



GLCSOPHE Executive Board Meeting Minutes

October 16, 2018

3:00 – 4:00 PM

Conference Line: (641) 715-0727 602 840#

- I. **Call to Order-** Meeting called to order by Katie J @ 3:02pm

Members Present- Katie J, Bree B, Lauren C, Jack W, Katie M, Megan P,

Members Absent- Chelsea L, Ranelle B, Ashley M, Alyson H

II. **Officer Reports**

a. Secretary

Czarnowczan

- i. Will approve August and September meeting minutes during November call
 - 1. Lauren is taking photos @ conference – let her know if there is anything specific you want photos of

b. Treasure

Page

- i. Budget:
 - 1. Megan transferred around \$4,000 from the paypal to our savings
 - a. We now have over \$15,000 in our savings, but this will decrease once we make our final payments for the conference

c. President Elect

Brew

- i. **Action item:** Katie J will be following up with Ranelle on the awards and the plaques for the conference

d. Co-VP

Bode/Lantto

- i. Fall Conference Updates/Planning/Preparation:
 - 1. Thank you cards: We did not do this in the past, just gave water bottles for thank you notes
 - a. Discuss: is this something we want to do for exhibitors, presenters, keynote?
 - i. Sounds like a good idea
 - ii. **Action item:** Katie J will plan to do all the thank you cards and to sign on behalf of e-board
 - 2. Gifts for presenters and key note: will be given by moderator
 - 3. Bree is waiting to hear back from Tracy on the parking process in Lansing. She will call her later today or tomorrow.
 - 4. **Action item:** Megan and Bree connecting to discuss what the email for parking will look like. Megan will then send an email out through Eventbrite to all attendees.
 - a. Jack will make a social media post about parking as well
 - b. Covering all avenues possible

5. Projectors/laptops/cords needed: if you offered to bring AV equipment, please remember to bring it! A reminder email will be sent.
6. Auction items: please remember to bring them if you're contributing and if you have not communicated it yet, please let Ashley know what you are bringing
7. Arrival and set up: Bree is planning to arrive by 7am
 - a. Bree is bring poster backs, social network activity, table set ups, etc. Chelsea will be bringing nametags
 - b. Checking in with Lansing Center staff
 - c. More hands on deck would be the most helpful for both morning set up and afternoon clean up
 - i. Katie J will be arriving early
8. Moderator spots: all filled and a reminder email will be sent for them as well
9. The agenda on Eventbrite is not up to date – Christy Buck will be the opening keynote and Denise Evans will be the closing keynote
 - a. Action item: Megan will change the link on Eventbrite and send the updated agenda along with the parking info through Eventbrite. Can connect with Lindsey to get it up on the website.
10. Student competition: We have a couple schools that expressed interest. Alyson has created the two award names and does intend to be at the conference to present them
 - a. They will be presented during the 1:00pm timeframe for the awards and membership meeting
11. Main room: will be used for eating, keynotes, but also poster, exhibitors, silent auction items, etc. Good central location for everything
 - a. There will be an afternoon snack for time to mingle, check out posters, and exhibitors. E-board can help encourage people during this time to get up and move around.
12. Professional Networking – Social Networking: people expressed on last year's evaluations that they wanted more time to develop connections, mentorships, etc.
 - a. Have we thought of a table leader approach for the networking activity to keep the activity flowing and making sure it's happening?
 - i. **Action item:** Megan and Bree to connect to brainstorm the execution of this to have someone at each of the 18 tables helping coach and encourage conversations

- e. National Delegate **K. Miller**
 - i. It is National Health Education Week!
 - 1. You're encouraged to share, post, participate in webinars happening, etc.
 - ii. Katie M and Katie J will connect to decide how we best want to tackle the newsletter we will be contributing to in November – more info to come.
- f. Members at Large **Wong/Mascagni**
 - i. **Action item:** Katie J to check with Ashley on newsletter
- g. Student Representative **Hill**
 - i. Alyson will be at the conference and sent the names of the awards
 - 1. GLC-SOPHE Outstanding Individual Community Service Award
 - 2. GLC-SOPHE Outstanding University Community Service Award
- h. President **Jourdan**
 - i. OSOPHE:
 - 1. Touched based with them regarding the webinar back in September: 20 or so people in person (no GLC-SOPHE), 35 people on the webinar.
 - a. No one used the GLC-SOPHE code
 - b. We will be paying the extra \$1 for the CHES credit price of OSOPHE members
 - c. Phoebe from MPHTC will create a separate hidden Eventbrite ticket that Megan can go on and pay the full price
 - ii. MALPH Task Force:
 - 1. It has been difficult getting everyone together across the state
 - a. Spilt into regions now
 - i. 5 competencies will be discussed by the north and 5 for the south half of the state

Meeting adjourn: Meeting adjourned at @ 3:48pm

Motion to end:

Second: