



Tobacco Free Executive Board

MEETING - IN PERSON AGENDA August 20, 2024

BBPH Main Conference Room	407 S. 26th St.	5:30 PM
--------------------------------------	------------------------	----------------

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MEETING MINUTES**
 - A. March 26, 2024 Draft Minutes
5. **DISCUSSION OF EXECUTIVE BOARD MEMBER TERMS/BYLAWS**
 - B. Bismarck Tobacco Free Executive Board Terms 2022-2024
 - C. Bismarck Tobacco Free Coalition Bylaws
6. **TOBACCO PREVENTION POLICY INITIATIVE**
7. **ND LEGISLATIVE UPDATE**
8. **GENERAL BISMARCK TOBACCO FREE COALITION MEETING- SEPT. 24, 2024**
9. **OTHER BUSINESS**
10. **ADJOURN**

**Bismarck Tobacco Free Executive Board
Draft Meeting Minutes
March 26th, 2024
Microsoft Teams Meeting**

Present: Sue Kahler, Megan Schneider, Amy Heuer, Layn Sabot, Kelsey LaBere

Absent: Dr. Vanessa Nelson

Recorder: Sue Kahler

Agenda Items	Discussion	Outcome/Action
Call to order/introductions	Megan Schneider, President called the meeting to order at 5:36 pm	NA
Approval of agenda	Megan Schneider, President asked for a motion to approve the agenda.	Layne Sabot made motion to approve the agenda. Amy Heuer seconded the motion. Motion carried.
Approval of minutes	Megan Schneider, President asked for motion to approve 1/9/2023 minutes as presented.	Amy Heuer made motion to approve the 1/9/2023 minutes Layne Sabot second the motion. Motion carried.
College Big Tobacco Exposed Project	Sue Kahler provided information on the winners of College Big Tobacco Project focus on secondhand vape with target audience college age. This is a partnership with area colleges. 1 st Place: Lindey Gullickson, 2 nd place Brandon Hagerot, 3 rd Place: Luke Zander	Heartview Foundation has the Winner ad posted throughout their agency to educate their clients.
Tobacco Free Policy Initiatives	Sue Kahler shared information on the educational media ad campaign about the health effects of secondhand smoke. Sue Kahler shared TFND upcoming Legislative Session would be focus on the 3-legged stool policies and evidence based, best practices and promising practice policies. One policy initiative would be enacting tax on vaping products. Sue Kahler talked about the Flavor Restriction Resolutions.	Amy Heuer recommends having the Break Free Youth Board members approach Light of Christ School Board to sign onto the Flavor Restriction Resolution.
Tobacco Prevention Pilot Projects	Gateway Pharmacy Pilot Projects: BBPH partner with Gateway Pharmacy to provide NRT and treatment services. The second project is the City of Bismarck Employees and Household Members Nicotine Services. BPS School Nurses treatment program with students, is success they presented statewide to Tobacco Prevention Coordinators. Discussion about Light of Christ School Nurse being trained as a TTS.	Sue Kahler will reach out to Light of Christ School Nurse.
Other business	Sue Kahler provided information about the Hidden In Plain Sight events at area middle schools. Discussion about other	Hidden In Plain Sight Events will be at Horizon Middle School 7 p.m. and Simle Middle School at 6:30 p.m.

	locations to hold Hidden in Plain Sight events in the future. ND Shape Conference Sept. 23rd and NDPHA Day at the Capital with a postcard invites to Legislators. Sue Kahler presented at ANR "Protecting Smokefree Laws from Cigar Industry. Discussion about date and time for the next BTF Executive Board meeting in August.	Amy Heuer recommends Light of Christ Academy to host a Hidden In Plain Sight Event. Amy Heuer invited BBPH to have HIP event at the Sept. 23rd ND Shape Conference and provide a room at Simle Middle School. Sue Kahler will check with NDPHA Day at the Capital. The next Executive Board meeting will be on August 20th at 5:30 pm in person at BBPH.
Adjourn	Megan Schneider, President asked for a motion to adjourn.	Amy Heuer made the motion to adjourn; Layne Sabot seconded the motion. Motion carried. Meeting adjourned at 6:30 pm

