

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 30th, 2009
10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, and Javayne Oyloe

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 10:05 a.m.
Approval of 1/23/09 Minutes	Kathy provided some additions/corrections.	Minutes approved as corrected.
Review roles and responsibilities of the Executive Committee Members	The Committee Executive Members will be responsible for the daily work of developing a comprehensive tobacco prevention and control plan for ND.	<p>Kathy will prepare agendas, file open meetings notices and request pre-work by members of the full advisory committee. Primary person to speak to legislators and respond to media.</p> <p>Javayne will record the executive committee minutes. Serve as back up for the Chair.</p> <p>Pat will make arrangements for the meeting rooms. Serve as back up for Chair. Responsible for requests of access to public records.</p>
Tobacco legislation update	Discussion of 2009 legislative issues and what the advisory committee will need to provide during this session.	Kathy testified in hearing for 1213. Kathy will arrange a third meeting with the Health Department and the Executive Committee to attempt finalizing the broad budget areas of a comprehensive tobacco and control plan. Kathy will testify in a follow-up hearing for 2004. Kathy will testify for 2406. Other testimony will be developed if/when needed. We were unable to secure an ID# for LBTS.

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Protocol for record keeping	Discussion about record keeping.	We may request reimbursement for copying, postage, record retrieval and preparation. Pat will inform Kathy of all requests. Kathy will notify the Secretary of State about Pat taking over the function of responding to open record requests. Kathy will seek clarification about what is the procedure for handling funds collected related to open record requests.
Agenda for 2/6	Discussion on agenda items	Kathy will send out an agenda to advisory committee members early next week. <ul style="list-style-type: none"> - Meeting schedule/location - Conflict of Interest presentation - Expertise in best practice areas - Debunking myths - Remuneration
Other business	Discussion on the need to improve efficiency, so when executive committee members are replaced, the roles for each position will be defined.	Javayne will begin a policy and procedures document. Javayne will develop a chart for executive committee roles and responsibilities.
Adjourn		Kathy adjourned the meeting at 11:56

Javayne Oylo
Recorder