NJ SOPHE Annual Meeting: General Membership Business Meeting

DECEMBER 7, 2018
Review and Approval of June 2018 Minutes

ROBIN VLAMIS
Proposed Bylaw Changes

DOMINIKA MURPHY
## Summary of changes

**Committee changes:**
- Continuing Education committee will be collapsed into Program committee, called “Program and Continuing Education committee” with new descr.
- Creation of new Networking committee

**Change of duties/responsibilities:**
- Addition of duties to President: serve as PHACE liaison, responsible for NJ SOPHE email account
- Addition of duties to Past-President: Act as historian for previous year’s accomplishments
- Update duties of: Comm. Coordinator, Membership committee, and Technology committee to be consistent with new website and comm. format

**Date changes:**
- Dues to be paid on a rolling basis based on renewal date rather than on Jan 1st of every year
- Nominations for elected positions to be submitted before September 30th (previously August 31st) and electronic voting to be completed no later than November 15th (previously October 1st)

**Misc:**
- “Active” member changed to “General” member
- Removed mentions of listserv and replaced with email
- Various spelling, formatting, and grammar fixes
Review and Approval of 2019 Budget

LINDA BROWN
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Exec Committee</td>
<td>T-shirt sales, PPAG donations</td>
<td>$601</td>
<td>Chapter and state fees, Conference registrations, Membership association software, Board retreat lunch, Letterhead</td>
<td>$680</td>
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<tr>
<td>President</td>
<td></td>
<td>$0</td>
<td>National SOPHE dues; Past President’s Advisory Group meeting</td>
<td>$445</td>
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<tr>
<td>President-Elect</td>
<td></td>
<td>$0</td>
<td>National SOPHE dues</td>
<td>$195</td>
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<tr>
<td>Past President</td>
<td></td>
<td>$0</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Communications Coordinator</td>
<td></td>
<td>$0</td>
<td>Printing brochures, letterhead, etc</td>
<td>$50</td>
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<tr>
<td>Chapter Delegate</td>
<td></td>
<td>$0</td>
<td>National SOPHE dues, attendance at national conference</td>
<td>$1,695</td>
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<tr>
<td>Treasurer</td>
<td></td>
<td>$0</td>
<td>Accountant, postage, Quicken fees</td>
<td>$520</td>
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<tr>
<td>Secretary</td>
<td></td>
<td>$0</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Student &amp; Professionals</td>
<td></td>
<td>$0</td>
<td>Networking events</td>
<td>$0</td>
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<tr>
<td>Advocacy</td>
<td></td>
<td>$0</td>
<td>Annual advocacy summit</td>
<td>$900</td>
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<tr>
<td>Awards/scholarship</td>
<td></td>
<td>$0</td>
<td>Scholarships, plaques, certificates, hardship scholarships, etc.</td>
<td>$1,680</td>
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<tr>
<td>Networking</td>
<td></td>
<td>$0</td>
<td>Networking events</td>
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<td>Membership</td>
<td>Membership dues</td>
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<td>PayPal fees, PO Box, Membership drive</td>
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<td>Program</td>
<td>Registration fees</td>
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<td>Credits for mid-year &amp; annual, food, technology, space, insurance, PayPal fees</td>
<td>$4,800</td>
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<tr>
<td>Strategic Planning</td>
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<td>$0</td>
<td>None</td>
<td>$250</td>
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<tr>
<td>Technology</td>
<td></td>
<td>$0</td>
<td>Web page, secured server &amp; consultant fees</td>
<td>$618</td>
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<td><strong>Total Income</strong></td>
<td></td>
<td>$15,471</td>
<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>$12,651</td>
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New Website Feature Overview

Tiffany Neal
Officer Reports

- President: Robin Vlamis
- President-Elect: Linda Brown
- Past-President: Candice Davenport
- Chapter Delegate: Kaitlin Cartoccio
- Treasurer: Judith Francis
- Secretary: Dominika Murphy
- Communications Coordinator: Tiffany Neal
- Students and New Professionals: Sheyenne Buchalski
President – Robin Vlamis

Accomplishments:

• Scheduled and conducted all Board meetings and retreat (2 in-person, 2 conference call)
• Led transition to new website, membership management software, and payment system (Affinipay)
• Held first Past Presidents Advisory Group meeting in October
• Advocacy activities:
  o Participated in Legislative Luncheon in Atlantic City in November as guest of NJACCHO
  o Assisted in developing public comments to US Preventive Services Task Force on lead screening for children and pregnant women
• Served as representative in PHACE (Public Health Associations’ Collaborative Effort):
  o Assisted with creation of PHACE documents: marijuana position paper and 1-page summary document
  o Coordinated conference call for PHACE members and representatives from Washington state agencies that deal with marijuana use
• Presented to student group at New Jersey City University
• Drafted changes to bylaws for approval by membership
• National SOPHE:
  o Participated in SOPHE House of Delegates meetings
  o Completed chapter annual report
• Committee participation: HealthyNJ Advisory Council, Advocacy, Networking, Program
• Assisted all other board members and committees as needed

Future initiatives:

• Past President here I come!

Contact info: robinvlamis@gmail.com  (973) 452-1042
President Elect – Linda Brown

Accomplishments:
◦ Assisted with Program Committee Planning
◦ Created Concept Paper – Requesting Funding to continue CHR&R Project
◦ Participated in NJ DOH Listening Sessions (SHIP Plan)
◦ Served as NJ SOPHE representative to PHACE
  ◦ Represented NJ SOPHE in planning of PHACE Legislative Day
  ◦ Attending Legislative Luncheon at League of Municipalities
  ◦ Work to produce and distribute Marijuana Position Statement
◦ Assisted with new website transition
◦ Presented to a Rutgers School of Public Health Class about NJ SOPHE
◦ Assisted with on-site Past-President Retreat
◦ Participation with Advocacy Committee

Future Initiatives:
◦ Meeting with Commissioner of Health and/or Staff Member
◦ Strategic Planning & Membership Survey
◦ Transitioning Roles
◦ Continue Advocacy Efforts
◦ SOPHE Conference 2019

Contact – linda.paquette@gmail.com
Past President – Candice Davenport

Accomplishments:
◦ Past President Retreat, Somerset County October 26, 2018
◦ Development of a marijuana position paper for PHACE
◦ Represented NJ SOPHE at NJ DOH SHIP/ CHIP development meeting
◦ Assisted Advocacy Committee, and Program Committee
◦ CHR&R Grant

Committee Participation:
◦ Member of the Healthy NJ 2030 Advisory Committee, with NJ Department of Health
◦ NJ SOPHE Program Committee Member
◦ NJ SOPHE Advocacy Committee Member
Chapter Delegate – Kaitlin Cartoccio

Since June 2018: NJ SOPHE
- Attended the Board Retreat 8/1, called in 10/23, 11/15, attending Annual Meeting 12/7.
- Assisted with NJSOPHE Networking Planning - Called in 7/27
- Assisted with NJSOPHE Program Committee, Annual Meeting 12/7
- Assisted with website development

Shared a variety of resources with the membership about National SOPHE
- Webinars
- Contributed to Fall News & Views
- Shared Chapter Toolkit from National SOPHE to membership.
Chapter Delegate – Kaitlin Cartoccio

Since June 2018: National SOPHE
  ◦ Called into House of Delegates calls 8/6, 9/10, 10/1, 11/5, 12/3

National Committees:
  ◦ SOPHE National 2019 Program Committee – Program Workgroup
    ◦ Helped name several workshops and programs
    ◦ Called in 8/10, 8/13, 9/10, 9/14, 10/1, 11/5
  ◦ Program Committee calls interfere with HOD Calls by ½ hour now

  ◦ Communications Committee –
    ◦ Participated in discussions about National Health Education Week
    ◦ Called in 9/20, 11/15
Elevating Health through The Power of Many

annual conference

Salt Lake City, Utah March 26-29, 2019
Treasurer – Judith Francis
<table>
<thead>
<tr>
<th>Committee</th>
<th>Budget</th>
<th>Spent</th>
<th>Balance</th>
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<td>Exec. Committee</td>
<td>$1,110</td>
<td>$738.26</td>
<td>$371.74</td>
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<td>Chapter &amp; State fee, Board retreat, Software</td>
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<td>President</td>
<td>$445.00</td>
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<td></td>
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<td>Reimbursement-networking event</td>
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<td>$100.00</td>
<td>$104.24</td>
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<td>Taxes, stamps, Checks</td>
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<td>$3,515</td>
<td>$2691.33</td>
<td>823.67</td>
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<tr>
<td></td>
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<td>speakers, Mid year, reimbursements</td>
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</table>
Accomplishments

This has been a progressive financial year through the collaborative efforts of all of the executive committee members.