Executive Board Meeting will be scheduled August 20th @5:30 pm

Next General Coalition Meeting – Sept. 26th @ 6:30 p.m. in person

Quorum is at least 4 Executive Board Members. If a quorum is not present, the attendees can vote to adjourn the meeting, to take a break or to fix a new time to meet. Any votes taken other than this are [null and void](#) without a quorum in attendance, according to Robert's Rules.

**Bismarck Tobacco Free Coalition
Executive Board Member Terms 2023 – 2024**

Board Member	Term Expires
Megan Schneider, President (District 32) Phone: 701-220-5414 mlschneider@umary.edu	September 2025
Dr. Vanessa Nelson (District 8), Vice President Phone: (310) 294-4230 vanessa.nelson@sanfordhealth.org	September 2025
Amy Heuer, (District 30) Phone: (701) 471-6234 aheuer@lightofchristscshools.org	September 2024
Kelsey LaBere (District 47) Phone: (701) 975-3200 ckcounseling@outlook.com	January 2026
Layn Sabot, (District _) Phone: 701-595-4797 Layn@hearview.org	September 2024
Sue Kahler – Executive Director Phone: (701) 355-1597 sjkahler@nd.gov	

Bylaws – Article II – Governing Body

The governing body shall consist of a 6-member Executive Board comprised of an Executive Director and 5 at large volunteer members. The volunteer members shall serve 2 year terms staggered annually such that no more than 3 members are added each year.

<http://www.breathend.com/publichealthunits/bismarck-tobacco-free/>

BISMARCK TOBACCO FREE COALITION BYLAWS

Update August 30th, 2016

MISSION STATEMENT

The Bismarck Tobacco Free Coalition is a pro-active organization dedicated to promoting a healthy, tobacco free environment.

ARTICLE 1

Governing Body

The governing body shall consist of a 6 member Executive Board comprised of an Executive Director and 5 at large volunteer members. The volunteer members shall serve 2 year terms staggered annually such that no more than 3 members are added each year.

ARTICLE II

Committee Membership

The Executive Board shall be supported by general membership of at-large volunteers who share the same goals as the organization.

Each Executive Board shall select volunteer members from the general membership pursuant to the needs of their committee work.

No nomination to, or member of, the Bismarck Tobacco Free Coalition shall have any current affiliation with the tobacco industry or any industry, contractor, agent, or organization that engages in the manufacturing, marketing, distributing, sale, or promotion of tobacco or tobacco related products.

ARTICLE III

Meetings

The first general membership meeting will be the 4th Tuesday of September and at that meeting regular meeting dates for the year will be set. Regular meetings of the Executive Board shall be held as deemed necessary to transact business of the coalition, but shall be held at least once during each quarter of the calendar year. At the first executive board meeting following the September General Membership Meeting, the board will appoint a chair and vice-chair from its membership. Meetings of the Executive Board shall be called and organized by the Executive Director.

ARTICLE IV

Transaction of Business

A quorum of at least 4 Executive Board members must exist for purposes of conducting a meeting. Each member of the 5 member Executive Board shall have one vote.

General members have voting power of the scheduled general membership meetings.

ARTICLE V

Removals and Resignations

An Executive Board member may be removed by a majority vote of the Executive Board if he/she has 3 unexcused absences from the board meetings.

An Executive Board member may resign at any time by delivering written notice thereof to the Executive Director.

Such vacancies shall be filled by the remaining Executive Board members at the earliest possible time.

ARTICLE VI

Amendments

By-laws may be altered, amended, repealed or new by-laws adopted by a majority vote of the Executive Board at any regular or special meeting of the group.