**ND Complete Count Task Force**

**Executive Meeting Minutes**

**ND Department of Commerce**

**September 5, 2019**

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

**Present at the meeting**: Louise Dardis, Linda Svihovec, Stephanie Dassinger, Cheryl Kerry, Scott Davis, Erin Musland, Russ Ziegler, Kenneth Davis

**Present by phone**: Arik Spencer

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

**Approval of Minutes:**

**Motion** made by Arik Spencer and seconded by Stephanie Dassinger to approve the minutes of August 22nd. Motion carried.

**Census 2020 Complete Project Funding Assistance Application – SFN 61685**

* Application process possibly posted online, with the submission of; online to the Commerce Department. – Joleen Leier is working on the details.
* Typo error on page 1 – change “emigrants” to “immigrants.”

**Motion** made by Russ Ziegler and seconded by Scot Davis to approve the application with corrections made. Motion carried.

**Marketing & Media Updates – Heather**

* RFP – procurement office is still in the process of finalizing.
* Logo – Census 2020 will not be getting own logo, will be using the state logo, but will have the opportunity in messaging. – will work with the Marketing Media vendor when onboard.
* Meeting to be had with Chris Addison, Commerce Graphic Designer to have a future meeting with Louise & Linda prior to next Executive meeting.
* Website – Committee to look at content on website
* Events module to possibly be added – calendar style
* Calendar of local regional CCC events – Louise to work on tasking for committees.
* Pictures for posting to the website should be saved to SharePoint and labeled with dates, events, location, names.

**ND Census 2020 Administration – Louise/Kevin**

* Gabrielle Proffitt will join the Commerce Department, September 16th, to provide administrative support to the Census Complete Count committee for a year.
* Lead time will need to be given to Gabrielle for requesting of event items.
* Follow up Thank You cards will need to be sent out to sponsors & event organizers.

**Upcoming Opportunities and Events – Louise**

* SWAG – flyers, snack packets, multiple table covers, & banners (3)
* Heather will order three tablecloths for an 8’ table and banners.
* Commerce nuts will be used first, before others will be ordered.
* Flyers – extras will need to be printed for events that are coming up real soon.

**Upcoming Opportunities and Events – continued**

* GNDC 2019 Policy Summit – Sept 10; Louise to attend, Arik to have flyers.
* ND Petroleum Council – Sept 17-19; given a comp. booth and registration – Joey & Scot to attend, with McKenzie County to help man booth.
* Vital Services Conference – Sept 17-19; Erin to speak and booth complimentary.
* NDLC– Sept 20 – Linda and Louise to man complimentary booth – SWAG, handouts, table cloth & banner needed.
* ND Census Office opening – Oct. 3; invitations will be sent out next week.
* The invite will be sent as a meeting request through Outlook
* Task Force members should extend the invite to others they know.
* Driver’s licenses will need to be brought, verbiage to be included in the invite.
* Linda will send out to Governor’s office, Legislators, Cabinet Agencies, Agency heads, Census Task Force
* Erin will send to local CCCs & Congressional delegation
* Linda will send to tribal chairs & Russ McDonald
* Miss ND confirmed to attend
* Cass County Republicans Politics & Plate – Oct. 2; Louise presenting
* NDACo – Oct. 7; complimentary booth, Erin & Kristin to present,
* NDCEL – Oct. 17; Louise at the booth.
* EDND – Oct. 21-23; complimentary booth, want a presenter, but unsure on time needed to present.
* NDSBA – Oct. 25; Louise at the booth.
* MSS – Oct. 29-31; complimentary booth, Erin and Kevin to present.
* GNDC CEO Roundtable, Nov. 6; Louise to attend. Census 2020 brief to happen at the roundtable.
* Tribal State Fair Relations – Jan. 15 – 16; Scot to have more details as it draws closer.
* ND School Boards Association (NDSBA) & (NDCEL) – Louise will create content for teachers for classroom curriculums. A link will be created and posted to the state website for [Census 2020](https://www.nd.gov/news-events/census-2020). Russ mentioned a survey could also be included.

**and Cheryl Kerry**

* 6 tribal CCCs – three are trained and the rest should be up and running by end of September.
* Erin, Joey and Cheryl have been interfacing to get tribal representation on state committees.
* Point of contacts will be posted to the state website for [Census 2020](https://www.nd.gov/news-events/census-2020).

**Subcommittee Reports**

1. **Tribal – Scot and Ken Davis**
* Waiting on letter for appointee from Governor
* Consultant and Scot to present about tribal dollars to be used
1. **Business/Labor – Arik**
* Reviewed executive committee meetings along with future events. Members are waiting for newsletters material, marketing info and literature to push to associations across the state.
1. **Education/Library - Russell**
* Individual committee members/organizations can help – conferences held throughout October and conversations about how to get out of state students to be counted.
* Louise will chair the subcommittee meeting for Russ tomorrow.
1. **Government – Stephanie**
* Would like to add someone from tribal committee to explore ways the government treats native Americans that are in cities and counties not on the reservation.
1. **Community/Faith Based – Andrea**
* No report
1. **Media – Steve**
* No report

**Best Practices Training**

* Suggestion was made to hold a Best Practices training after October 3rd for all subcommittees, at the commerce department, via webinar or Skype. The training will help form the understanding of the synergies that are needed in the communities for the best census processes.

**Future Executive Committee meetings**

* Doodle Poll – please complete by Monday next week for planning of future meetings.
* Work plan drafts; please keep working on, to have ready when the vendor comes on board.

Meeting was adjourned at 2:15 p.m.