Expenses were monitored, programming was maintained at low or no-cost venues.

NO MORE PAYPAL

Incorporation of new financial management software-Wild Apricot. New system allows for more fluent access to online payments, registration, and donation.

Bank Balances

Midyear meeting as of May 31, 2018 – Balance was 8,432.93

Annual meeting as of December 5th, 2018- Balance $15,854.64
Secretary – Dominika Murphy

Accomplishments:

• Attending monthly meetings and supporting board with meeting minutes
• Sending timely meeting minutes, generally within one week of board meeting
• Actively contributing to board conversations and ideas
• Attending Legislative Day with Advocacy Committee
• Supporting the efforts of the Program Committee

Future:

• Joining the Membership Committee and working on NJ SOPHE membership-related initiatives

Contact info: dominikamurphy@gmail.com (973) 513-2955
Communications Coordinator – Tiffany Neal

Accomplishments:
- Helped to design new website and revise content
- Developed how-to videos to help members with new website
- Launched NJ SOPHE newsletter
- Maintained active Facebook page (2-4 posts/week)
- Updated logo, developed "health education" word cloud, revamped brochure and display board

Future initiatives:
- Work with Membership Chair on recruitment and retention of members
Students & New Professionals
Sheyenne Buchalski

Accomplishments:

• **Leave One Take One literature drive:** Continuous efforts among the membership to collect unused public health/health education materials & resources and allow for those in need to pick them up

• **Academic Advisory Board:** Creating relationships with internship coordinators and health ed. advisors at NJ colleges and universities

• **Past Presidents Advisory Group:** Outreach efforts to employers of health educators and the benefits they provide to the workplace

• **Networking Committee:** Coordinate networking opportunities

• **Pass on** scholarship, award, job/internship, & poster presentation opportunities

Committee:

- Aurea DeLeon
- Alexandra Dabrowska-Romanczuk
- Melissa Fraas
- Ana Bonilla-Martinez
- Sonika Shankar
- Shakila Woltz
- Shawn McCauley

You! Please feel free to email me with any interest in joining for the future of NJ SOPHE S&NP

Future initiatives:

- Mentor/Mentee Program
- Institute a collection of CHES resources now that we have completed the digital transition

*Reminder: If you are graduating and your membership will soon lapse, we offer a “Transitional Membership”, similar to the student membership!

Contact info: sheyenne.buchalski@gmail.com
Reports

COMMITTEES
Committee Reports

- Technology: Sumantha Banerjee & Devangi Patel
- Strategic Planning: Sonika Shankar
- Program: Linda Brown
- Membership: Samantha Bunsa
- Advocacy: Tara Rice
- Job Bank: Kiameesha Evans
- Awards and Scholarships: Erin Brady
- Continuing Education: Kaitlin Cartoccio
Technology: Co-Chairs – Sumantha Banerjee and Devangi Patel

Interested in joining? Or have questions? Email: dpatel@twp.Montgomery.nj.us

<table>
<thead>
<tr>
<th>Main Activities</th>
<th>List-Serv Management for Board and General Members</th>
<th>Website Management</th>
<th>Tech-Support</th>
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</thead>
<tbody>
<tr>
<td>Coordinate with Membership</td>
<td>Create webpages</td>
<td>Website and listserv troubleshooting</td>
<td></td>
</tr>
<tr>
<td>Add new members</td>
<td>Web design</td>
<td>Troubleshoot issues with webmaster</td>
<td></td>
</tr>
<tr>
<td>Work with Membership committee</td>
<td>Update content</td>
<td>Payment issues</td>
<td></td>
</tr>
<tr>
<td>Monitor social media accounts</td>
<td></td>
<td>Field Membership Qs</td>
<td></td>
</tr>
</tbody>
</table>

On the Listserv: 17 Board Members; 174 General Members
Strategic Planning – Sonika Shankar

Accomplishments 2018:
- Efficiently transitioned role from previous chair (Iesha Suber) to new chair (Sonika Shankar)
- Implemented new methods of strategic plan information sharing amongst all board members - shared google sheet
- Assessed organization objectives and updated status in dashboard as needed for all 4 quarters
- Started discussions addressing the strategic plan dashboard for 2019

