

**Bismarck Tobacco Free Executive Board
Meeting Minutes
August 12th, 2025
Virtual**

Present: Sue Kahler, Amy Heuer, Dr. Vanessa Nelson, Layn Sabot, Kelsey LaBere

Absent: Megan Schneider, Kelsey LaBere

Recorder: Sue Kahler

Note: Electronic vote for agenda, minutes and Executive Board terms was conducted electronically.

Agenda Items	Discussion	Outcome/Action
Call to order/introductions	Dr. Nelson, Vice President called the meeting to order at 5:51 pm	NA
Approval of agenda	Dr. Nelson, Vice President asked for a motion to approve agenda.	Amy Heuer made the motion to approve the agenda and Layn Sabot second the motion. An electronic vote was conducted, and all members voted in favor. The motion carried unanimously.
Approval of minutes	Dr. Nelson, Vice President asked for motion to approve the minutes as presented.	Amy Heuer motion to approve the minutes from March 18th, 2025 and Layn Sabot second the motion. An electronic vote was conducted, and all members voted in favor. The motion carried unanimously.
Discussion of Executive Board Member Terms	Megan Schneider & Dr. Vanessa Nelson terms end September 2025 and they agreed to serve for another term however not as President.	Amy Heuer made a motion to nominate Megan Schneider and Dr. Vanessa Nelson for another 2 year Executive Board term. Layn Sabot second the motion. An electronic vote was conducted, and all members voted in favor. The motion carried unanimously.
Tobacco Free Policy Initiatives	Sue Kahler provided an update on the tobacco free policy initiatives on CDC best practices on updates for local ordinances.	Dr. Nelson recommended that Sue Kahler reach out to the remaining two board members to gauge their support for the proposed updates. Based on their feedback, Sue will proceed with the appropriate next steps.
General Bismarck Tobacco Free Coalition Meeting – Sept. 23rd, 2025	Discussion about topics, speakers and awards for the General Coalition meeting. Sue Kahler shared about securing Jason McCoy as a speaker and Break Free Youth Board Members Photo Project.	
Other business	Sue Kahler shared the Break Free Youth Action Summit will be held on Oct. 7 th at Bismarck Civic Center and	
Adjourn	Dr. Nelson, Vice President asked for a motion to adjourn.	Amy Heuer made the motion to adjourn; Layn Sabot seconded the motion. Motion carried. Meeting

		adjourned at 6:21 pm.
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Executive Board Meeting will be scheduled for January 27th, March 17th, and August TBD.

Next General Coalition Meeting – Sept. 24th @ 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.

DRAFT