

MNSOPHE Executive Committee Meeting Minutes  
December 14, 2018

1. Call to Order by President Karl Larson via video conferencing
2. Approval of agenda. No additions to the agenda.
3. Roll call:
  - a. **Present:** Karl Larson, President; Joe Visker, President-Elect; Kelly Kunkel, Continuing Education Chair; Suzanne Driessen, Secretary; Cherylee Sherry, Treasurer; Judith Luebke, National House of Delegate, Liz Heimer, Membership Chair; Student Representative, Jessica Tilson,
  - b. **Absent:** Pat Stieg, Advocacy Chair; Mary Kramer, Communication’s Chair
4. Secretary’s Report
  - a. Approved November 16, 2018, minutes. Approve by acclamation.
5. Meeting adjournment: 12:05 pm.
6. Next Meeting
  - TBA 2019 2<sup>nd</sup> week of the month

Agenda Topic: President’s Report		
	Presenter: Karl Larson	
Discussion	<ul style="list-style-type: none"> <li>• Annual report feedback. Due to national December 14, 2018 by 8 pm. Suggest adding Jessica Tilson as student representative. Annual affiliate fee of \$100.</li> <li>• By-law revisions draft document. Review: Bylaws are the structure and vision. Could have Past-president serve a chair of the nominating committee.</li> <li>• Policy and procedures are the details. Karl compared both documents and found current policy and procedure manual mirrors bylaws.</li> <li>• National Chapter toolkit could be useful to develop procedure manual</li> <li>• Jessica Tilson student representative introduced herself.</li> </ul>	
Conclusions	<ul style="list-style-type: none"> <li>• Need to draft a policy and procedure manual with detailed procedures and timelines.</li> </ul>	
Action Items	Person	Deadline

Add suggestions to bylaws Submit annual report	Karl	12/14/18
<b>Agenda Topic: Treasurer Report</b>		
	Presenter: Cherylee Sherry	
Discussion		
<ul style="list-style-type: none"> <li>• 12/14/18: Banking account balance: \$4391.49</li> <li>• Will work on a budget for 2019.</li> <li>• SOPHE encourages a chapter to establish a 501 (3)(c) status. Need a three year plan and projected budgets for applications. Application fee of \$750. Benefits: Can apply for grant funding, donations and projects for conference sponsorships.</li> </ul>		
Conclusions	N/A	
Action Items		
	Person	Deadline
N/A		

<b>Agenda Topic: Continuing Education</b>		
	Presenter: Kelly Kunkel	
Discussion		
<ul style="list-style-type: none"> <li>• Cancer Summit Update: sponsored by MN Dept. of Health, February 28, 2019. Two satellite sites in St. Peter and Bemidji.</li> <li>• Cherylee is working to get approval for CEHS and MCHES credits. Emailed NCHEC about credits for discussion. Go through SOPHE and each person pays for his or her own credit. Set up via our website to collect money with evaluation.</li> <li>• Looking for speaker's breakout collaborations (Liz is willing to speak) and communication speakers. No honorarium available.</li> <li>• Planning a MN SOPHE webinar or tobacco in April.</li> </ul>		
Conclusions		
Run credits through national SOPHE and collect \$2/credit from attendees via website.		
Action Items		
	Person	Deadline

Coordinate credits and collection process.	Cherylee, Kelly, Liz	

<b>Agenda Topic: Membership/Communication Report</b>		
	Presenter: Liz Heimer	
Discussion		
	<ul style="list-style-type: none"> <li>• 79 members.</li> <li>• Created a “Members Only” resource center on our webpage. Members can share factsheets and information. Encourage board members to contribute to it.</li> <li>• Membership survey draft. Others can contribute. Plan to send out in February.</li> </ul>	
Conclusions		
N/A		
Action Items	Person	Deadline
N/A		

<b>Agenda Topic: Advocacy</b>		
	Presenter: Pat Stieg	
Discussion		
	<ul style="list-style-type: none"> <li>• Process for Policy Adoption and Implementation draft document emailed to board members. Tabled until Pat can present.</li> </ul>	
Conclusions	N/A	
N/A		
Action Items	Person	Deadline
N/A		

<b>Agenda Topic: House of Delegate Report (HOD)</b>		
	Presenter: Judith Luebke	
Discussion		

<ul style="list-style-type: none"> <li>National SOPHE what can they do you help chapters? What is our ASK for the national office? Suggestions: Mentors for chapters. Start-up funds, no application fee for new chapters.</li> <li>Next HOD meeting is in January.</li> </ul>		
Conclusions		
N/A		
Action Items	Person	Deadline
Share ideas of how National SOPHE can help us with Judith.	ALL	

Agenda Topic: Good of the order		
Presenter:		
Discussion		
<ul style="list-style-type: none"> <li>2019 board meetings TBA</li> <li>Archival of final approved minute's discussion. Bylaws require we make them available to members. Members open to meetings and need to be posted.</li> <li>Need to replace secretary for 2019.</li> </ul>		
Conclusions		
N/A		
Action Items	Person	Deadline
Archive meetings minutes on website	Suzanne/Liz	After minutes are approved
Appoint secretary for 2019	Joe	January 2019

Minutes respectfully submitted by Suzanne Driessen, Secretary  
 Approved on: January 11, 2019