Future Initiatives:
- Implement new changes to the objectives and dashboard interface for the next 5 year term which starts in 2019
- Appoint a new Strategic Planning Chair

Contact info: sonika.njsophe@gmail.com  (908) 229-0499
Program – Linda Brown

Welcome NEW Co-Chairs 2019:
- Sonika Shankar (In Person Programs)
- Yonatan Gershon (Webinars)

Accomplishments:
- Connections with NCHEC & National SOPHE to reach more Health Educators in NJ
- Comprehensive List of Future Program Ideas
- Annual Program
- New Website Platform

GET INVOLVED! How can NJ SOPHE better serve your Professional Development?
- Join the committee – linda.paquette@gmail.com

Committee Members:
- Kaitlin Cartoccio
- Colleen McKay-Wharton
- Candice Davenport
- Robin Vlamis
- Bill Kernan
- Dominika Murphy
- Fern Kulman
- Blythe Ulrich
- Laurie Herrick
- Hilary Saputski
- Avni Senjalia
Membership – Samantha Bunsa

Accomplishments:
• New and Improved Membership System!!
• The most active members in my experience as the Membership Chair!

Future initiatives:
• Establish an active Membership Committee to assist with membership concerns etc. as we transition into the new system.

<table>
<thead>
<tr>
<th>Level</th>
<th>Total Active (as of 11/30/2018)</th>
<th>Total (11/2017)</th>
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<tbody>
<tr>
<td>General (1 Year)</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>General (2 Year)</td>
<td>37</td>
<td>27</td>
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<tr>
<td>Senior</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Student</td>
<td>52</td>
<td>28</td>
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<tr>
<td>Transitional</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>147</td>
<td>98</td>
</tr>
</tbody>
</table>
Advocacy – Tara Rice

• Accomplishments
  • Developed two position papers: Women’s Health; Health Equity
  • Participating in PHACE Legislative Day
  • Distributed 8 Advocacy Alerts encouraging our members to take action
  • Supported NJ SOPHE’s efforts to provide comments on several key public health issues

• Committee Members
  • Linda Brown
  • Lea Kimmelman
  • Monica Legerme
  • Robin Vlamis
  • Rose Jean-Baptiste
  • Candice Davenport

• Future Initiatives
  • Develop Gun Violence Position Paper
  • Meeting with Senator Cody
  • Continue to build relationships with local and state legislators

Join our efforts!
Please contact Tara Rice at tara.michele.rice@gmail.com or 484-358-6730 for more information
Job Bank – Kiameesha Evans & Aurea Jane De Leon

Postings, Dec 2017 – Nov 2018

CO-CHAIRS
Aurea Jane De Leon
Kiameesha Evans

WANT TO JOIN NJSOPHE’S COOLEST COMMITTEE???
Send an email to babydoc96@aol.com to learn more!
Awards and Scholarship – Erin Brady

• Accomplishments
  • Recruitment
  • Helped with updating Awards and Scholarship page for NEW website
  • Announced the Awards and Scholarship for the Annual Meeting
  • Promoted weekly about the available awards and scholarship opportunities for members

• Committee Members
  • MaryAnne Kokidis
  • Aditi Bothra
  • Jessica Kelly
  • Krista Reele

• Future Initiatives
  • Identifying different ways to promote available awards and scholarships to members
  • Development a way to better streamline application process.

• Interested in Joining?!
  • Please contact Erin Brady at njsopheawards@gmail.com for more information on the committee and how to become a member.
Continuing Education – Kaitlin Cartoccio

• NJSOPHE – Attended the Board Retreat 8/1, called in 10/23, 11/15, attending Annual Meeting 12/7.

• Called into SOPHE Chapter CE Committee Call 11/13

• Shared various Continuing Education Resources with NJSOPHE - webinars, programs, etc.

• Worked with NJSOPHE Board to redefine the Continuing Education Committee in NJSOPHE
Induction of New Officers
2018 NJ SOPHE Officers

• President: Linda Brown
• President-Elect: Samantha Bunsa
• Past-President: Robin Vlamis
• Chapter Delegate: Kaitlin Cartoccio
• Treasurer: Judith Francis
• Secretary: Hillary Saputski
• Communications Coordinator: Tiffany Neal
• Students and New Professionals: Sheyenne Buchalski