

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, February 27th, 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 2/13/09 Minutes	Kathy suggested corrections.	Minutes approved as corrected.
Tobacco legislation update	Discussion of 2009 legislative issues and what the advisory committee will need to provide during this session.	We will discuss the need for testimony on upcoming tobacco related bills with the advisory committee. This week there are no tobacco related bills on the legislative schedule. Javayne and Pat will continue to check daily.
Conflict of interest to the advisory committee.	Kathy discussed having the AG office provide conflict of interest overview.	Edward Erickson from the AG's office has been requested (not yet confirmed) to speak at the March 6 th Advisory Committee meeting.
Discussion of best practices questions from local coordinators	Discussion about local coordinators questions	Advisory Committee Members have been contacted with questions about how soon funds will be available through the new configuration of leadership for the state tobacco plan. They also had questions about how to transition out of current activities that are no longer considered best practice. And wondered how will the plan administration be evaluated? We will work to address these concerns.
Discussion of competencies for staff positions	Discussion on competencies for staff position.	Javayne will keep an ongoing list of competencies for positions as discussed. The Executive Director: <ul style="list-style-type: none"> - leader - thorough - knowledgeable about legislative process - contract writing - media relations - consensus building - administrative skills

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		<ul style="list-style-type: none"> - organization/personnel management - budget experience - evaluation - tobacco control expertise
Discussion of moving from planning to implementation	Discussion about planning and implementation of the state tobacco plan	<p>Format for sub-committees should begin with looking at the current state tobacco plan and the Blue Ribbon Panel documents. The groups may request other in-state experts to assist. The group should consider if the previously mentioned documents need to be refined, added to or if some goals need to be deleted. The next step would be to write SMART objective and if time allows work on strategies. Kathy recommended working toward a 1-year work plan.</p> <p>Tobacco Advocate Training needs:</p> <ul style="list-style-type: none"> - Leadership - Media advocacy - Coalition development - How to conduct an effective meeting - Program evaluation and reporting (what, how, why...)
Other business	Discussion about creating teams to review grant applications, and community Plan review.	A request will be made during the advisory committee meeting for input on how to structure sub-committees for grant review.
Adjourn		Kathy adjourned the meeting 1:26 p.m.

Javayne Oyloe
Recorder