

NJ SOPHE Annual Meeting: General Membership Business Meeting

DECEMBER 7, 2018



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New Jersey Society for Public Health Education

Review and Approval of June 2018 Minutes

ROBIN VLAMIS



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Proposed Bylaw Changes

DOMINIKA MURPHY



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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

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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



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	INCOME		EXPENSES	
<u>Category</u>	<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
Exec Committee	T-shirt sales, PPAG donations	\$601	Chapter and state fees, Conference registrations, Membership association software, Board retreat lunch, Letterhead	\$680
President		\$0	National SOPHE dues; Past President's Advisory Group meeting	\$445
President-Elect		\$0	National SOPHE dues	\$195
Past President		\$0		\$0
Communications Coordinator		\$0	Printing brochures, letterhead, etc	\$50
Chapter Delegate		\$0	National SOPHE dues, attendance at national conference	\$1,695
Treasurer		\$0	Accountant, postage, Quicken fees	\$520
Secretary		\$0		\$0
Student & Professionals		\$0	Networking events	\$0
Advocacy		\$0	Annual advocacy summit	\$900
Awards/scholarship		\$0	Scholarships, plaques, certificates, hardship scholarships, etc.	\$1,680
Networking		\$0	Networking events	\$400
Membership	Membership dues	\$8,806	PayPal fees, PO Box, Membership drive	\$418
Program	Registration fees	\$6,065	Credits for mid-year & annual, food, technology, space, insurance, PayPal fees	\$4,800
Strategic Planning		\$0	None	\$250
Technology		\$0	Web page, secured server & consultant fees	\$618
	Total Income	\$15,471	Total Expenses	\$12,651



New Website Feature Overview

TIFFANY NEAL



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Reports

OFFICERS



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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



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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:
 - Participated in Legislative Luncheon in Atlantic City in November as guest of NJACCHO
 - 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):
 - Assisted with creation of PHACE documents: marijuana position paper and 1-page summary document
 - 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:
 - Participated in SOPHE House of Delegates meetings
 - 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!



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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



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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



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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.



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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



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Elevating Health
through The
Power of Many

ANNIVERSARY
70
Years
sophe

annual conference

Salt Lake City

UTAH MARCH 26-29 2019



Treasurer – Judith Francis



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Committee	Budget	Spent	Balance
Exec. Committee	\$1,110	\$738.26 Chapter & State fee, Board -retreat, Software	\$371.74
President	\$445.00	\$100.00- Reimbursement- networking event	\$345.00
Past President	\$100.00	\$104.24	-4.24
President Elect	\$195.00	\$145.00- National Sophe dues	\$50.00
Communications	\$50.00	\$43.97	\$6.03
Chapter Delegate	\$1945.00	\$1389.17	\$555.83
Advocacy	\$900.00	\$900.00	0
Treasurer	\$520.00	\$ 405.00-Taxes, stamps, Checks	\$115.00
Program	\$3,515	\$2691.33speakers, Mid year, reimbursements	823.67



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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**



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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

NJ SOPHE Executive Board Meeting Minutes

May 4, 2018 NJ SOPHE Executive Board Meeting
Conference Call
10:00-11:30am

Members Present: Robin Vlemis, Linda Brown, Tiffany Neal, Sonika Shankar, Kaitlin Cartoccio, Tara Rice, Dominika Murphy, Aune DeLeon
Absent: Sheyenne Buchalki, Kameesha Evans, Samantha Bunsu, Devangi Patel, Judith Francis, Candice Davenport, Sumantha Banerjee, Erin Brady

Topic	Discussion	Outcome & Action Items	Responsible Party
I. Welcome	<ul style="list-style-type: none">• Robin called the meeting to order at 10:05 and welcomed everyone	No quorum, items for approval will be sent electronically	Robin
II. Board Business			
March meeting minutes	<ul style="list-style-type: none">• Tabled approval of March meeting minutes due to lack of quorum. Will be sent via email• Motion to approve March minutes by Linda and motion to second by Kaitlin	Board approve minutes electronically	All Board
Strategic action plan dashboard	<ul style="list-style-type: none">• Sonika shared the latest dashboard with the Board and gave an update• We are making progress in areas of professional development (webinars, mid-year meeting) and advocacy (position paper, legislative day)• Potential approval of Wild Apricot will address many action items around membership and communication• Linda asked about future updates to our strategic action plan and how closely it will have to align to National's plan	Robin and Kaitlin will discuss at National level	Robin and Kaitlin
Wild Apricot adoption	<ul style="list-style-type: none">• Information sent prior to board meeting and Robin took the time to answer some questions that came in:<ul style="list-style-type: none">◦ Wild Apricot doesn't have aliases, but does have discussion forums. Will need to come up with alternate protocols for sharing information and figure out how to adapt.◦ Website domain transfer is possible. Website hosting fees are included, no extra fees. Storing files up to 2 gigabytes. Payments are sent to bank	Send to board for official electronic vote	Robin



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Contact info: dominikamurphy@gmail.com (973) 513-2955

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!



