



## GLCSOPHE Executive Board Meeting Minutes

Date: February 20, 2019

Time: 2:00pm – 3:00pm

Conference Line: <https://us.bbcollab.com/guest/1b1482b3bffe41cfa2bd05a8a91d60ac>

- I. **Call to Order-** Meeting called to order by Ranelle @ 2:02pm

**Members Present-** Ranelle B, Bree B, Kaley H, Lauren C, Jack W, Katie M, Kylie S, John S

**Members Absent-** Megan P., Erin B.

## II. Officer Reports

### a. Secretary

**Czarnowczan**

- i. Lauren has it on her to do list to finish organizing the new strategic plan action items for 2019 from the 2018 document. Her goal is to have them complete by our March phone call.
- ii. Motion to approve December 2018 minutes
  1. Motion to approve: Katie M motions to approve
  2. Second: Carrie seconds
  3. All in favor – motion unanimously passes
    - a. December 2018 meeting minutes approved without corrections.
- iii. Motion to approve January 2019 minutes with date of meeting correction
  1. Motion to approve: Bree motions to approve
  2. Second: Katie M seconds
  3. All in favor – motion unanimously passes
    - a. January 2019 meeting minutes approved with date correction
- iv. **Action item:** Lauren C to make corrections and send to Lindsey to upload to website.

### b. Treasure

**Page**

- i. Budget as of February 20:
  1. **Checking:** \$9,278.98
  2. **CD:** \$5,166.14
  3. **Paypal:** \$485.21
- ii. There has not been a lot of activity. Invoices will be sent for Katie M and Ranelle to attend SOPHE conference.

### c. President Elect

**Sonnega**

- i. Joined call after 2pm. He is happy to be joining e-board.

### d. Co-VP

**Bode/Hall**

- i. Conference Planning Updates:
  1. One conference call so far with a good group of people
  2. Bree has reached out to Wayne State students to ask them to join planning

3. The calls occur on the first Thursday of the month. Time: noon?
4. Potential venues:
  - a. Dearborn Inn
  - b. Wayne State Campus
    - i. We will vote next month
5. The committee is going to pick a theme next month
6. Reminder: The MI Public Health Premier Conference
  - a. They have put out a call for abstracts. We would like to support them however we can as they support us in our conference initiatives.
    - i. **Action item:** Ranelle will send Lauren C info regarding conference to send out via email

e. National Delegate

**Miller**

- i. Katie has received permission from her organization to attend national conference
  1. Megan and Katie are working on travel and accommodations
- ii. Lauren C sent an email out to members regarding a discount code to attend the national conference. Katie did hear from members for the code.
- iii. Katie is crafting an email to send out to GLC-SOPHE members and Michigan members to meet up in Salt Lake City, UT during the conference.
- iv. Katie M has been nominated to be a delegate trustee at the national level
  1. What that entails:
    - a. Be technical assistance and support to national delegates for each chapter. Country is divided into regions.
    - b. To be a trustee, you must also stay on as national delegate for your chapter, therefore Katie would have to continue her term until 2021. National SOPHE's terms are different from our local chapter's.
  2. Motion to create an extension of term for Katie M. to continue as national delegate until 2021.
  3. Motion: Ranelle motions to extend Katie M's term.
  4. Second: Bree seconds
  5. All in favor – unanimously passes
    - a. Katie M's term has been approved to continue until 2021 as GLC-SOPHE's National Delegate.
  6. Katie will keep us updated if she is elected and what the process entails moving forward.

f. Members at Large

**Wong/Barrett**

- i. Erin and Jack discussed on how they will divide their roll
  1. Erin will take social media, Jack will focus more on newsletter.
- ii. There are going to aim for 3 newsletters this year, but 2 at the minimum.
- iii. There have been conversations with Lauren B and Lyndsey to update membership application online.
  1. Would need to update Wix website to upload what we want for the online membership application.

- iv. Brainstorming outreach and recruitment ideas along with getting professionals to jump into GLC-SOPHE – membership push
- v. Note: All items and ideas that are being brainstormed, make sure they follow/are paired with our strategic plan.

g. Student Representative

**Szymanski**

- i. Kylie and Ranelle have chatted some since the January meeting regarding the idea of a membership letter being sent to the chair persons at universities to engage students more.
- ii. Brainstorming ideas for NPHW with the PHS at GVSU and GLC-SOPHE

h. President

**Brew**

- i. Ranelle connect with National SOPHE to discuss that our chapter is not listed on their Chapters Page. She was walked through on how to make this happen so we are represented.
- ii. Update for national phone calls: Ranelle will not be on the conference calls, instead Katie M will stay on and report anything we need to know as she has been.
- iii. Ranelle's president letter has been sent out to members who renew or become a new member for 2019. The letter will also be sent out in the newsletter.
- iv. There was a request received via Katie J who received the request via another Public Health Institute in MI asking for access to GLC-SOPHE membership survey for their accreditation process. Ranelle does not feel that the request is professional and does not feel it is something we should follow through on. She has had conversations with CEPH (Council on Education for Public Health).
- v. Membership Report as of February 20, 2019
  - 1. 20 members (compared to 53 in 2018)
  - 2. 6 unpaid members, 10 new members, 13 regular members, 7 student members, 0 emeritus members
  - 3. E-board members who have not renewed membership:
    - a. Ranelle Brew, John Sonnega, Bree Bode, Kaley Hall, Lauren Czarnowczan, Megan Page, Erin Barrett, Katie Miller, Kylie Szymanski, Lauren Bizyk, Lisa Fockler, Lindsey Pung-Terry

**III. Committee Reports**

a. Advocacy

**Vacant**

- i. We had a good thing going and we do not want to lose our momentum.
- ii. **Action item: Everyone** brainstorm who we could get into this position
- iii. **Jack and Erin** – send something out on social media and email

b. Historian

**Chanter**

- i. Connect with Ranelle or vice versa on getting history binders/boxes.

c. Continue Education

**Fockler**

- i. No report.

**IV. Old Business**

**Brew**

- a. Strategic Plan 2019
  - i. Lauren C working on cleaning up and reorganizing for 2019
- b. Goal setting sheet – Ranelle summarized our goals to add into her president letter

- i. **Action item: everyone** - send goal setting sheet to Ranelle if you haven't already.

**V. New Business**

**Brew**

- a. NPHW: Highlight GLC-SOPHE
- b. APHA had a webinar around the themes and goals of NPHW for 2019
  - i. Different goal for each day
- c. Interested in bringing in one or more Public Health speakers connected with PHS at GVSU.
- d. Any ideas from group to collaborate with GVUS: Panel, connecting GLC-SOPHE with GVSU, highlighting different parts of Public Health and the multitude of rolls that individuals hold that all relate to Public Health.
- e. More to come via email for NPHW.

**VI. Website Requests**

- a. December 2018 and January 2019 meeting minutes to go up on website.

**VII. Outstanding Items**

- a. None.

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**Meeting adjourn:** Meeting adjourned at 3:01pm