



TPC ADVISORY COMMITTEE MEETING - MINUTES

10:00 a.m., Friday, January 20, 2012

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes - Chair,

Advisory Committee members participating via teleconference: Ms. Javayne Oyloe, Ms. Theresa Will, Ms. Holly Scott, Ms. Jayne Vetter

Advisory Committee members absent: Dr. Kermit Lidstrom, Dr. Steve Mattson, Dr. Jon Rice, Mr. Nathan Marion

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

Guests present: Ms. Michelle Walker, ND Department of Health

Guests participating via teleconference: Ms. Kelly Buettner-Schmidt, Healthy Communities International

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 10:04 a.m. Ms. Bauman recorded the roll. A quorum was established.
Adoption of Agenda		Ms. Oyloe moved to adopt the agenda as distributed. Ms. Scott seconded. Motion carried.
Approval of Minutes	Draft minutes from 11/4/11 reviewed.	Ms. Will moved to approve the minutes as written. Ms. Vetter seconded. Motion carried.
Old Business		
Thank You Card	Dr. Hughes (on behalf of the Advisory Committee) received a thank you card from Pat McGeary.	Dr. Hughes will bring the card to share at the next Advisory Committee meeting.

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New Business		
Budget Status Reports – FY 2012, Quarter 1	Fiscal reports from July, August and September 2011 were reviewed by committee members.	Ms. Oyloe moved to accept budget status reports as presented. Ms. Scott seconded. Motion carried.
Executive Committee Report	Ms. Will reported on recent Executive Committee activities regarding the Blue Cross Blue Shield ND data reporting proposal and the next steps in that process.	The Center will provide an explanation to Blue Cross Blue Shield ND of what is needed and request a reduced scale proposal to meet those needs.
Center Report	Ms. Prom reviewed testimony provided to the Health Services Committee and discussed the ALA State of Tobacco Control report card for North Dakota. There was discussion regarding the Taxation Committee's exploration of tax stamps. Ms. Prom reviewed recently released information from the CDC regarding cessation. The use of funds from a Special Initiative Grant to City County Health District was also briefly discussed. Ms. Ulberg reported on community interventions including grant expenditures; local policy efforts in Linton, Wishek, Hope, Kenmare, Bottineau and Minot; the 2013 grant process including an approximate timeline; and new	Center staff answered questions from committee members regarding specific activities.

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	tobacco control coordinators. Ms. Thronson gave an update on health communications including the new BreatheND tag line: "Saving lives, saving money. The voice of the people."; two new secondhand smoke commercials being developed and tested; plans to begin airing new ads in March; and November's Swiss cheese media release, the coverage received and plans for future Swiss cheese promotions.	
Work Plan Update	Ms. Prom gave an update regarding the progress of the Year 3 Work Plan. Plans for going forward into the next Legislative session were briefly discussed.	Progress is on track with very few exceptions.
Evaluating the Effectiveness of the State Plan – Year 3, Mid-Plan	There was discussion regarding the amount of time needed for the evaluation and mid-plan review. Dates and times for the meeting were discussed as well as a need to have committee members attend the meeting in person rather than by teleconference.	State Plan effectiveness must be evaluated and reported to the Executive Committee by April 1, 2012. The evaluation and mid-plan review will be conducted at the March meeting.
State Plan – Year 4	There was discussion regarding the development of the year 4 work plan.	Development of the year 4 work plan may begin at the March meeting as well. Partners will be invited and those unable

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		to attend will have the opportunity to provide written comments for the group to review. Ms. Kelly Buettner-Schmidt will facilitate the work plan development.
Other Business		
Next Meetings	The March 16 meeting was rescheduled to Friday, March 30 from 12:00 p.m. to 4:00 p.m. Lunch will be provided to committee members at 11:30 a.m. Ms. Bauman added that this year's official Advisory Committee portrait will be scheduled at the first opportunity to include all committee members in the photo.	Advisory Committee will meet at the Center on the following Fridays in 2012 from 10:00 a.m. to 12:00 p.m. except where noted. The next three meetings (listed below) will include general business and the noted major items: March 30 12:00 p.m. to 4:00 p.m. – State Plan, Work Plan April 20 – Grant Review May 11 – Grant Review (if necessary)
Remuneration		Remuneration forms are available on the Advisory Committee area of www.breathend.com . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
Adjourn		Ms. Will moved to adjourn the meeting. Ms. Oyloe seconded. Motion carried. Dr. Hughes adjourned the meeting at 11:12 a.m.