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Contact info: sheyenne.buchalski@gmail.com

Reports

COMMITTEES



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Committee Reports

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



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Technology: Co-Chairs – Sumantha Banerjee and Devangi Patel

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



Main Activities

List-Serv Management for Board and General Members

- Coordinate with Membership
- Add new members
- Work with Membership committee
- Monitor social media accounts

Website Management

- Create webpages
- Web design
- Update content

Tech-Support

- Website and listserv troubleshooting
- Troubleshoot issues with webmaster
- Payment issues
- Field Membership Qs



486 Likes



5 videos, 624 Total Views



0 Tweets, 4 Followers

On the Listserv: 17 Board Members; 174 General Members



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Strategic Planning – Sonika Shankar

Accomplishments 2018:

- Efficiently transitioned role from previous chair (Isha 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

Color Rating Key		
Yellow		Priority for 2018
Grey		Assess at year end
Green		No work done
Orange		Work has started/in progress
Red		Task complete!



Program – Linda Brown



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

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**



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Membership – Samantha Bunsu

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.

Level	Total Active (as of 11/30/2018)	Total (11/2017)
General (1 Year)	45	30
General (2 Year)	37	27
Senior	1	1
Student	52	28
Transitional	12	12
Total	147	98



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Advocacy – Tara Rice

Join our efforts!

Please contact Tara Rice at

tara.michele.rice@gmail.com or
484-358-6730 for more information

- 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

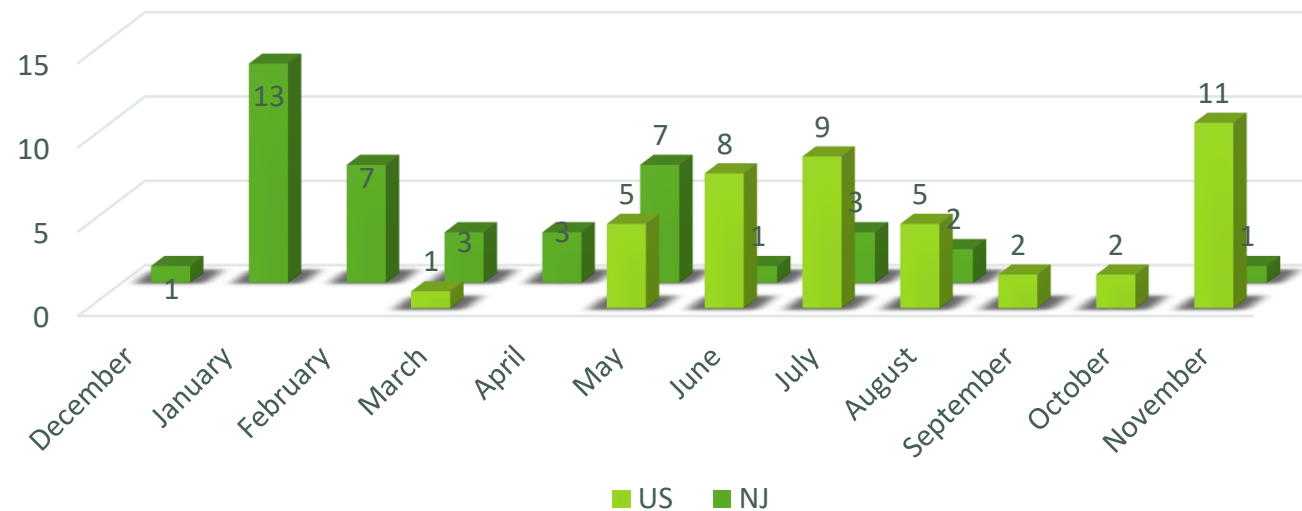


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Job Bank – Kiameesha Evans & Aurea Jane De Leon

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!



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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 Reece
- 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.



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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



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Induction of New Officers



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2018 NJ SOPHE Officers

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



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