

Arkansas Board of Health Education

January 20, 2015

Minutes

Present: Carrie Poston, Alison Rose, Amanda Harvey, Becky Hall, Dechantria Wallace

Call to Order: In the absence of a Chair, Carrie Poston presided. Alison Rose served as Scribe.

Membership Cards:

- Carrie has been sending membership cards to new members upon receipt of their applications and payments, and will continue to fulfil this duty until a new Chair has been appointed.
- Cards are due to be sent to all members on an annual basis. Becky Hall will coordinate the emailing of new cards in the absence of a Chair.

Outreach to Newly Certified Individuals:

- Following each NCHEC-administered CHES exam, the ARBHE obtains a listing of newly certified individuals in Arkansas and provides them with information about ARBHE and their legal requirement to register.
- Carrie has requested the listing of newly certified individuals from NCHEC.
- Alison will send e-mails to the newly certified individuals.

Bylaws Review:

- Sabra Miller has stepped down from her role as Board Chair. Dechantria will review ABHE bylaws to determine what steps need to be taken to appoint another Chair and will share findings with Board members via email.
- The Board received a question from a non-certified individual holding a provisional certification from ABHE, related to extension of the provisional certification. Dechantria will review bylaws to determine whether an individual can extend the provisional certification and will share findings with Board members via email.

Member Terms:

- Several members (Rosemary, Sabra, Amanda) will rotate off the Board in July 2015.
- All members will consider nominations for 2 CHES and 1 non-CHES and bring to the next meeting.

Treasurer's Report:

- Current balance as of December 31, 2014 is \$5,318.68.
- There have been no expenses since last meeting.
- There has been \$131 in deposits since the last meeting.
- Board voted unanimously to sponsor the Arkansas SOPHE annual conference (April 2015) in the same amount as last year's sponsorship, not to exceed \$250. Carrie will apprise SOPHE conference committee and process payment.

Next Meeting:

- Next meeting shall be April 21st at 12:00 noon.
- Amanda will inquire with Kim Miller about use of the conference room at UAMS.