



TPC ADVISORY COMMITTEE MEETING - MINUTES

11:00 a.m., Thursday, March 22, 2012

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

PARTICIPANTS:

Advisory Committee members present: Dr. Beth Hughes - Chair, Dr. Kermit Lidstrom, Ms. Theresa Will, Ms. Javayne Oyloe, Ms. Holly Scott, Mr. Nathan Marion

Advisory Committee members participating via teleconference:

Advisory Committee members absent: Dr. Steve Mattson, Dr. Jon Rice, Ms. Jayne Vetter

Center Staff present: Ms. Jeanne Prom, Executive Director; Ms. Cami Bauman, Administrative Assistant; Ms. Kelli Ulberg, Community Intervention Coordinator; Ms. Tasha Gerding, Accountant

Guests present: Ms. Kelly Buettner-Schmidt, Healthy Communities International; Ms. Ann Rivera, Healthy Communities International; Ms. Megan Houn, Tobacco Free North Dakota; Ms. Michelle Walker, ND Department of Health; Ms. Jessica Gilbertson, American Cancer Society Cancer Action Network; Ms. Kathy Mangskau, former Advisory Committee member

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Dr. Hughes called the meeting to order at 11:05 a.m. Ms. Bauman recorded the roll. A quorum was established.
Adoption of Agenda		Dr. Lidstrom moved to adopt the agenda as distributed. Ms. Will seconded. Motion carried.
Approval of Minutes	Draft minutes from 1/20/12 reviewed. Dr. Hughes also shared the thank you note from Ms. Pat McGeary with the group.	Ms. Scott moved to approve the minutes as written. Ms. Oyloe seconded. Motion carried.
Old Business		

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New Business		
Advisory Committee Chair Report	Terms of 3 Advisory Committee members will expire this summer. Dr. Rice, Ms. Oyloe and Mr. Marion are all eligible for reappointment if interested.	Dr. Hughes directed Ms. Prom at the Center to contact the Governor's office with names of nominees for the open positions prior to 7/1/2012.
Budget Status Reports – FY 2012, Quarter 2	Ms. Prom reviewed the quarter 2, 2012 fiscal reports.	Mr. Marion moved to approve the reports as presented. Ms. Scott seconded. Motion carried.
Executive Committee Report	Ms. Will reported on Executive Committee recent activities including introduction of Ms. Tasha Gerding, the Center's new permanent full time accountant; plans to hire full time temporary Statewide Intervention Coordinator; the 2009-2011 audit; plans to begin the 2013-2015 budget process; approval of extending local and special initiative grants to 2 years; grant funding formulas for the 2013-2015 grant term; and mention of the fact that 2 of the 3 current Executive Committee members have terms that are expiring this summer.	Executive Committee will consider new members after new Advisory Committee appointments are made this summer.
Center Report	Ms. Prom and Ms. Ulberg reported on recent Center activities, accomplishments and challenges.	No action necessary.

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Work Plan Update	Ms. Prom gave an update regarding the progress of the Year 3 Work Plan.	No action necessary.
Evaluating the Effectiveness of the State Plan – Year 3, Mid-Plan	The Advisory Committee, Center staff and partners reviewed and discussed the effectiveness and appropriateness of state plan goals, objectives and action steps.	Evaluating the Effectiveness of the State Plan form was completed for year 3 as was the Mid-Plan review portion of the form.
Report on Evaluation of the Effectiveness of State Plan – Y3, Mid-Plan	Report postponed due to time constraints.	Mr. Marion moved that Ms. Prom update the evaluation document per today's notes for presentation to the Executive Committee for approval. Dr. Lidstrom seconded. Motion carried.
Annual Shared Work Plan – Year 4, with Partners	Postponed due to time constraints.	Will be addressed at a special meeting on April 11, 2012.
Work Plan Drafting, Approval – Next Steps	Postponed due to time constraints.	Will be addressed at a special meeting on April 11, 2012.
Other Business		
Next Meetings	Committee scheduled a special meeting for Wednesday, April 11 from 8:00 a.m. to 11:30 a.m. to be held in the Center's conference room. This meeting will be to draft the year 4 shared work plan.	In addition to the special meeting scheduled for April 11, the Advisory Committee will meet at the Center on the following Fridays in 2012 from 10:00 a.m. to 12:00 p.m. except where noted. The next two meetings (listed below) will include general business and the noted major items: April 20 – Grant Review, Year 4 Work Plan if necessary May 11 – Grant Review and Year 4 Work

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		Plan if necessary
Remuneration		Remuneration forms are available on the Advisory Committee area of www.breathend.com . Each committee member should print and complete their form prior to returning it via fax, email, mail or in person.
Adjourn		Ms. Will moved to adjourn the meeting. Ms. Scott seconded. Motion carried. Dr. Hughes adjourned the meeting at 4:06 p.m.