MNSOPHE Executive Committee Meeting Minutes

November 16, 2018

1. Call to Order by President Karl Larson
2. Approval of agenda. No additions to the agenda.
3. Roll call:
	1. **Present:** Karl Larson, President; Joe Visker, President-Elect; Mary Kramer, Communication’s Chair; Kelly Kunkel, Continuing Education Chair; Suzanne Driessen, Secretary; Cherylee Sherry, Treasurer; Judith Luebke, National House of Delegate, Liz Heimer, Membership Chair
	2. **Absent:** Pat Stieg, Advocacy Chair; Student Representative vacant position
4. Secretary’s Report
	1. Approved September 28, 2018 minutes. Motion carried.
	2. MNSOPHE annual membership business meeting. Motion carried.
	3. October 17, 2018
5. Meeting adjournment: 11:00 am
6. Next Meetings=
* December 14, 2018 @ 11am

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| Agenda Topic: President’s Report |
|  | Presenter: Karl Larson |
| Discussion |  |
| * Student Representative Appointment – Jessica Tilson, health education major at MN State Mankato emailed Joe after the conference. Joe reported she is a very active student and is a junior. Appointed Jessica to serve through December 2019.
* Cancer Alliance Summit, Feb. 28, 2019 - MN Dept of Health– looking for satellite locations Mankato and Bemidji area with 40 participants at each site. 8am-3:30 pm. MNSOPHE working to offer CHES credits. Karl is looking to host at Gustavus.
* Exploring historian practices – what to track, who, long term role. What should we include?
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| Conclusions |  |
| N/A |
| Action Items  | Person Responsible | Deadline |
| N/A |  |  |
| Agenda Topic: Treasurer Report |
|  | Presenter: Cherylee Sherry  |
| Discussion |  |
| **MN SOPHE Summit Budget 2018** **Income** Registration fees: $5350  **Expenses** Plenary Speaker: $500, paid by ExtensionLunch $12/person: $1204.75 Morning refreshments $3/person: $376.30 Misc. supplies . $50.53 CHES Fee for SOPHE $2/CHEC: $336  **Total: $2882.42**Didn’t charge $2/CHES credit for the Summit, built into the budget.11/16/18: Banking account balance = $4,780.39 with one outstanding expense of $336.00. |
| Conclusions | N/A |
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| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: 2018 Summit Review and Evaluation  |
|  | Presenter: Kelly Kunkel |
| Discussion |  |
| * 105 attended, 65 completed evaluation
* Good feedback with great comments and suggestions
* Sent CHES fees of $336 to NCHEC, $2/credit
* Student feedback included adding a student session next year. Perhaps the student representative could help plan
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| Conclusions |  |
| N/A |
| Action Items  | Person Responsible | Deadline |
| N/A |  |  |
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| Agenda Topic: Membership/Communication/Website Report |
|  | Presenter: Mary Kramer/Liz Heimer |
| Discussion |  |
| * 78 members.
* Looking to develop a member survey to gather interests and needs, committee chairs could add 1-2 questions.
* Looking to add a job bank coordinator.
* On track with communication plan.
* Looking to plan low-key social – membership-networking event.
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| Conclusions |  |
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| N/A |
| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: Advocacy  |
|  | Presenter: Liza Heimer for Pat Stieg  |
| Discussion |  |
| * Reviewed draft of position statement (Tobacco 21) for our chapter to publicly support this advocacy effort. Draft adopted from National SOPHE. Karl made motion to adopt the Tobacco 21 resolution, 2nd Mary Kramer. Motion carried.
* Cherylee and Pat met regarding for CHES reimbursement and will keep board informed.
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| Conclusions | N/A |
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| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: Continuing Education  |
|  | Presenter: Kelly Kunkel |
| Discussion |  |
| * Two members joined the CE committee
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| Conclusions |  |
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| N/A |
| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: House of Delegate Report  |
|  | Presenter: Judith Luebke  |
| Discussion |  |
| * Chapter 2018 Annual Report due 12/14/18, 8:00 p.m. via online submission.
* Everyone review and add your report or sent to Karl.
* Reviewed report questions and reminder of our Chapter requirements.
* Shared SOPHE 2018 Chapter Toolkit with "best practices" and suggestions for Chapters.
* $500 allocated for delegate to attend National meeting
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| Conclusions |  |
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| N/A |
| Action Items | Person Responsible | Deadline |
| Review and add to the annual report for review  | Karl and all | 12/14/18 |

Minutes respectfully submitted by Suzanne Driessen, Secretary

Approved on: December 14, 2018