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

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<tr>
<th>Presenter: Liz Heimer</th>
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**Discussion**

- 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**

<table>
<thead>
<tr>
<th>Person</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Secure Wild Apricot as MNSOPHE website.</td>
<td>Liz</td>
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<tr>
<td>Annual membership, next renewal date January 1, 2019.</td>
<td>Liz</td>
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<tr>
<td>Coordinate workshop idea with CE committee</td>
<td>Liz/Kelly</td>
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### Agenda Topic: Treasurer Update
Discussion

- 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

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<tbody>
<tr>
<td>Cherylee to choose a bank and open an account with her dues owed.</td>
<td>Cherylee</td>
<td></td>
</tr>
<tr>
<td>Close Wells Fargo account</td>
<td>Joe</td>
<td>1/26/18</td>
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Agenda Topic: Communications Update

Discussion

- Logo – Mary sent 4 logo designs.
- Have a contest for a logo design with students later.
- MNSOPHE-noreply@yahoogroups.com. All members can reply and share. Can send attachments.
- Update Meet the Board 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

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<tr>
<td>Post Meet the Board on Facebook and website</td>
<td>Mary</td>
<td></td>
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<tr>
<td>Send Mary info of organizations to follow on Facebook</td>
<td>ALL</td>
<td></td>
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<tr>
<td>Send Doodle poll with everyone to vote on logo designs</td>
<td>Mary</td>
<td></td>
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<tr>
<td>Write a welcome to membership note, send to Mary and Liz</td>
<td>Karl</td>
<td></td>
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<tr>
<td>Summarize minutes with 4-5 bullets, send to Karl, Mary for distribution to membership.</td>
<td>Suzanne</td>
<td></td>
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Agenda Topic: Delegate’s Report

Discussion

Presenter: Judith
• 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

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<td>• Send suggestions to share at the February HOD</td>
<td>ALL</td>
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Agenda Topic: Continuing Education
Presenter: Kelly

Discussion

• 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

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<td>Appoint someone to go to the CE meeting at national</td>
<td></td>
<td>Feb 15 mtg.</td>
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## Agenda Topic: Policy and Procedure Manual

**Presenter:** Karl

### Discussion
- 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

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

Approved on: 2-15-18