The North Dakota Census 2020 Task Force Executive Committee met at 1:00 p.m. on August 5, 2019, in the Icelandic Room at the Commerce Department.

**Present at the meeting**: Louise Dardis, Linda Svihovec, Stephanie Dassinger, Russ Ziegler, Steve Andrist, Joey Kitzman, Scott Davis

**Present by phone**: Pat Bertagnolli, Erin Musland, Andrea Olson

**Commerce Staff**: Kevin Iverson, Heather LeMoine, Sherri Frieze

**Approval of Minutes:**

Motion made by Steve Andrist to approve the July 22nd Executive Committee minutes. Seconded by Stephanie Dassinger. Motion carried.

**Budget & Procurement Budget – Census 2020**

* Media/Marketing Contract line item on the budget sheet was recommended to be separated into two-line items.
* Bidding process: Discussion was held regarding bidding and procurement process regarding invoice payment from locals: 1) Alternative Procurement request (APR) can be used if a sole source is requested, otherwise recommendation is to get 3 bids. 2) Micro purchases must be less than $10,000 for no bidding process and 3) Technology purchases cannot be more than $5,000 and cannot be split.

**Project Funding Assistant Application**

All changes were incorporated to the document on SharePoint during the meeting, and any other grammatical errors would be edited by Linda or Louise on SharePoint after the meeting.

1. The date needed for application was updated to February 28, 2020.
2. The date needed for all activity to be completed was updated to by March 31, 2020.
3. The date needed for submission of invoices to the Commerce Department was updated to April 30, 2020.
4. Project criteria was updated to undercounted populations.

**Crude Life Sponsorship – Pat Bertagnolli**

An integrated content and multimedia brand engaged in a professional content, specialty programs and live events especially related to the ND oil industry and workers. It was recommended that this would be a great tool to get the message out to the public.

Heather recommended to take this sponsorship opportunity to the marketing/media vendor at the next business and labor subcommittee. Pat mentioned monthly interviews could rotate around the subcommittees.

**Marketing & Media Updates – Heather LeMoine**

* Call will take place today regarding the progression of the RFP at the state procurement office.
* A full time Graphic Designer will start August 15th at the Commerce Department
* The designer will work on banners with inhouse preparation for Census 2020.
* The Census 2020 webpage is currently being edited; <https://www.nd.gov/news-events/census-2020>
* The web page will be updated to list four modules, and content listed below those modules for a description to each section.

**Upcoming Opportunities/Events – Louise Dardis**

* Working on arrangement for coverage at the events.
* Items needed at the booths or items that were used at the booth will be updated to SharePoint to help coordinate future events.
* Scott Davis mentioned the addition of a booth at the Tribal Leaders Summit in September; he will provide contact information to Linda or Louise.

**Governor Appointments – Complete Count Task Force**

* Appointment packets were recently sent to Task Force members and will need to be completed and returned to the Governor’s office as soon as possible.

**Future Executive Committee meetings at the Commerce Department**

* August 22nd 1-3:00 – Icelandic Room
* September 5th 1-3:00 – Icelandic Room

Meeting was adjourned at 3:00 p.m.