

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, July 02, 2009
3:30 PM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, and Javayne Oyloe

Guest: Jeanne Prom

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 3:45 p.m.
Approval of 6/25/09 Minutes	Minutes reviewed and corrected.	Minutes approved as corrected.
Review of property lease	Discussion on property lease	Kathy will request Edward Erickson of the Attorney General's Office to review the draft lease and provide guidance on the agency name. Kathy will work with Goldmark Realty to rent the property, with final review and approval from Edward Erickson and John Boyle.
Review of state plan and narrative introduction	Discussion on state plan and narrative introduction for edits	Kathy will incorporate suggested changes into the narrative. Kathy asked committee members to review the state plan for edits, formatting, sequence of objectives and provide comments to her by Sunday evening. Kathy will make the same request of the advisory committee members.
Review of draft fiscal agent contract/requirements	Discussion on draft fiscal agent contract/requirements	Kathy provided a draft contract and requirements for the fiscal agent. The committee did not have additional suggestions. Kathy will work with the agent to finalize the language and have both parties sign the contract as soon as possible.
Review of draft MOU and lines of authority	Discussion on draft MOU and lines of authority	Kathy requested the Executive Committee review the MOU and lines of authority draft documents for edits.
Finalize Executive Director Job Description, PIQ, and vacancy announcements and ad	Discussion on Executive Director draft documents	Tabled
Press conference review of drafts		Jeanne Prom provided an outline and discussed

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		the coordination of the tobacco plan press conference, to be held July 7 th . Kathy learned the Governor's schedule would not allow him to participate in the press event. Kathy spoke with Dr. Dwelle, he and Arvy are both unavailable during the press conference. Jeanne will request organization supporters of Measure 3 to participate. All Advisory Committee members will be asked to attend if their schedules allow. Jeanne will assemble press packets. Kathy will send the media alert to legislators. Pat will forward the press release to media outlets following the conference.
Program implementation	Discussion on program implementation.	Tabled
Other business	Discussion on site meeting request, American Heart Association (AHA) call, and need for Executive Committee schedule.	The Department of Health Tobacco Division Staff requested the Executive Committee present the new tobacco plan to the local tobacco coordinators. Pat and Javayne will work together to present the plan and answer questions. Kathy received a call from June Herman, AHA, advising her of the absence of funds for local policy campaigns. Kathy requested the American Heart Association work with the new tobacco program staff do all they could. Pat will list future meeting dates for the Executive Committee, through December 2009.
Adjourn		Kathy adjourned the meeting 5:38 p.m.

Javayne Oyloe
Recorder