

MNSOPHE Board Meeting Minutes
01/26/18

1. Call to Order by President Karl Larson at 1:05 PM via GoToMeeting.
2. Roll call:
 - a. Present: Karl Larson, President; Joe Visker, President-Elect; Mary Kramer, Communication’s Chair; Pat Stieg, Advocacy Chair; Kelly Kunkel, Continuing education Chair; Judith Luebke, National Delegate; Cherylee Sherry, Treasurer; Suzanne Driessen, Secretary, Liz Heimer, Membership Chair
 - b. Absent: Student Representative vacant position
3. Secretary’s Report
 - a. Approve 11-16-17 minutes. Motion carried to approve minutes.
 - b. Reviewer for these minutes: Judith
 - c. Minutes: How do we archive them? Will post on our website when it up. Summarize and send brief updates to members via Yahoo group.
4. Next Meeting: Feb 15, noon

Agenda Topic: Membership Update		
	Presenter: Liz Heimer	
Discussion	<ul style="list-style-type: none"> • Welcome membership chair Liz Heimer, <heimerliz314@gmail.com> • Researched Wild Apricot to use as our website platform. It comes with a home page with multiple tabs we can personalize, online registration for membership and reminders. User friendly. Board members can be administrators. Monthly fee \$35/month for over 50 members for nonprofit groups. • Membership start date January 1, 2018 with renewal date January 1, 2019. • 13 members thus far. • Suggest offering a networking forum with CHES credit offerings at low cost. • Judith said some chapters hold a conference and offer membership with conference registration. 	
Conclusions	Motion by Joe, 2nd by Kelly, to secure Wild Apricot for our official website. Motion carried.	
Action Items	Person	Deadline
Secure Wild Apricot as MNSOPHE website.	Liz	
Annual membership, next renewal date January 1, 2019.	Liz	
Coordinate workshop idea with CE committee	Liz/Kelly	
Agenda Topic: Treasurer Update		

Presenter: Cherylee		
Discussion		
<ul style="list-style-type: none"> • Checked out credit union, Affinity. Business account with minimum of \$10 in savings. No fees. • Bremer bank has fee over 100 transactions. Support nonprofits through grants. • Currently have an account at Wells Fargo, Mankato. Close out with cashier's check. • When an account remains untouched for several years; it gets closed and into federal funds. This occurred with our previous MN SOPHE Chapter bank account. 		
Conclusions		
Transfer funds from Wells Fargo to an account closer to Cherylee		
Action Items	Person	Deadline
Cherylee to choose a bank and open an account with her dues owed.	Cherylee	
Close Wells Fargo account	Joe	1/26/18

Agenda Topic Communications Update		
Presenter: Mary		
Discussion		
<ul style="list-style-type: none"> • Logo – Mary sent 4 logo designs. • Have a contest for a logo design with students later. • MNSOPHE-noreply@yahoogle.com. All members can reply and share. Can send attachments. • Update <i>Meet the Board</i> handout for posting on our website and Facebook page. • Congrats to Karl for national SOPHE award. Should feature an article on Facebook. • Suggest organizations to connect with to follow on Facebook, counties dept. of health, etc. 		
Conclusions		
Update Meet the Board sheet		
Board members to vote on current logo designs		
Action Items	Person	Deadline
Post Meet the Board on Facebook and website	Mary	
Send Mary info of organizations to follow on Facebook	ALL	
Send Doodle poll with everyone to vote on logo designs	Mary	
Write a welcome to membership note, send to Mary and Liz	Karl	
Summarize minutes with 4-5 bullets, send to Karl, Mary for distribution to membership.	Suzanne	
Agenda Topic: Delegate's Report		
Presenter: Judith		
Discussion		

<ul style="list-style-type: none"> • Chapter Task Force Update from the December House of Delegates (HOD) meeting to assist chapters. • Task force is implementing chapter to chapter peer sharing for ideas sharing. • Send suggestions to share at the February HOD meeting. 		
Conclusions		
Action Items	Person	Deadline
• Send suggestions to share at the February HOD	ALL	

Agenda Topic: Continuing Education		
Presenter: Kelly		
Discussion		
<ul style="list-style-type: none"> • Offer a networking forum with CHES credit offerings at low cost. • Apply for CHES credits for other conferences being held in the state related to health education. Cherylee is applying to offer CHES credits at MN Public Health Association. • MN has 180 CHES and MCHES in the state. • Draft of the CE policy and procedures for national SOPHE will be reviewed at CE committee at annual meeting. • May 8th CE call will be on writing objectives and connecting with competencies 		
Conclusions		
Action Items	Person	Deadline
Appoint someone to go to the CE meeting at national		Feb 15 mtg.

Agenda Topic: Advocacy		
Presenter: Pat		
Discussion		
<ul style="list-style-type: none"> • Use yahoo group to share advocacy issues. • Determine legislative districts of membership for call to action list. • Feb 20th MN legislative bonding year. Will look at state legislative issues. 		
Conclusions		
Action Items	Person	Deadline

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Agenda Topic: Policy and Procedure Manual		
	Presenter: Karl	
Discussion		
	<ul style="list-style-type: none"> • Policy & Procedure Manual Revised October 2017 sent to all before meeting. • Change board of directors references to Executive Committee. 	
Conclusions		
	Judith moved to accept Policy & Procedure manual, Mary seconded it, Motion carried.	
Action Items	Person	Deadline

Minutes respectfully submitted by Suzanne Driessen, Secretary
 Reviewed by Judith Luebke on January 29, 2018

Approved on: 2-15-18