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. | | | |
| * Establish a communication committee and expand responsibilities, job bank coordinator, etc. * Send notices through the listserv to increase communication. | | | |
| 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 | | | |
| 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. | | | |
| 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. | | | |
| Conclusions |  | | |
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| * Pick a theme and enlist speakers around the theme | | | |
| 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. | | | |
| 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. | | | |
| 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 | | | |
| Conclusions |  | | |
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| N/A | | | |
| Action Items | | Person Responsible | Deadline |
| N/A | |  |  |

Minutes respectfully submitted by Suzanne Driessen, Secretary

Approved on: