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September 2023 Agenda

September 15th, 2023

***MN SOPHE Board Meeting of the Executive Committee and Officers***

Join Zoom Meeting

<https://us06web.zoom.us/j/82424596319?pwd=Y0xBU2VOL2lJcmxIQWlBaldTWmQyUT09>

Meeting ID: 824 2459 6319

Passcode: 978631

**Resources:**

* [Board Google Main Folder](https://drive.google.com/drive/folders/1kyjv4A3S3r-rE19GW0EJITJl8Zz2yAbr?usp=sharing)
* [Meeting Expectations](https://docs.google.com/document/d/16gCMIMNEmDzTphtVhYfFfaAv_vZEJjpxmEOwVH5tHPo/edit)
* [2023 Meeting Schedule](https://docs.google.com/document/d/1v81kMeJdV1yeYShE07UO91kl4ExqqNQfuI7L0Me9Q88/edit)

**AGENDA:**

**Chat Icebreaker, Agenda, and Roll Calls** **(12:00 PM - 12:10 PM)**

Call to order

Introductions & approval of agenda – Liz

Moment of silence/debrief as needed for Dr. Judith Luebke - Liz

Roll call – Jean

**Old Business (12:10 PM - 12:15 PM)**

* Approval of August 2023 Minutes submitted by Jean available [here](https://docs.google.com/document/d/1M2S7Yhb1eZXMaQxqRuSv5fFy8ZKKQHFF/edit)

**New Business (12:15 PM - 12:30 PM)**

1. **October Meeting**
   1. We typically do not meet the month of our conference - do we have a desire to meet?
2. **MN SOPHE Strategic Plan**
   1. [Strategic planning - 5 year plan](https://docs.google.com/document/d/1bTm_TjomyySjWYkb50Yf-_vJ40boz4BQgrGHP41JAlU/edit)
   2. Review and make comments before November meeting
   3. Vote in November
3. **Elections**
   1. In need of nomination for President-elect and Continuing Ed Chair!
   2. Who do you know? Who can you ask?
4. **MN SOPHE flavored tobacco restriction sponsorship from ALA** (Katie)
   1. Updates
5. **2023 Goals - Updates on Progress (12:30 PM - 12:40 PM)**

* **Develop year-round board recruitment** (Liz and Subcommittee)
  + [Standard Operating Procedures](https://docs.google.com/spreadsheets/d/1xPTWaLc1FvZDo4H0my2ryXNO76wx3pc0/edit#gid=1061981304) - Due by Dec. 31st.
  + No meeting after this!
  + Almost all positions have nominations besides Continuing Ed Chair and Pres-Elect
    - Need help reaching out to people!
* **Analysis of current governing documents** [(Bylaws and Policies and Procedures](https://docs.google.com/document/u/0/d/1TJ1vn0OAuUpGwucnXxUc22D2KayRlVHa/edit?usp=drive_link&rtpof=true&sd=true&urp=gmail_link&pli=1)) - Mary, Jean, and Liz
* **Increase membership**- In Membership and Communications report

**Officer and Committee Reports (12:40 PM - 12:58 PM)**

1. **Officer and Committee Reports - Board Members, add your notes below - Verbal report 1-3 minutes.**

