

Arkansas SOPHE Executive Committee Meeting Minutes
December 7, 2007 / 11:00 a.m.

Participants

Alison Rose
Dana Smith
Kim Miller
Kim Dean
Carrie Poston
Amanda Harvey
Barbie Brunner
Dana Hobby

Absent

Jenna Beck
Janie Runkle
Kanisha Caesar
Misty Paschall
Janea Snyder
Trish Quei

Topic: Approval of October Minutes

Discussion: Minutes were approved from the last AR SOPHE meeting. Alison motioned, Barbie moved, and Amanda second.

Topic: National SOPHE Updates and Discussion

Discussion: Barbie updated us on National SOPHE issues. Barbie sent our comments about the \$200 fee justification to the National SOPHE Board of Trustees. There is a presented summary of the task force available, and Barbie will e-mail that out to the executive committee. AR SOPHE is required to have at least 20 chapter members and 10 National members.

Topic: Communication with Membership

Discussion: There have been some problems with our membership communication, mainly because of our e-mail system. Alison suggested that we start posting attachments to the AR SOPHE website and start sending out an e-mail link to the membership letting them know to read the attachments on our website. AR SOPHE currently pays \$250-\$650 a year (\$25 per hour) to our webmaster to put things on the website. Dana Smith set up a mock website through www.homestead.com for \$20.00 a month. This would allow us to maintain our own website at a lower expense. Dana S. volunteered to develop, update, and maintain this new website for the first six months. Eventually, maintaining the new website could become a part of an AR SOPHE job description. We plan to keep the website format similar to our current website. You can visit the mock website that Dana set up by visiting www.arkansassophe.org. Barbie made a motion for developing and maintaining our own website, Kim Miller second.

Topic: Executive Officer Reports

Discussion: **Alison Rose** – Alison informed us that AR SOPHE will have to start filing an electronic IRS form starting in May of 2008. December 17th there will be a National SOPHE webinar conference; an RSVP is required to join in.

Amanda Harvey – Amanda signed up for the National Advocacy Committee.
Kim Dean – Kim gave an update on the student scholarship application status. The application went out to six locations (ASU, U of A Fayetteville, UALR, UAMS, UCA, and U of A Monticello). No applications have been received as of Friday the 7th. December 17th is the scheduled winner notification date. We could announce the winner at the APHA conference, our workshops, in the newsletter, and on our AR SOPHE website. The APHA conference is scheduled for May 7th, 8th, and 9th at the Austin Hotel in Hot Springs, AR. The next APHA member meeting is scheduled for February 22nd from 10-12 at the Department of Health. The APHA conference planning meeting is scheduled for December 13th. Kim Dean will coordinate with Carrie Poston when planning the AR SOPHE workshops. Pam Jones donated \$100 for the Dick Jones Scholarship Fund. The total amount given for scholarship is now \$600.00.

Dana S. – MidSouth is offering several trainings and will be put on the AR SOPHE website. Members need to know that reports for CEUs are not sent to NCHEC until the months of January and June each year.

Jenna Beck – No report

Kim M. – We have \$10,445.24 in our account.

Janie R. – No report

Barbie Brunner – No report

Janea Snyder – No report

Carrie Poston – Carrie gave an update on the workshop planning committee meeting (see separate e-mail)

Misty Paschall – No report

Trish Quie – No report

Dana Hobby – Dana suggested that _____ become an honorary lifetime AR SOPHE member because she has helped us out in so many ways over the years. Barbie suggested that we consider nominating her for the Distinguished Fellow Award instead. We will table this issue until our next meeting.

Kanisha – No report

Topic:

Discussion:

Review of 2006-2008 Strategic Plan

Barbie provided a handout on the AR SOPHE strategic/action plan. Five goals were discussed including the activities, responsible parties, evaluation criteria, dates, and budgets. We have added some activities, but most of them will roll over to the next year. Carrie will attach the revised strategic plan along with the minutes.

Topic:

Discussion:

2007-2008 Meeting Dates

These dates are subject to change. We will plan to have every other meeting by conference call.

- February 15th Conference Call / 11:00 – 12:00
- May TBD (APHA Conference) for both Executive and General Membership
- August 15th Conference Call / 11:00 – 12:00
- October 17th TBD / 11:00 – 12:00 for both Executive and General Membership

Topic:

Discussion:

Meeting Adjourned

The meeting ended at 12:45 p.m. The next meeting will be February 15th, 2008 by conference call from 11:00 – 12:00.