



TPC ADVISORY COMMITTEE MEETING - FINAL MINUTES

9:00 a.m. to 4:30 p.m., Tuesday, May 31, 2011

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes – Chair, Ms. Kathy Mangskau, Dr. Kermit Lidstrom, Ms. Pat McGeary, Ms. Javayne Oylo, Ms. Theresa Will

Advisory Committee members absent: Dr. Steve Mattson, 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. Tara Bjornson, Tobacco Policy Collaboration; Ms. Kelly Buettner-Schmidt, MSU & Tobacco Policy Collaboration; Ms. Alyssa Martin, ND School Boards Association; Ms. Kimberlee Schneider, American Lung Association in ND; Ms. Karalee Harper, ND Department of Health; Ms. Megan Smith-Houn, Tobacco Free ND; Ms. Kayla Pulvermacher, ND Farmers’ Union; Ms. Kelly Heyer, Odney

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Ms. Mangskau (for Dr. Hughes) called the meeting to order at 9:14 a.m. Ms. Bauman recorded the roll.
Adoption of Agenda		Dr. Lidstrom moved to adopt the agenda with the addition of approval of minutes from 5/19/11 meeting. Ms. McGeary seconded. Motion carried.
Approval of Minutes	Draft minutes from 5/19/11 reviewed.	Ms. Will moved to approve the minutes as amended. Ms. Oylo seconded. Motion carried. Ms. Bauman will make the noted corrections.

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Thursday, March 24, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Grant Review		
Fargo Cass Public Health	Ms. Mangskau led discussion of application strengths and weaknesses.	Roll call vote to approve budget with revisions and approve work plan: Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. McGeary – aye. Dr. Hughes, Dr. Mattson and Mr. Marion were absent and not voting. Application approved with revisions.
Southwestern District Health Unit	Dr. Hughes led discussion of application strengths and weaknesses.	Application rejected by Center pending resubmission due to incomplete grant application.
Trail District Health Unit	Ms. Will led discussion of application strengths and weaknesses.	Roll call vote to approve budget and work plan with revisions: Dr. Hughes – aye, Dr. Lidstrom – aye, Ms. Mangskau – aye, Ms. Oyloe – aye, Ms. Will – aye, Ms. McGeary – aye. Dr. Mattson and Mr. Marion were absent and not voting. Application approved with revisions.
Recess for Lunch 11:11 a.m. to 1:00 p.m.		
Year 3 Work Plan		
Welcome, Introductions, Review of Agenda		Ms. Buettner-Schmidt welcomed partners and led introductions of all attendees. Agenda was distributed and reviewed.
Development of Year 3 Work Plan	Ms. Buettner-Schmidt facilitated discussion of year 3 comprehensive state work plan. Revisions made to objectives, activities and responsible parties	Ms. Bauman will complete the revisions discussed today and send to Ms. Bjornson for distribution, feedback and additional revisions.

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	with input from partners.	
Remuneration		Forms provided to committee members to complete and return to the Center.
Adjourn		Ms. Will moved to adjourn the meeting. Ms. Oylo seconded. Motion carried. Ms. Mangskau (for Dr. Hughes) adjourned the meeting at 4:09 p.m.