



Executive Committee Meeting Minutes August 16, 2011

Conference Call Participants:

Amanda Harvey, Vice-President
Carrie Poston, Member at Large – Grants
Kanisha Caesar, Member at Large – Membership
Sabra Miller, President Elect
Kim Miller, Past Treasurer
Jacquie Rainey, National Delegate
Ramona Cash, Secretary
Sara Daniel, MAL Professional Development
Rosemary Alcon, Past President
Nicolette Warren National SOPHE

II. Nicolette opening remarks

- She will be the facilitator of the meeting and is here so she can be of assistance.

III. Amanda's responses from email were discussed.

- Section 4
 - A- Each chapter shall conduct at least two meetings of its membership per year.
 - Amanda- This can be accomplished. In the past, we've held one meeting via teleconference and one after the annual conference. Amanda said that the continuing education portion of the annual report was ready to go.
 - B- Each chapter shall prepare an annual report, to be distributed at the annual meeting of the society
 - Amanda- The continuing education committee is ready to provide their portion of the annual report.
 - C- Each chapter shall send an elected delegate (a SOPHE fellow) to meetings of House of Delegates.
 - Amanda- Possible if we have enough in our budget.
 - E- Each chapter shall conduct at least one continuing professional education program each year.

- Amanda- this has been accomplished in our section of the AR Public Health Association conference and the remaining nearly 300 hours of Cat 1 CECHs we have approved.
- Section 2
 - B- All members of the EC shall be from the membership of AR SOPHE. If we had followed this to the “T” last October we wouldn’t be in this predicament right now.
 - F- The Treasurer and Chapter Delegate to the National SOPHE House of Delegates shall be elected for a term of two years.
 - Our recent treasurer had resigned after serving for many years. However, she is rescinded her resignation following the conference call with National SOPHE, as long as the current conference planning is halted and our financial concerns are addressed.

IV. Things That Needed Addressed

- Nicolette asked Kim if most of the budget for the year goes to the conference. She said yes.
- Normal expenses are as follows
 - Travel for National Delegate to annual meeting- \$1500 a meeting. (Up to 3 a year)
 - Scholarship- 1000
 - Website- 300
 - PO Box- 45
 - Holiday expenses- 400 to 1500
- Nicolette asked if we normally do our conference in March.
 - Amanda said that AR SOPHE could hold our general membership and business meetings before the National conference in October. Planning could then take place for the annual conference for March or April of 2012.
 - Rosemary was not sure if we can get everyone to participate in the September conference.
 - Subject was brought up that the meeting is typically in March and lots of memberships were dropped due to the conference not being held.
- The 2nd general meeting was brought up. Amanda believes that we can pull it off. The idea was brought up by Amanda to do a webcast type session with a speaker and CHES CECHs offered. Everyone liked the idea. Amanda said there is a way to get CEUs.
- Nicolette brought up the concern about getting enough people to come to the conference.
 - Jacquie also believes that it will be tough to get people to work the conference.
 - Kim said that some of the EC were on the agenda but were not aware of it.
 - Amanda suggested needs assessment to find out what the members need to get more involved.

V. Vote to keep or cancel the conference

- Nicolette said we had 5 people vote by email to cancel the conference (Sara, Carrie, Jacquie, Rosemary, Amanda)
- Sabra and Ramona later voted to cancel the conference after hearing positive talk about the webcast.

VI. Webcast

- Who will be responsible?
 - Amanda said she was willing to step up if everyone was willing to chip in.
 - Everyone agreed to help
 - Everyone assumed Rachael would be helping as well but she was not on the call.

VII. Ballot

- How fast can we get the ballot complete?
 - Amanda said she is willing to serve on the executive committee next year.
 - We will need to have the ballot complete by 30 days prior to National conference.

VIII. Hotel

- Amanda volunteered to contact the hotel in writing to get the deposit back.

IX. Vote for National SOPHE conference in October

- Amanda raised the vote to send Jacquie to National SOPHE.
 - It was 2nd by Carrie
 - Everyone else agreed
- It was also brought up about the previous National SOPHE conference earlier in the year.
 - Everyone agreed to ok Jacquie going

With no further business, meeting ended at 1:35 pm