**ND Complete Count Task Force**

**Executive Meeting Minutes**

**ND Department of Commerce**

**November 14, 2019**

The North Dakota Census 2020 Task Force Executive Committee met at 1:00 p.m. on November 14, 2019, via Skype or the Fort Ransom Room at the Commerce Department.

**Present at the meeting**: Linda Svihovec, Cheryl Kary, Stephanie Dassinger

**Present by phone**: Louise Dardis, Andrea Olsen, Pat Bertagnolli, Arik Spencer, Brad Hawk

**Commerce Staff**: Kevin Iverson, Gabrielle Proffitt, Kerri Kraft

**Agenda Review:**

**Motion** made by Linda Svihovec to allow flexibility to the agenda for Kerri Kraft to discuss procurement, seconded by Kevin Iverson. Vote by all. Ayes have it.  Motion passed.

**Approval of Minutes:**

**Motion** made by Linda Svihovec to approve the minutes of October 28th as written. Kevin Iverson seconded the motion. Vote by all. Ayes have it.  Motion passed.

**Marketing & Media (Louise Dardis)**

* + Super Studio has been contracted by the Department of commerce and the contract is signed. Meetings will be scheduled separately with each subcommittee. Linda suggested a two-day meeting period in which Super Studio will attend in two-hour increments with each committee.
		- Dates December 3-5 were suggested as days to meet via Skype or in person.
		- Gabi will contact Super Studio and reserve a room.
	+ The due date for subcommittee work plans has been extended to November 20.
	+ “Lead time for specialized marketing materials completion” will be added to next agenda.
	+ Website Update (Gabrielle Proffitt)
		- Website has been updated to include meeting minutes, a map of CCC formations, events, social media, and newsletter.
* Survey Monkey update
	+ The committee reviewed the importance of information provided in completed Survey Monkey and reiterated the importance of the information for onboarding vendor in providing information for the discovery and planning phases.

**Funding Assistance Application (Kerri Kraft)**

* Kerri spoke to OMB and the Attorney General’s office to clarify funding application process.
	+ Solution 1: Get written confirmation that Super Studio will not pursue marketing opportunity outlined in CCC applications, move forward with application. Invoices will be paid upon completion.
	+ Solution 2: Subcontract proposed CCC vendor through Super Studio and have the process move through this contract, allocate funding application budget to Super Studios’ through RFP contract amendment.
* Add “For Office Use Only” to application.
* The committee agreed to hold the current applications until final approval of application procedures is determined. The applications on the agenda will be tabled until the November 26 meeting, and those with time restrictions will be prioritized once clarification is made.
	+ Stephanie to compose email be sent to CCC’s from Gabi with update on the funding application.

**ND Census 2020 Administration**

* February Training Plan (Kevin Iverson)
	+ Bismarck State College Energy Center has been reserved for February 3, 2020.
	+ Instruction from 2010 Census and a Nebraska event was relayed to the committee.
	+ A five-hour time block with federal partnership participation is outlined for event.
	+ Gabi will set up a livestream on Facebook for outside attendees to view.
	+ An Eventbrite invite will be created by Gabi and sent closer to the event.
* CCC Meetings and Trainings (Louise)
	+ A spreadsheet has been created and shared by executive task force members.
	+ Linda, Louise and Gabi are committed to attending events.
	+ Handouts and SWAG will be provided to CCC’s when attending these meetings.

**Upcoming Opportunities/Events (Linda/Louise)**

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

**Upcoming Opportunities/Events (Linda/Louise) - continued**

Previous events updated as needed:

* Main Street Initiative: October 29-31 - Gabi and Louise were at the booth; Kevin and Erin presented to breakout sessions.
	+ Gabi and Louise had a great crowd attend the booth.
	+ Kevin was approached after presenting to a room of around 80 people.
	+ There was an appeal to hard-to-count population of students.
* Western Dakota Energy Association Annual Conference:  October 30 & 31, Minot -Linda manned a booth on October 30 and 31 and presented to the conference attendees on October 31.
	+ Linda also passed out handouts that were well received by attendees.
* Kiwanis Club: October 4, Fargo – Louise presented.
	+ Had a good turnout of “Snowbird” unique population attending.
* GNDC CEO Roundtable, November 6, Williston - Vawnita Best from the Watford City CCC presented. Her message effectively raised questions and conversations.

Upcoming Events:

* Williston Petroleum Council: November 15 - Pat Bertagnolli will present.
	+ Oilfield workers, CCC, political presentation will be pertinent to event.
* ND Farm Bureau 77th State Annual Meeting: November 22-24 – Presentation by Pete Hanebutt.
	+ Handouts have been provided and will be distributed at the event.
* ND Farmers Union State Convention: December 13 & 14 – Handouts will be provided.

Possible Events:

* AG Expo - January 29-31 in Minot and December 3-4 in Fargo.
* Strengthen Tribal State – January 15 & 16 at BSC–- Scott Davis is the point of contact.
* GNDC Roundtable – January 15 – Local CCC will be asked to present at the luncheon
	+ Brian Billingsley was suggested as point of contact.

Other opportunities:

* + Sports Show, Chamber Mixers, Home Builders Expo.
	+ Gabi will look into event centers and further potential opportunities.
	+ Committee asks Super Studio to push along PSA and government inspired pieces.
* Committee asks for members to contact Gabi with additional event opportunities.

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

* No update- Erin was not present.

**Subcommittee Reports**

* **Tribal – Brad Hawk**
	+ Attended Governor’s meeting in New Mexico and was pleased with census efforts being made in North Dakota in comparison to other states. Provided further details about possible event in January.
* **Business/Labor – Pat** **Bertagnolli and Arik Spencer**
	+ Meeting was November 6, have next meeting scheduled for December 4.
* **Education/Library – Louise Dardis**
	+ Facilitated a meeting November 8, and the next meeting is scheduled for December 6.
* **Government – Stephanie Dassinger**
	+ Held a meeting on October 17 and will schedule the next meeting around the marketing vendor availability.
* **Community/Faith Based – Andrea Olsen**
	+ Meeting with Louise Dardis is scheduled, and the Survey Monkey will be completed for the marketing vendor. The next meeting will be scheduled with the vendor.
* **Media – Steve Andrist**
	+ Was not present for the meeting.
* **Brief follow-up report for co-chairs (Linda and Louise)**
	+ Linda and Louise will attend meetings and assist subcommittee with surveys/workplans.

**Motion** to adjourn was made by Kevin Iverson. Linda Svihovec seconded. Vote by all. Ayes have it.  Motion passed.

**REMINDERS**

Work plans are **due** November 20.

**Future Executive Committee meetings**

* Next Executive Committee Meeting:
	+ November 26, 2019, 9:00-11:00
	+ December 10, 2019, 9:00-11:00

Meeting was adjourned at 2:47 p.m.