MNSOPHE Executive Committee Meeting Minutes

September 28, 2018

1. Call to Order by President Karl Larson at 10:02 AM via WebEx online meeting until 10:25 AM then President-Elect, Joe Visker, presided.
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; Pat Stieg, Advocacy Chair; Cherylee Sherry, Treasurer; Judith Luebke, National House of Delegate
	2. **Absent:** Liz Heimer, Membership Chair; Student Representative vacant position
4. Secretary’s Report
	1. Approved August 14, 2018 minutes. Motion carried.
5. Meeting adjournment: 10:55 am
6. Next Meetings: Fall meeting schedule:
* October 17—dinner and debriefing at the conclusion of the Summit for those who can stay
* November 16, 2018 @ 10am
* December 14, 2018 @ 10am

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| Agenda Topic: President’s Report |
|  | Presenter: Karl Larson |
| Discussion |  |
| * Elections of Officers –Online voting per Qualtrics. October 4, 2018 deadline. 12 votes casted. Will announce results at the annual meeting.
* Bylaws – based on the bylaw interruptions it does not appear a bylaw change is needed to combines or add a communications committee, as there are provisions for special committee appointments in the bylaws.
* Annual meeting – brief reports from committees; meet members, introduce new board members—nothing in the bylaws when the transition happens December 31. 2018.
* Mary moved to officially make a board transition of board members as of January 1, 2019. Motion carried.
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| Conclusions |  |
| Some inconsistencies in current policies and bylaws. |
| Action Items  | Person Responsible | Deadline |
| Compare policies and bylaws for discrepancies  | Karl | 12-14-18 |
| Agenda Topic: Treasurer Report |
|  | Presenter: Cherylee Sherry via written communication |
| Discussion |  |
| Financial Report: August 2018Aug 1 balance $748.35 deposits $885.01 expenses $ 25.51Aug 31 ending balance $1,607.85Through Sept 27, 2018Sept 1 balance $1,607.85 deposits $2,420.00 expenses $ 64.94Sept 27th ending balance $3,962.91 with one outstanding $100 check to National SOPHE for Chapter dues |
| Conclusions | N/A |
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| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: Annual Conference |
|  | Presenter: Joe Visker |
| Discussion |  |
| * Number of Registrants – 53 registered at of 9/28/18. Room fits 108.
* Will take walk-ins if needed and do another marketing push.
* Dinner on Tuesday night after conference– dinner on your own
* Agenda finalized. Therapy dogs confirmed during the pm breaks.
* Door prizes – if your organization has a donation of prizes let Mary know.
* Photographer arranged.
* Mary is working on a press release.
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| Conclusions |  |
| On track for a successful first MNSOPHE conference. |
| Action Items  | Person Responsible | Deadline |
| N/A |  |  |
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| Agenda Topic: Membership/Communication/Website Report |
|  | Presenter: Mary Kramer |
| Discussion |  |
| * Membership - 53 members
* Communications – Mary sent draft of letterhead. Linkable to website. Gustavus is our official address. Send feedback to Mary.
* Liz is working on beautifying the website. Looking at other SOPHE chapters to get ideas.
* Email address is -SOPHEMN@gmail.com
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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: Pat Stieg via written email |
| Discussion |  |
| * *National* = the Advocacy Summit is October 13-15, 2018, with an emphasis on gun violence as a public health issue. A series of webinars offered by national SOPHE in preparation for the event and a follow-up webinar offered after the event on October 23, 2018.
* *State* = Will connect with Cherylee to talk more about the Medicaid reimbursement for CHES provided health education, through a policy change.
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| Conclusions | N/A |
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| Action Items | Person Responsible | Deadline |
| Connect with Cherylee to talk more about the Medicaid reimbursement for CHES provided health education, through a policy change/ | Pat | 11/16/18 |

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| Agenda Topic: Continuing Education  |
|  | Presenter: Kelly Kunkel |
| Discussion |  |
| * Attend national calls – national is working on streamlining the CHES credit procurement process.
* Spring CEU Event Discussion. Brainstormed ideas: webinars on tobacco 21, teaser for fall conferences, panel of experts, advocacy with members, three options of what you can you do. Speakers and CHES credits. Go to meeting can have 300 joiners. Small planning committee announcement at the conference. Webinars on other topics.
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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 |  |
| * Annual report is due in December.
* September is Chapter appreciation month. Minnesota chapter is featured.
* Health education week is during our conference. Brainstormed ideas to showcase it.
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| Conclusions |  |
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| N/A |
| Action Items | Person Responsible | Deadline |
| N/A |  |  |

Minutes respectfully submitted by Suzanne Driessen, Secretary

Approved on: November 16, 2018