

**TPCAC EXECUTIVE COMMITTEE MEETING MINUTES**

Friday, July 31, 2009  
10:00 PM

**PARTICIPANTS:** Kathy Mangskau, Pat McGeary, and Javayne Oyloe

<b><u>AGENDA ITEMS</u></b>	<b><u>DISCUSSION</u></b>	<b><u>OUTCOME/ACTION</u></b>
<b>Call to Order</b>		Kathy called the meeting to order at 10:09 a.m.
<b>Approval of 7/15/09 Minutes</b>	Minutes reviewed and corrected.	Minutes approved as corrected.
<b>Status of property lease and fiscal agent contract</b>	Discussion on property lease and fiscal agent contract.	Lease signed by all parties for property at 4023 State Street, Suite 65, Bismarck, ND. Agreement with the ND Dept of Health to serve as our fiscal agent and provide accounting services for our new agency has been signed.
<b>Property Insurance</b>	Discussion on property insurance	Pat made a motion to authorize Kathy to work with a state agency to properly insure our property and contents. Javayne seconded. Pat – aye, Javayne – aye, Kathy – aye.
<b>ITD (phone and internet connections)</b>	Discussion on ITD services	Kathy was informed there is a one time fee of \$1800 to connect offices to ITD services. Tabled until office and conference room space is confirmed within the building.
<b>Review of Executive Director job description, PIQ, Vacancy and Ad</b>	Discussion on documents related to the Executive Director position	Kathy provided the documents to HRMS.
<b>Name of Agency</b>	Discussion on the name for the newly formed agency.	With input from the advisory committee the Executive Committee accepted the name “Center for Tobacco Prevention and Control Policy” as the name for the new agency. Kathy – aye, Javayne – aye, Pat – aye.
<b>Review of draft MOU and lines of authority</b>	Discussion on draft MOU and lines of authority	Edits were reviewed, further edits discussed and recorded. Kathy will provide the DoH an updated draft of the MOU for discussion on 8/4.
<b>Review of draft contracts for local agencies grants</b>	Discussion on local tobacco grant contracts	Kathy will develop a contract based on the 2008 local grant contract. Kathy will ask Karalee for an e-version.

## TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

---

Friday, July 31, 2009  
10:00 PM

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Review draft contracts for state aid</b>	Discussion on state aid contracts	Kathy will develop a contract based on the 2008 state aid contract. Kathy will ask Kelly Nagel for an e-version.
<b>Discussion of local tobacco grant reporting form</b>	Discussion on updated questions for the local tobacco grant reporting form	Javayne provided a draft of her suggested changes for the progress reporting form. Pat and Kathy will look at the template in preparation for our meeting on 8/10.
<b>Ongoing Program Implementation</b>	Tabled	Tabled
<b>Other</b>		
<b>Adjourn</b>		Kathy adjourned the meeting 1:00 p.m.

Javayne Oyloe  
Recorder