

Arkansas SOPHE Executive Committee  
Conference Call  
January 8, 2015

Meeting Minutes

**I. Welcome**

President Sara Daniel called the meeting to order and welcomed members of the Executive Committee.

**II. Attendance**

(X indicates present on call, A indicates absence)

Sara Daniel (X)

Alison Rose (X)

Dana Smith (X)

Kim Miller (X)

Amanda Harvey (X)

Barbie Brunner (A)

Brandi Roberts (X)

Carla Gilbreath (X)

Emily Gordon (A)

Kim Dean (X)

Lashonda Norris (X)

Latonya Bynum (A)

Quinyatta Mumford (A)

Yvette Burton (A)

**III. Approval of minutes from October 28, 2014 Executive Committee Meeting**

Dana moved to accept; Lashonda second; Approved

**IV. Officer Reports**

Dana (Treasurer):

- Proposed budget was sent to committee in advance via email.
- Discussion about budget changes following finalization of strategic plan:  
After budget approval, any proposed changes as a result of strategic planning that stand to impact current year budget will be reviewed by EC individually.
- Alison moved to accept budget; Carla second; Approved

## **Officer Reports, Continued**

Kim (Membership):

- 102 current members
- Discussion about membership length: Members may join at any time. Membership is included in annual conference fees. Expirations are one year from time of issuance.
- Due to requests to reinstate Mentorship program, we will launch at annual conference. Kim will send out information about mentor responsibilities to full membership. Kim asked EC to send her suggested resources for inclusion in student packet (online resources, books, etc).
- Christmas community service project was a success, with positive comments received from teachers who stressed the impact that the program has on the children at Head Start. Kim will forward photos. Kim asked group to consider a second classroom to accommodate siblings. Could also consider cash and in-kind donations being accepted at conference.
- Recommended designing an electronic newsletter to be sent out a few times a year to members. Consensus that consistent format and timing of messages is desirable. Alison will assist as needed. Target date for first edition is end of February.

## **V. Strategic Plan**

- Next plan due to national SOPHE on January 15
- Goal One (Advocacy):
  - Keep: participate in advocacy calls; educate membership as appropriate; identify priorities and share with members at meetings
  - Adjust budget: none required for this goal
- Goal Two (Health Disparities): Omit
- Goal Three (Professional Prep and Training):
  - Keep: Keep/enhance mentoring program; Provide information and resources to universities that offer health education programs; recognize through awards
- Goal Four (Market health ed in AR):
  - Keep: Participate in relevant conferences; Use marketing tools as needed; Use links on SOPHE web site; Manage website to maintain communication
- Goal Five (Operations)
  - Keep: invite student rep to EC; increase student membership and maintain professional membership (numbers); send rep to National SOPHE House of Delegates (change amount to \$1500)
- Kim moved to accept changes to strategic plan as outlined above, Lashonda second; Approved.
- Dana will update plan and issue revised copy to EC.

**VI. Other Business**

No additional business. Meeting adjourned.

**Next Meeting: Membership/Executive Committee Combined at AR  
SOPHE Conference April 10, 2015**