* **Secretary’s Report – Jean** 
  + Reviewing materials for Summit CHES application.
* **Communications Report- Sia**
  + Continued [board recruitment posts](https://www.canva.com/design/DAFkoFtC9ww/HB8exCAQn1bQku0xCh8iBA/edit?utm_content=DAFkoFtC9ww&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
  + Summit Planning Committee support: [summit and speaker promotion](https://www.canva.com/design/DAFL2vc0-bE/-1F80TZCQMpOcdoaWvkDkA/edit?utm_content=DAFL2vc0-bE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton), [highlighting sponsors](https://www.canva.com/design/DAFnz8a1SoM/7T4u_FQLPEUvf3rZu2yDng/edit?utm_content=DAFnz8a1SoM&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton), drafting [presentation](https://docs.google.com/presentation/d/1FYA7sjD4eLtncXgQ_RnJiCwwa-1KmiMk/edit?usp=drive_link&ouid=116491816256400392484&rtpof=true&sd=true), and working on updating the program document
  + Working with Katie to boost social media posts
  + In the last 28 days (August 18 - September 14):
  + # of people reached = 604 FB and 119 IG
  + # of people visited = 29 FB and 12 IG
  + # of likes/followers = 330 total and 149 total
* **National Delegate- Wendy**
  + **Society for Public Health Education 25th Annual Advocacy Summit**, October 14-16, 2023 | Hilton Capitol Hill |Washington, DC. Theme: Vote for Health! Advancing Health Through Community & Civic Engagement. Registration open: [SOPHE hosts advocacy summit in Washington DC](https://www.sophe.org/professional-development/conferences_events/advocacy-summit/)
  + [Awards, Fellowships & Scholarships - Society for Public Health Education - SOPHE](https://www.sophe.org/about/awards-fellowships-scholarships/). Fall 2023 cycle award in review process. Spring 2024 application cycle opening this month.
  + **September is Chapter Appreciation Month**: Send SOPHE National your biggest accomplishments from 2023. (From Wendy: I am happy to do this if you have content!).
* **Continuing Education- Cat**
  + Working on review for MN SOPHE Summit, Sept . 25 is the deadline for reviewers to submit their information, and then any follow up discussions needed. Once CE numbers have been confirmed, Taylour/Lindsay I will let you know the final # of CE being offered, so we can start promoting that information as well.
  + Starting to recruit for Nov. webinar and will start that review process shortly
  + reached out to the National SOPHE CE Chair, to follow up and got this information: “Are you referring to the SOPHE CE Committee Zoom meeting. There hasn’t been any for a while. There are some staffing changes at the SOPHE Office so I think they are short staff. So at this time no updated resources. I do need to email Kelly at the SOPHE office to see about putting an email together to the Chapters CE Chairs.”
* **Student Reps- Zhanna and Nuri**
  + **Nuri- Won’t be able to make it to the meetings because of class (EST time)** 
    - Created Tobacco free/smoke free generation video
    - Documentary viewing research for December
    - Selected winner for the Sticker Competition
* **Past-president Report –Mary** 
  + After this meeting, am sending out the link for the new Board Manual document and asking everyone to review entire document, paying special attention to the part about your position and responsibilities AND the “new polices” section on Page 12 by our next meeting on October 13. All input is welcome! Please go to “Insert”, then “Comment” and add your suggestions for any suggested revisions and additions <https://docs.google.com/document/d/1TJ1vn0OAuUpGwucnXxUc22D2KayRlVHa/edit?usp=sharing&ouid=102372305426061623481&rtpof=true&sd=true> After everyone has a month to view, we will ask for a vote to approve at the November meeting.
* **President-elect Report - Lindsay**
  + Finalizing details for the summit in October- thank you to those who signed up to assist with tasks prior to and the day of the event!
  + Agenda is now posted on our website
  + Please continue to spread the word about registration and sponsor opportunities
  + Looking for giveaways: if your organization or others you know would be interested in donating a giveaway email Lindsay.
  + Started review for CHES credits
  + Current registrations: 41
  + 3 current sponsors
* **Treasurer Report- Katie**
* **Awards Report- PH** (absent due to MNSU’s Health Care Career Fair)
  + Professional awards were due 9/8
    - HEYA: 1 submission
    - OCPHEA: 4 submissions
  + The Awards Committee will work on reviewing letters in the next week. After that, we will send notifications out to all (awardees and nominees).
  + Once awardees are selected, we will start ordering award plaques.
  + We will also work on sending out press releases.
* **Membership Report- Taylour**
  + 43 professional members; 43 student members; 1 Emeritus
  + Reminder for conference going out next Monday / registrations
  + Taylour on HES committee, working on assistance the day of the Summit, working with volunteers to collect giveaways
  + Presented to UMD students last week on MNSOPHE and available roles
  + Speaking with an interested student from UMD this weekend about MNSOPHE organization / interest
* **Advocacy Report- Lauren**
  + Meeting with teacher next week to discuss youth voting initiatives and hopefully connect with students
  + Jean-is your contact still reaching out to be regarding youth voting?
  + Planning for September committee meeting
* **President’s Report –Liz**
  + HES planning committee
    - Serving as back-up facilitator for Lindsay
  + Seeking board member nominations
    - Coordinating year-round recruitment
  + Worked with bylaws/policies and procedures consolidation
  + Annual Business Meeting
    - Consider the flavors webinar as part of it to add credits as well as give a big thanks to our biggest sponsors this year
    - December 15th likely the date from 12-1:30pm (regular meeting date)
  + [Strategic planning - 5 year plan](https://docs.google.com/document/d/1bTm_TjomyySjWYkb50Yf-_vJ40boz4BQgrGHP41JAlU/edit) with Dr. Kramer

