**ND Complete Count Task Force**

**Executive Committee Meeting Minutes**

**ND Department of Commerce**

**January 7, 2020**

The North Dakota Census 2020 Executive Task Force Committee met 9:00 a.m. (CST) on January 7, 2020, via Skype and the WSI Boardroom at the Department of Commerce.

**Present at the meeting**: Linda Svihovec, Joey Roberson, Cheryl Kary, Stephanie Dassinger, Russ Ziegler

**Present by phone**: Louise Dardis, Pat Bertagnolli, Scott Davis, Kenneth Davis, Mark Dickerson, Thomas Beadle, Erin Musland, Mary Soucie

**Commerce Staff Present**: Kevin Iverson, Gabrielle Proffitt, Heather LeMoine

**Agenda Review:**

**Motion** made by Linda Svihovec to approve the agenda, seconded by Stephanie Dassinger. Motion passed.

**Approval of Minutes:**

**Motion** made by Linda Svihovec to approve the minutes of December 10, 2019, as written. Scott Davis seconded the motion. Motion passed.

**Marketing & Media:**

* An update on the marketing firm timeline was provided by Thomas Beadle from Super Studio in regards to the meeting held on December 18, 2019. Super Studio will be providing content within the next week, including the PSA’s captured at the Tribal Taxation meeting.
* The committee asked for a schedule of events from the marketing firm for marketing materials.
* There is a review of available census resources for CCCs and subcommittees to use and distribute to organizations; the committee will follow up on commitments to the following populations in relation to Super Studio materials:
	+ Specific to faith-based
	+ Specific to literacy levels
	+ Specific to confidentiality/privacy
	+ Specific to oil workers
	+ Specific to Tribal Nations’ PSAs
	+ Specific to other HTC populations (college students, etc.)
	+ Addition of visuals including individuals’ w/disabilities
* A website update was provided, showing members the addition of our event on the homepage.
* The task force will work on specifics for PSAs for the future Strengthening Tribal Nations event.

**Upcoming Opportunities/Events**

* SWAG – flyers, seeds, pins, tablecloths, and banners are available in Gabi’s office.

Brief report on events since 11/14/19 meeting:

* A member from the Bismarck-Burleigh CCC, Will Hutchings, attended the Bismarck – Mandan EDC Chamber Holiday Mixer in the booth purchased with Prairie Public and the Department of Commerce on December 10, 2019.
* The ND Farmers Union state convention on December 13 & 14, 2019 distributed Census handout.
* A Tribal Taxation Meeting was held in the Rough Rider Room on December 16, 2019, and provided presentation time on the agenda for Kevin, Louise, and Linda. There were also PSA’s filmed with the Governor and Tribal Leaders after meeting concluded.
* A meeting was held with Super Studio on December 18, 2019, with an update of materials from November 26, 2019. The committee provided comments and asked for further clarification and feedback on the present budget and concept.
* Louise attended a CCC meeting with West Fargo on December 19, 2019 at their city hall.

Upcoming events:

* GNDC CEO Roundtable is scheduled for January 15, 2020, Pat Bertagnolli will attend the event.
* The Strengthening Tribal Nations Conference will be held on January 15-16, 2020, in Bismarck at BSC. An opportunity to present by the committee will be available. There is a possibility of having a panel with subcommittee members.
	+ There is an opportunity to film PSA’s with key Tribal Influencers during the event.
* A booth has been purchased for the AG Expo in Minot for January 29-31, 2020.

Other opportunities:

* The task force viewed a spreadsheet of upcoming CCC meetings.
* The Valley City Winter Show at the Valley City Event Center is scheduled for March 1-7, 2020.
* NDAREC will be holding their annual meeting January 21-22, 2020, at the Ramkota Hotel in Bismarck and asked Kevin to present. A booth space will also be provided for handouts for one day of the conference that Kevin will man after the executive committee meeting.
* There will be a North Dakota Day Picnic in Mesa, Arizona at Red Mountain Park on March 1, 2020. Linda will attend and have materials shipped to be available for the booth space purchased at this event. There were 2000 North Dakota attendees at the 2019 picnic.
* Committee asks for members to contact Gabi with additional event opportunities.

  **Funding Assistance Application**

* New Applications:
	+ Lindsey Harriman – Williams County - Application 2020 - 015 - **APPROVED**
	+ Terry Macdonald – City of Hazelton – Application 2020 – 017 - **APPROVED**
	+ Peggy Cavanaugh – Spirit Lake Tribe – Application 2020 - 018 - **IN REVIEW**

**Motion** made by Stephanie Dassinger to approve William County Application of $3,715. Louise Dardis seconds the motion.  Motion passed.

**Motion** made by Louise Dardic to approve City of Hazelton Application of $1,200, pending Super Studio’s written consent they will not be utilizing this newspaper in their strategy. Linda Svihovec seconds the motion. Motion passed.

Due to a lack of invoices prepared, the task force holds Spirt Lake Tribe’s application until provided documentation. The committee encourages Kenneth Davis to sit with chairwomen Peggy Cavanaugh to resubmit application with previously mentioned invoices.

**CCC’s Status Update – Erin Musland**

* 40 CCCs are up and running
	+ An increase from 4 CCC’s in 2010 to 40 in 2020.
* There will be a kickoff for the Valley City- Jamestown competition at 2:00 pm at Jamestown City Hall on January 14, 2020. Radio stations will be present to capture this event, and media will be covering the challenge as well.

**Subcommittee Reports**

* **Business/Labor – Pat** **Bertagnolli**
	+ Had to leave the meeting prior to this report.
* **Education/Library – Russ Ziegler**
	+ Rescheduled upcoming meeting on January 3, 2020, to January 17, 2020, at 1:00 pm
* **Government – Stephanie Dassinger**
	+ Will determine next meeting after presentation from Super Studio
* **Tribal – Scott Davis**
	+ Had to leave the meeting prior to this report.
* **Community/Faith Based – Andrea Olson**
	+ Was not present for this meeting
* **Media – Steve Andrist**
	+ Was not present for this meeting
* **Brief follow-up report for co-chairs (Linda and Louise)**
	+ Linda and Louise have no comment

**ND Census 2020 Administration**

* The task force reviewed the agenda for the February 3, 2020, training event. Kevin Iverson walked through the rough draft of the timeline, provided guidance on the breakout sessions and asked for suggestions or comments.
	+ A second training event at a later date was suggested
	+ Poll Everywhere vs Mic Runner
	+ Livestream for attendees who cannot join
* The committee scheduled time after the January 21, 2020, executive meeting to rehearse Create-A-Thon training for volunteers hosting a breakout session. This will be from 1:00 – 3:00pm at the North Dakota Association of Counties conference room.

**Executive Committee meetings**

* January 21, 2020, 9:00-11:00
* February 11, 2020, 9:00-11:00
* February 25, 2020, 9:00-11:00
* March 10, 2020, 9:00-11:00
* March 31, 2020, 9:00-11:00

Meeting was adjourned at 11:00 a.m.