



**TPC ADVISORY COMMITTEE MEETING - FINAL MINUTES**

10:00 a.m., Friday, November 16, 2012

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

**PARTICIPANTS:**

**Advisory Committee members present:** Mr. Nathan Marion – Chair, Dr. Beth Hughes, Dr. Kermit Lidstrom, Ms. Renae Byre, Mr. Jay Taylor

**Advisory Committee members participating via teleconference:** Ms. Theresa Will, Ms. Holly Scott

**Advisory Committee members absent:** Dr. Steve Mattson, Ms. Jayne Vetter

**Center Staff present:** Ms. Jeanne Prom, Executive Director; Ms. Cami Bauman, Administrative Assistant; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Donna Thronson, Health Communications Coordinator; Ms. Barbara Andrist, Statewide Programs Manager

**Guests present:** Ms. Michelle Walker, ND Department of Health; Ms. Kimberlee Schneider, American Lung Association in ND; Megan Houn, Tobacco Free ND

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<b>Call to Order</b>		Mr. Marion called the meeting to order at 10:04 a.m. Ms. Bauman recorded the roll. A quorum was established.
<b>Adoption of Agenda</b>	Mr. Marion noted that the discussion regarding Roles and Responsibilities will be tabled.	Dr. Hughes moved to adopt the agenda with one amendment. Mr. Taylor seconded. Motion carried.
<b>Approval of Minutes</b>	Amended minutes from the 7/23/12 meeting were reviewed per the request made at the 9/21/12 meeting. Draft 9/21/12 minutes reviewed.	Ms. Will moved to approve the 9/21/12 minutes as written. Ms. Byre seconded. Motion carried.

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<b>Unfinished Business</b>		
Standards of Conduct Forms Signed		Forms should be signed and returned to the Center as soon as possible.
<b>New Business</b>		
Budget Status Reports – September 2012 - Ms. Jeanne Prom	Mr. Prom provided a detailed explanation of the September 2012 budget status reports.	Dr. Hughes moved to accept the reports as presented. Dr. Lidstrom seconded. Motion carried.
Roles and Responsibilities of Advisory Committee, Executive Committee		Tabled.
State Smoke-Free Law, Tobacco Tax – Ms. Kimberlee Schneider, Ms. Megan Houn	Ms. Schneider and Ms. Houn reported on the Measure 4 ballot results from the 11/6/12 election and post-election communications. Ms. Houn also reported that there is at least one Legislator who has expressed interest in sponsoring a tobacco tax bill in 2013. The State Health Council supports a tobacco tax increase.	Ms. Prom will email to Advisory Committee members a link to the State Health Council website in order to provide information regarding membership. Mr. Marion will work with Ms. Prom to draft a letter of support for a tobacco tax increase from the Advisory Committee to the Tax Committee. Ms. Houn and Ms. Schneider will continue to be in contact with Legislators and organizations regarding a tobacco tax bill in addition to providing ongoing education.
State Smoke-Free Law Implementation – Ms. Donna Thronson	Ms. Thronson provided a brief update on the new State Smoke-Free Law implementation plan.	Initiated Measure 4 implementation date is 12/6/12. Prior to the date of implementation there will be news releases, new radio and newspaper ads, direct mailings to businesses, and Swiss Cheese new releases. The Department of Health has a plan in place to handle

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		increased volume to NDQuits and will also be running ads for NDQuits and sending direct mail pieces to doctors and pharmacies. For more information refer to <a href="http://www.breathend.com">www.breathend.com</a> .
State Plan – Year 4, Quarter 1 Progress Report – Ms. Barbara Andrist	Ms. Andrist provided an explanation of her process for reporting on the State Plan year 4, quarterly progress.	Ms. Andrist provided a written progress report for Advisory Committee members to review.
Executive Committee Report – Ms. Theresa Will, Chair	Ms. Will reported on recent Executive Committee activities including the discussion of the State Plan and possible next steps in light of the new statewide smoke-free law; the 2013 Legislative Session; budget appropriation and other policies. Ms. Will requested that Ms. Prom and Ms. Ulberg report on the local grants funding formula. Ms. Prom gave the overview of the Center’s 2013-2015 budget request and Ms. Ulberg provided the details of Option E.	The Executive Committee recommends that the Advisory Committee convene a small workgroup to address necessary changes to the State Plan as soon as possible. Mr. Marion, Ms. Scott, Ms. Byre and Dr. Lidstrom will work with Center staff, the Department of Health and other partners to draft the changes. Ms. Will encouraged everyone to continue doing Best Practices in order to help solidify the need for the optional budget request. Mr. Marion inquired as to whether the Executive Committee has chosen a local grants funding formula option. The Executive Committee is in support of option E, though there has been no Committee action at this point. If the Advisory Committee is in agreement, the Executive Committee will approve the

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		<p>funding formula Option E.                      Dr. Lidstrom moved to approve Option E.                      Mr. Taylor seconded. Roll call vote: Mr. Marion – aye, Dr. Lidstrom – aye, Dr. Hughes – aye, Mr. Taylor – aye, Ms. Byre – abstained, Ms. Scott – abstained, Ms. Will – aye, Ms. Vetter – absent and not voting, Dr. Mattson – absent and not voting. Motion carried.</p>
<p>Other Center Reports – Center Staff</p>	<p>Ms. Thronson reported on the current and upcoming ad campaigns and limitations due to the increased cost of air time.</p> <p>Ms. Ulberg reported the results of 3 local smoke-free ballot measures.</p>	<p>Dude commercial to run 11/12/12 through 12/9/12. Epidemic commercial to run 12/31/12 through 1/20/13. The new ad theme, industry manipulation, is scheduled to begin 2/4/13 and run through 3/3/13.</p> <p>The following communities voted on local smoke-free policies on 11/6/12: Cando (passed 76.36%), Casselton (passed 67.4%) and Wallhalla (passed 78%).</p>
<p><b>Other Business</b></p>		
<p><b>Compensation</b></p>	<p>Mr. Marion noted that while the Advisory Committee did set their compensation rate to be equal to that of legislators, it should be noted in the minutes whether the intent was to continually mirror the compensation rate of the state legislators or if the rate will be discussed annually.</p>	<p>Dr. Lidstrom moved that the minutes reflect the intent of the Advisory Committee to continually parallel the compensation rate of state legislators. Ms. Byre seconded. Roll call vote: Mr. Marion – aye, Dr. Lidstrom – aye, Dr. Hughes – aye, Mr. Taylor – aye, Ms. Byre – aye, Ms. Scott – aye, Ms. Will – aye, Ms. Vetter – absent and not voting, Dr.</p>

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		Mattson – absent and not voting. Motion carried.
<b>2013 Meeting Dates and Times – To Be Set</b>	Advisory Committee discussed scheduling for 2013.	Advisory Committee will meet at the Center on the following days in 2013 from 10:00 a.m. to 12:00 p.m. except where noted. January 10 February 28 April 18 (10am – 4pm, Grant Review) May 2 (10am – 4pm, Grand Review) June 4 October 11
<b>Remuneration</b>		Remuneration forms are available on the Advisory Committee area of <a href="http://www.breathend.com">www.breathend.com</a> . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
<b>Adjourn</b>		Dr. Hughes moved to adjourn the meeting. Mr. Taylor seconded. Motion carried. Mr. Marion adjourned the meeting at 12:23 p.m.