



**TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES**

9:00 a.m. to 10:00 a.m., Thursday, August 9, 2012

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

**PARTICIPANTS: Executive Committee members:** Ms. Theresa Will – chair, Ms. Javayne Oyloe; Dr. Jon Rice;  
**Executive Director:** Ms. Jeanne Prom; **Health Communications Coordinator:** Donna Thronson.  
**Public:** none.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 9:10 a.m. with all members present.
Adoption of agenda		Ms. Will moved to approve the agenda with memorandum of understanding included under other business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes from August 2, 2012 meeting		Ms. Oyloe moved to approve the August 2, 2012 minutes as distributed. Dr. Jon Rice seconded. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – TFND, other grants	The Executive Committee discussed the Tobacco Free North Dakota (TFND) proposal, which they had reviewed and scored. Ms. Donna Thronson did not serve as a reviewer, but	Other grants – Ms. Jeanne Prom assigned an Advisory Committee member and Center staff to review and score a special initiative grant proposal received this week.  TFND -- Ms. Prom recorded scores. The Center will ask Edward Erickson to advise the committee on allowable costs in the TFND proposal. Reviewers will return proposal and review materials to Ms. Prom.

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	participated in the discussion.	
New business		
Fiscal – June 2012 reports	Ms. Prom explained the reports and spending by best practice category.	Dr. Rice moved to approve the June 2012 fiscal reports as distributed. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
Human resources		Ms. Prom did not have an update.
Other business		
Memorandum of understanding		Ms. Oyloe moved that the August 6, 2012 draft of the memorandum of understanding with the department of health be approved and sent to the department. Dr. Rice seconded. Discussion: Ms. Prom will send the draft to the department of health. Motion carried.
Next meeting		The next Executive Committee meeting is scheduled for 10 a.m. to noon, Thursday, September 6, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned meeting at 9:50 a.m.