



**ND TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

1:00 p.m. to 3:00 p.m., Thursday, January 16, 2014

BreatheND Center for Tobacco Prevention and Control Policy – Offices, 4023 State Street, Bismarck, ND

**PARTICIPANTS: Executive Committee members:** Dr. Beth Hughes and Dr. Eric Johnson. One Executive Committee position vacant due to the death of Dr. Kermit Lidstrom. **Executive Director:** Ms. Jeanne Prom.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum	Note: One Executive Committee position was vacated by the death of EC member Dr. Kermit Lidstrom. The Advisory Committee will elect an AC member to fill this position at the AC meeting February 13, 2014.	Executive Committee Chair Dr. Beth Hughes called the meeting to order at 1:00 p.m. with two members and a quorum present.
Adoption of agenda		Dr. Eric Johnson moved to approve the agenda as distributed. Dr. Hughes seconded. Motion carried.
Approval of minutes from November 25, 2013 meeting		Dr. Hughes moved to approve the November 25, 2013 minutes as distributed. Dr. Johnson seconded. Motion carried.
Old business		
2014 meeting schedule		2014 Executive Committee meeting dates were set and posted.
New business		
November 2013 fiscal reports	The Executive Committee reviewed the reports. The expense of \$4,754.84 in the category “professionals not classified” was approved at the last EC meeting, and was	Dr. Hughes moved to accept and approve the November 2013 fiscal reports. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.

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	for smoke-free signs provided by the Center as required by law. Computers are charged to “other IT equipment under \$5,000.”	
Interim study	Executive Director Ms. Jeanne Prom reported on the interim Health Services Committee meeting January 8, 2014. Dr. Beth Hughes testified for the agency.	Dr. Johnson noted the testimony looked good and that we follow the science, and thanked Dr. Hughes for testifying.
BreatheND Center update	Ms. Prom reported on staffing priorities and local policy grant mini grants.	
Other business		
Next Executive Committee meetings – 2014		The Executive Committee will meet from 1 to 3 p.m., Thursdays, March 13 and May 8 at the BreatheND Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the BreatheND Center.
Adjourn		Dr. Johnson moved to adjourn. Dr. Hughes adjourned the meeting at 1:30 p.m.