**6. Good of the Order (12:58 PM - 1:00 PM)**

**7.  Adjournment**

|  | **2023** |
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|  |  |
| President | Liz Heimer  [heimerliz314@gmail.com](mailto:heimerliz314@gmail.com)  507-848-7613 |
| President Elect | Lindsay Nelson  [lindsaymnelson1@gmail.com](mailto:lindsaymnelson1@gmail.com) or [lindsay.nelson@state.mn.us](mailto:lindsay.nelson@state.mn.us)  218-591-3866 |
| Past President | Mary Kramer  [mary.kramer-1@mnsu.edu](mailto:mary.kramer-1@mnsu.edu)  (614) 208-7115 cell |
| National Delegate | Wendy Schuh  [wendy.schuh@mnsu.edu](mailto:wendy.schuh@mnsu.edu)  507-317-1542 cell |
| Secretary | Jean Streetar  [jmstree27@gmail.com](mailto:jmstree27@gmail.com)  612-618-7822 |
| Treasurer | Katie Stapleton  [anokastorm@gmail.com](mailto:anokastorm@gmail.com)  608-386-1248 |
| Advocacy Chair | Lauren Witt  [witt.m.lauren@gmail.com](mailto:witt.m.lauren@gmail.com)  651-276-0151 (Cell) |
| Awards Chair | PH Moua  [pahoua.moua@olmstedcounty.gov](mailto:pahoua.moua@olmstedcounty.gov) or [phmoua1@gmail.com](mailto:phmoua1@gmail.com)  507-779-4528 |
| Comm Chair | Sia Xiong  [siaxiong95@gmail.com](mailto:siaxiong95@gmail.com)  (651) 338-6349 |
| Continuing Ed Chair | Cat Gangi  [gangi.catherine@gmail.com](mailto:gangi.catherine@gmail.com)  810-814-1767 |
| Membership Chair | Taylour Blakeman  [sopheminn@gmail.com](mailto:sopheminn@gmail.com)  (763) 267 4018 |
| Student Rep - Undergrad | Zhanna Dunagan  [zhanna.dunagan@mnsu.edu](mailto:zhanna.dunagan@mnsu.edu) |
| Student Rep - Grad | Nudrat Nawar  [nudratnawar.thakur@gmail.com](mailto:nudratnawar.thakur@gmail.com) |

**2023 MN SOPHE Board Meeting Schedule**

**3rd Friday of the Month**

**Noon - 1:00 PM**

February 17, 2023

March 17, 2023

April 28, 2023 -Note this is Fourth Friday of April\*

May 19, 2023

June 16, 2023

July 21, 2023

August 18, 2023

September 15, 2023

October - TBD based on annual conference

November 17, 2023

December 15, 2023



POSTER





