

Arkansas SOPHE Executive Committee

June 14, 2016

AGENDA Minutes

- I. Welcome and Accepting of Minutes from last meeting
- II. New Appointment for Conference Chair –Britney Lee and Angela Turner resigned. Quinyatta Mumford offered to step in. Executive Committee voted with 7 members in favor.
- III. Business
 - a. Conference venue secured
 - b. Contract is still ongoing
 - c. Catering- in progress, Quinyatta is working on that and information will be sent out. Lunch options- box lunches, walk downtown and have lunch, or have it catered.
 - d. Speaker Management- Brandi/Que is working on getting the keynote together. Deadline is July 1, and then info will be sent out.
 - e. Theme- Catapulting off of National SOPHE- The Building Capital. Brandi will send out info.
 - f. Grant from Minority Health Commission- We will need to get a 150 screenings. We will need someone to coordinate.
 - g. Community Service Event- Sept. 17th will need someone to coordinate.
 - h. Prefer multiple people for each task and notification of acceptance will need to come by Friday June 17th.
 - i. Social Media- The person will be responsible for the social media campaign launch. Develop ad to run on FB, Twitter, LinkedIn, Instagram, Snapshot, etc.
 - j. Exhibits- Create invitations and create a list and continuously recruit potential exhibitors, etc.
 - k. Awards- Community Impact Award and Health Educator Award- the person will be responsible for development of criteria for awards. Send out application information, develop deadlines, and review committee.
 - l. Fundraising/Door Prizes- Need someone to coordinate fundraising activities for the conference, solicit donations, etc. This would be in place of the student posters.
 - m. CEU's- application needs to be worked on and will be ready by the conference.
 - n. Sponsorship- need volunteers
 - o. Registration/Finance- Kim Miller and Dana Smith- Dana may not be able to come to the conference. Look into Eventbrite for ticket purchases. We will have an early bird fee, regular fee, and late fee. Prices will be available soon.
 - p. Student Case Study Competition- Need someone to develop criteria for entry, judging, and application process. Heather stated she has a colleague that have students and participate in the National SOPHE and win. The student will come up with a strategy to deal with the problem stated.
- IV. Officer Reports

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| i. President | Brandi Roberts |
| ii. Past President | Sara Daniel |
| iii. President Elect | Tanielle Price |
| iv. Vice President | Emily Gordon |
| v. Treasurer | Dana Smith |
| vi. Secretary | Elizabeth Havens |
| vii. Historian | Barbie Brunner |
| viii. National Delegate | Heather Hudson |
| ix. MAL: Prof Prep | Amanda Harvey |
| x. MAL: Awards | Shemeka Randle |
| xi. MAL: Bylaws | Kim Dean |
| xii. MAL: Grants | LaTonya Bynum |
| xiii. MAL: Conference | Angela L. Turner and Britni Lee |
| xiv. MAL: Membership | Kim Miller |

1. Account currently has \$2500 dollars.

V. Next Meeting:

August 9, 2016 – Executive Committee

