



MNSOPHE Executive Committee Meeting Minutes
 May 15, 2018

1. Call to Order by President Karl Larson at 11:03 a.m. via GoToMeeting.
2. Approval of agenda.
 - a. Additions: Need another web ex system – Kelly said will set-up future meetings through UMN Extension’s Web ex system.
3. Roll call:
 - a. Present: Karl Larson, President; Mary Kramer, Communication’s Chair; Pat Stieg, Advocacy Chair; Kelly Kunkel, Continuing Education Chair; Judith Luebke, National House of Delegate; Suzanne Driessen, Secretary; Liz Heimer, Membership Chair; Cherylee Sherry, Treasurer
 - b. Absent: Joe Visker, President-Elect, Student Representative vacant position
4. Secretary’s Report
 - a. Approved 3-29-18 minutes. Motion carried.
5. Meeting adjourn at: 12:36 pm meeting.
6. Next Meeting: Summer meeting schedule. Meet once a month during the summer. Karl to set dates for monthly meetings around the third week of the month.

Agenda Topic: President’s Report		
	Presenter: Karl	
Discussion	<ul style="list-style-type: none"> • Karl will attend the Minnesota Public Health Association (MPHA) conference in St. Cloud on May 17, 18, 2018. He has a meeting with MPHA to see how we can work together. Cherylee secured 12 CHES and 6.5 MCHES credits for the MPHA conference. Cherylee, Mary, Suzanne and Karl will host the CHES table. • New SOPHE President is willing to speak at state conferences. 	
Conclusions	N/A	
Action Items N/A	Person	Deadline

Agenda Topic: Treasurer Report		
	Presenter: Cherylee	
Discussion		
	<ul style="list-style-type: none"> • \$345 in our checking account • Money from PayPal is not being transferred to bank account. Liz reported there is \$298 in the PayPal account. • Movement towards 501c3 status is delayed. Karl and Cherylee are working on it. Application fee is around \$350. 	
Conclusions		
	<ul style="list-style-type: none"> • Need a system from PayPal to transfer to our account. Liz set-up it up in March with our account numbers. 	
Action Items	Person	Deadline
Check on PayPal transfer system to our checking accounting by giving approval.	Liz	Completed

Agenda Topic: Website, Membership, and Communication		
	Presenter: Liz and Mary	
Discussion		
	<ul style="list-style-type: none"> • Change to committee structure. In our policy and procedures manual these are separate committees. Because these committees are so closely aligned, chairs are proposing to combine the committees of Membership and Communication. Membership committee is in the by-laws. The communication committee is an ad hoc committee. Board agreed to combine committees. The by-laws will need to be updated and voted on by the membership at the fall meeting. • Membership recruitment and communication draft documents. Membership. Liz tailors email invites to academic contacts—8 reasons to join MN SOPHE for students, to 180 MN MCHES and CHES list with <i>Why join MNSOPHE</i>. Plan to send out a membership survey when we get a 100 members asking for input. The membership goal is 100 by June 2019. Liz reported 6 members attended the first committee meeting. Liz will send minutes to the board. • Communication Tools. • Website. Mary reported that the website is very active. Liz is the host. Mary will train as co-host. The goal is to get a paid version of the Wild Apricot website for more metrics and payment reminders. • Social media plan. Facebook has 100 followers. Plan includes to post 1 message a day following CDC's best practices and post one membership recruitment per week. The goal is to increase our followers to 200. The plan has guidelines for posting. Liz will post a member Spotlight on Facebook. Suggestions: alternate the Member Spotlight feature between board, student, annual members. • Yahoo listserv. Only paid members have access. Holly Wick volunteered to search and post job openings. Another committee member will search and post CHES and MCHES opportunities. • Student status for membership. Liz suggested extending the student membership 1 year beyond graduation. • Doubled our numbers, 11 new members since March. We have 24 members so far. Membership goal is 50 members by July 2019. 	

Conclusions		
<ul style="list-style-type: none"> • Inconsistencies in by-laws and policy and procedures manual. • By-law changes need to be approved by membership at the October annual meeting • Listserv is for members only. Encourage members and board members to submit. • Motion made by Kelly to grant Student status for membership, 1 year post graduation. Judith second, motion carried. 		
Action Items	Person	Deadline
<ul style="list-style-type: none"> • Review the by-laws and policy and procedures manual 	Karl	At of summer
<ul style="list-style-type: none"> • Board members send 1 message per month via the listserv • Post minutes approved on listserv. • Send roster before board members 	All Suzanne Liz	After each meeting Before each

Agenda Topic: Annual Meeting and CEU Event		
Presenter: Karl		
Discussion		
<ul style="list-style-type: none"> • Theme: <i>Educating a Diverse Minnesota</i>, Friday, October 12, 2018, 8 am – 4 pm. • Location Gustavus Adolphus College, St. Peter • Rooms free, holds up to 60 people. • 3-4 CEUs, \$2/per unit fee. Need 3 health educators on committee. • Registration fee: Students \$50; \$150 (include membership) • Karl and Joe will invite and recruit speakers. Program highlights plenary sessions on: evaluation of community based public health programs, Minnesota health status/issues relevant to public health and food access for minority and immigrant populations in Minnesota. Suggestions: Recruit panelist to present on various roles and voices for the topics. • Good mix for students, academia, and health educators. Have access to have welcome presentations electronically and invite SOPHE President or others like MDH health commissioner to give a welcome. 		
Conclusions		
Planning committee will move forward with plans including board and non-members with roles.		
Action Items	Person	Deadline
Planning committee meet and report to board	Karl, Joe, Kelly, Mary	Next meeting

Agenda Topic: Advocacy			
	Presenter: Pat		
Discussion			
	<ul style="list-style-type: none"> Serves on the national level. This committee passed a version on opioid prevention and treatment resolution which is awaiting adoption by the national board. Also, working on weight bias and coordinating school health advocacy statements. Farm bill is cutting funding for SNAP with 2 million losing benefits. 2019 budget SOPHE is advocating for funding for CDC. There is a proposed rule to limit the use of science related to the EPA. Abstracts open for National advocacy summit in mid-October and the 2019 session. Minnesota has less than a week left in the 2018 session. Bonding bill include projects for safe routes to school, state and regional parks. There is support for tobacco quit line funding but would come out of SHIP funding. 		
Conclusions			
N/A			
Action Items		Person	Deadline
N/A			

Agenda Topic: Continuing Education			
	Presenter: Kelly		
Discussion			
	<ul style="list-style-type: none"> Will join the MN-SOPHE annual fall meeting committee and secure CHES credits. 		
Conclusions			
N/A			
Action Items		Person	Deadline
N/A			

Agenda Topic: House of Delegate Report			
	Presenter: Judith		
Discussion			
	<ul style="list-style-type: none"> Serves on communication committee as part of HOD role. The committee is planning for national health education week. 		
Conclusions			
N/A			
Action Items		Person	Deadline
N/A			

Minutes respectfully submitted by Suzanne Driessen, Secretary
 Approved on: 6/6/18