



Arkansas SOPHE Meeting Minutes 8/28/2012

Present: Sabra Miller (President), Kim Miller (MAL – Conference), Dana Smith (Treasurer), Amanda Harvey (Past President), Jacquie Rainey (National Delegate), Carrie Poston (President Elect), Janice Ray (MAL – Awards), Sara Daniel (MAL – Professional Preparation)

1. **2012 Annual Report to SOPHE** – Sabra Miller and Dana Smith are working on the annual report to SOPHE that is due on September 21, 2012. Dana asked for clarification on a few items from the report and received the information needed.
2. **Awards Chair** – Melanie Morton resigned from her position on the Executive Committee as Awards Chair. The Executive Committee voted approval for Janice Ray to take her place.
3. **2012 Fall Meeting** – Amanda Harvey has four possible dates for the general membership meeting in October. The dates will be sent out to membership for a vote as to the best day to hold the meeting. The Executive Committee voted to provide lunch during the meeting. The meeting will be held at the American Cancer Society.
4. **Scholarship Program** – Janice Ray will begin working on the forms to announce the scholarship for the fall.
5. **National SOPHE Meeting** – as Jacquie Rainey is unable to travel to the annual SOPHE meeting, the Executive Committee voted to call in when possible to the meeting.
6. **2013 AR SOPHE Conference** – Kim asked for input from the committee members on several items for the conference. It was decided:
 - Conference will be held at UCA.
 - Conference will most likely be held the last week of March, 2013.
 - Lunch will be provided.
 - Offer an optional mentorship opportunity for students during the conference.

- Have an expanded theme for the conference. One idea: Spring Into Wellness: Reaching Out.
- Not have exhibitors but rather put “goodies” into the conference bags.

Kim will be following up with UCA to check on availability. If anyone has ideas for a keynote or concurrent session speakers, please pass those ideas along to Kim.

7. **Recent Events:** The Health Education Summer Academy was good and well received. Information was sent in to national SOPHE for SOPHE Chapter Appreciation Day. There is a listing on the Arkansas Dept of Health website that acknowledges employees with their CHES or MCHES.
8. **Slate of Officers** – The 2013 Slate of Officers was discussed. Amanda Harvey will prepare the slate and will send to Dana to put on the website for voting.
9. **Bylaws Changes** – there were two bylaws changes that were approved by the Executive Committee and will be sent out to membership for approval:
 - Change 1:** Addition of the language, "The Chair and/or Co-Chair of the Arkansas SOPHE Conference will be exempt from paying registration fees for the conference."
 - Change 2:** Change of term of office for Historian from 1 year to 3 years. This change allows the bylaws to match the "Executive Committee Jobs and Responsibilities" document which states that the term is 3 years.

With no further business, the meeting adjourned.