MNSOPHE Executive Committee Meeting Minutes

March 29, 2018

1. Call to Order by President Karl Larson at 12:05 PM via GoToMeeting.
2. Approval of agenda.
3. Roll call:
	1. 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; Suzanne Driessen, Secretary, Liz Heimer, Membership Chair, Cherylee Sherry, Treasurer
	2. Absent: Student Representative vacant position
4. Secretary’s Report
	1. Approve 2-15-18 minutes. Judith moved to approve minutes, Joe seconded, motion carried.
5. Meeting adjourn at: 1:06 pm meeting.
6. Next Meeting: TBA, 2018. 12:00-1:00 PM

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| Agenda Topic: Website, membership, and communication |
|  | Presenter: Liz, Mary K |
| Discussion |  |
| * Website up and running with a free Wild Apricot site.
* A link set up with PayPal for registration membership payment. PayPal takes a percentage.
* Brainstormed, member’s only area. Suggested ideas include member news, internal happenings, community of practice, tool kits.
* Membership fees: $350 and $10 for students
* Have 16 members so far.
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| Conclusions |  |
| * Keep job openings open to all as a recruitment tool.
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| * Establish a communication committee and expand responsibilities, job bank coordinator, etc.
* Send notices through the listserv to increase communication.

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| Action Items | Person Responsible | Deadline |
| Develop a recruitment and communication plan | Mary/Liz | Next mtg. |
| Agenda Topic: Treasurer Update |
|  | Presenter: Cherylee |
| Discussion |  |
| * Progress on establishing account at Affinity, needed a 501C so established the account with Bremer bank
* 501C costs $500-700 to apply; one-time fee. We could write for grants.
* $400 in checking account
* $100 annual fee to national SOPHE
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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 (HOD) Report |
|  | Presenter: Judith |
| Discussion |  |
| * National SOPHE commissioned a task force on how national SOPHE can provide support to chapters. Recommendation will be presented at national meeting.
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| Conclusions |  |
| N/A |
| Action Items | Person Responsible | Deadline |
| N/A |  |  |
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| Agenda Topic: SOPHE National Meeting |
|  | Presenter: Karl |
| Discussion |  |
| * Annual SOPHE 2018 conference is April 4-6, 2018, Columbus, Ohio.
* Representatives from MNSOPHE are Karl and Joe, Cherylee, Mary.
* Mary will bring updated MNSOPHE brochures.
* Mary suggest to have a Minnesota SOPHE gathering at next year’s session.
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| Conclusions |  |
| N/A |
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| Action Items |  | Deadline |
| N/A |  |  |
| Agenda Topic: Annual Meeting and CEU event |
|  | Presenter: Joe, Karl |
| Discussion |  |
| * Karl suggested a one day event with a theme.
* Speakers needs to appeal to a wide range of health education professionals.
* Keep it simple for the first year.
* Joe recommends Mankato State University, Mankato, as a location.
* Offer a technology as an option for the business meeting.
* Face to face meeting is important for a new organization.
* Ideas for speakers, who would be a draw? Suggested topics on chemical and substance use. Speakers on opioid, state demographic, marijuana, tobacco 21.
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| Conclusions |  |
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| * Pick a theme and enlist speakers around the theme
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| Action Items | Person Responsible | Deadline |
| * Draft a plan for the annual meeting and CE event.
 | Karl/Joe | Next mtg |
| * Investigate options and cost to hold event at MSU and Gustavus
 | Karl/Joe | Next mtg |

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| Agenda Topic: Update on interns from MNSU |
|  | Presenter: Joe and Mary |
| Discussion |  |
| * A formal contract with MNSOPHE to host would be needed to host an intern.
* Two interns are helping with a MNSOPHE website and communication projects this semester.
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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 |
| Discussion |  |
| * National committee met.
* National SOPHE is working on several resolutions on two topics: opioid use and mental health. Resolutions will be presented at national annual meeting.
* Federal budget is promising for health education and public health. Information sent to MNSOPHE members via list serv.
* Minnesota legislative committee deadlines have passed. Bills filed related to health education topics include opioids, tobacco cessation, health care access tax, tobacco 21.
* Kelly shared information food access and farm bill discussions around the state.
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| Conclusions |  |
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| N/A |
| Action Items | Person Responsible | Deadline |
| N/A |  |  |

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| Agenda Topic: Continuing Education  |
|  | Presenter: Kelly |
| Discussion |  |
| * Policy and procedure manual for chapters is being developed and will be presented at the 2018 National SOPHE conference.
* Mary will attend the CE meeting at the national meeting
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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: