNAP and WIC dollars EW solvent into March with the shutdown.
* State level – legislation now in session. Send any relevant bills to Pat that MNSOPHE should keep a pulse on and share with members.
* Shared with membership about the Tobacco 21 resolution in Duluth.

**- Delegate Report**—Judith

* President also serves on the national House of Delegate committee
* Looking for volunteers to serve on planning committees for 2020 committee.
* Encourage all members to complete NCHEC survey.
* Forwarded our MN ideas and suggestions sessions about how national SOPHE can support our chapter.

**- Membership/Communication/Report**—Liz and Mary

* We have not gained a new member since the last meeting.
* A couple members have contributed to the resource pages on the website. It is exclusive to our members when they log in. Share any sort of resource- good websites, factsheets, brochures, etc..., with Liz to post.
* Would like to submit a proposal for awards to consider - health educator of the year and new professional.
* Could offer limited scholarships for travel awards for students or members.
* Round-up or donations via our website can be accepted

**- Continuing Education**—Kelly No report

**Good of the Order**

* Cherylee - Healthy people 2030 – Comments closes on January 16-17, 2019. Focus on wow we can promote health ed and health promotion.