



## **Executive Committee Meeting Minutes August 11, 2010**

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### **Participants:**

Rosemary Alcon, President  
Jacquie Rainey, National Delegate  
Felicia Taylor, President Elect  
Sarah Daniel, MAL - Professional Preparation  
Carrie Poston, MAL - Grants  
Kim Miller, Treasurer  
Sue Porbeck, MAL - Conference

### **Conference Call Participants**

Jenna Beck, Secretary  
Kanisha Caesar, MAL - Membership  
Dana Smith, Vice-President

### **Business:**

- The minutes from the January and March meetings were approved. Jacquie motioned and Carrie seconded the approval of minutes.
- Discussed when to elect new officers. Choices are October or December. Decided that we will hold elections in October and the new term will begin January 1<sup>st</sup>, 2011. Jacquie motioned and Dana seconded. Slate must be out for 30 days. Rosemary will work with Amanda on new officers.
- The National SOPHE Conference is in Denver, CO this year. Jacquie will be attending as National Delegate. Rosemary may attend.
- Sara Daniel – She is editing and improving the presentation. She has been speaking to contacts at colleges such as Fayetteville, Jonesboro, UCA, UAMS and UALR. UALR classes are all online. She will keep us updated on what she finds out about speaking to classes about SOPHE.
- Dana sat in on a conference call regarding continuing education and the MCHES. During this conference call, she received a handout which has timelines for MCHES, fees, requirements, and other information. She will send to executive committee via email. We need to prepare a letter from the President for individuals who plan to apply for MCHES stating that they held a leadership position sometime within the last 5 years.

- Scholarship update – Discussed getting applications ready before Christmas break. Rosemary will contact Barbara about being involved in a few SOPHE activities.
- Annual Report – The link to input survey data for the annual report will be sent to members. Please input your information in the appropriate fields.
- Chapter is re-designated for the next 5 years.
- Conference 2010 update – Sue will email summary of conference evaluations to committee.
- Conference 2011 update – We need a new conference chair. Discussed some possible locations.
- Chapter appreciation coming up with national SOPHE. We will need to submit information highlighting our chapter. Send Jacquie information.
- Next Executive/General Membership Meeting will be October 12<sup>th</sup>.

Meeting adjourned at 12:00pm.