

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, June 25, 2009

3:00 PM

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 4:01 p.m.
Approval of 6/19/09 Minutes	Minutes reviewed and corrected.	Minutes approved as corrected.
Budget section report/media contacts 6/23	Discussion on the Budget Section report and related media	Kathy provided a report on expenditures, progress and next steps. The legislators from the Budget Section asked no questions. NPR, Dale Wetzel, KFGO, and KFYR reported on or interviewed Kathy about the report.
Name of Agency	Discussion on agency name	Pat requested input about the agency name from local coordinators in the past week. We will request ideas during the Advisory Committee scheduled for tomorrow.
Press Conference for Release of State Plan	Discussion on Press Conference for July 7 th	Jeanne Prom volunteered to coordinate a press conference July 7 th to help publicize the release of the tobacco plan. Kathy will inquire if the Governor's schedule will allow him to participate in the press event. Jeanne will request organization supporters of Measure 3 to participate. All Advisory Committee members will be asked to attend if their schedules allow.
Review of office space options	Discussion on office space options	The Executive Committee looked at another option for office space. The Executive Committee authorized Kathy to move forward with a lease with Goldmark Realty to rent the space, contingent on John Boyle's approval.
Finalize Executive Director Job Description, PIQ, and vacancy announcements and ad	Discussion on Executive Director job description, PIQ, vacancy announcement and ad	The Executive Committee reviewed documents created by Kathy. Kathy will release public notice for this position as soon as possible. The

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		Executive Committee will begin administrative assistant and health communications coordinator job descriptions and related documents.
Program implementation	Discussion on program implementation.	Pat made a motion and Javayne seconded to request the Health Department send the Executive Committee an e-mail or letter stating they believe it is better for the new tobacco prevention and control agency to take over the local grants program and state aid. Motion passed unanimously.
Other business	Discussion on reimbursement for Chair and advisory committee member replacements.	A motion was passed to authorize the reimbursement of the Chair's expenses. NDPHA has submitted names for the seats currently held by Javayne and Bette.
Adjourn		Kathy adjourned the meeting 5:33 p.m.

Javayne Oyloe
Recorder