

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting and Retreat

November 16 and 17, 2011

LOCATION

The Skirvin Hilton

Continental Room

One Park Avenue

Oklahoma City, OK 73102

Facility Phone Number: (405) 272-3040

***Contact:** Dorothy Antwine (405) 820-6982

AGENDA

Lunch Available at 12:30pm

1:30pm, November 16, 2011

1. Open Meeting Act announcement and Call to Order – Ken Rowe, Chair
2. Approval of minutes of the September 7, 2011 Regular Board Meeting
3. Chair's Report – Ken Rowe
 - a. Discussion and possible action on board meeting dates for 2012
4. Director's Report – Tracey Strader, Executive Director
 - a. Introduction of new staff
 - b. Recent training events
 - c. Upcoming training events
 - d. FY 2012 conference sponsorships
5. Program Implementation Committee Report – Casey Killblane, Committee Chair
 - a. Presentation – *Peggy and Charles Stephenson Oklahoma Cancer Center* – Dr. Robert Mannel, Director
 - b. Discussion and possible action on grant funding for TSET-Supported Cancer Research within the Peggy and Charles Stephenson Oklahoma Cancer Center
 - c. Presentation – *Oklahoma Center for Adult Stem Cell Research* – Dr. Paul Kincaide, OCASCR Scientific Director, and Dr. Stephen Prescott, President, Oklahoma Medical Research Foundation
 - d. Discussion and possible action on increased funding for the Oklahoma Center for Adult Stem Cell Research
 - e. Presentation – *Oklahoma Tobacco Control Program Comprehensive Evaluation Results, a Ten Year Trend Analysis* – Dr. Laura Beebe, Ph.D., OU College of Public Health, Department of Biostatistics and Epidemiology
 - f. Discussion and possible action on renewal of contract with the Oklahoma State and Education Employees Group Insurance Board (OSEEGIB) for Oklahoma Tobacco Helpline services for Calendar Year 2012
 - g. Discussion and possible action on grant amendment to tobacco control program within the Oklahoma Department of Mental Health and Substance Abuse Services.

NOTE: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.

*If accommodations are needed on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or dorothy@tset.ok.gov at least 48 hours before the event and we will make arrangements.

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- h. Discussion and possible action on release of a Request for Proposals for the Wave II, Round II, of the *Communities of Excellence in Tobacco Control* program
 - i. Presentation - *Health Communication Updates* – Sjonna Paulson, TSET Director of Health Communication
 - j. Discussion and possible action on health communication budget revision to increase funding for tobacco control and fitness and nutrition health communication campaigns
6. Program Development Committee Report – Susan Bizé, Committee Chair
- a. Discussion and possible action on an amendment to the Healthy Communities Incentive contract from the Oklahoma State Department of Health, to add TSET administration of a Healthy Schools Incentive Grants program
 - b. Discussion and possible action on establishing a consultation contract with Samuels & Associates to conduct an assessment of youth programs related to nutrition and fitness initiatives
7. Agency Operations Committee Report – George Foster, O.D., Committee Chair
- a. Final FY 2011 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - b. First Quarter FY 2012 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - c. Discussion and possible action on FY 2012 TSET staffing and organizational chart
 - d. Discussion and possible action on FY 2012 budget revision to reflect staffing and funding decisions
 - e. Update on Grants Management Software
8. Election of Officers
- a. Election
 - b. Committee assignments
9. New Business – any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda [25 O.S. § 311 (A)(9)]
10. Public Comment

Recess

6:00pm Dinner – Nonna’s, 1 Mickey Mantle Drive, Okla. City, OK (*no business will be conducted at this time*)

7:30pm Activity – Red Pin Bowling, 200 S. Oklahoma Ave., Okla. City, OK (*no business will be conducted at this time*)

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Continental Breakfast Available at 8:00 a.m.

8:30 a.m., November 17, 2011

Retreat Begins

11. Overview of retreat purpose and goals – Frank Merrick, President, Foundation Management Inc., Retreat Facilitator
12. Discussion and possible action on establishing a reserve fund
13. TSET Strategic Plan Update
 - a. Review of current strategic plan
 - b. Review current funding commitments
 - c. Discussion and possible action on adjustments to strategic plan
14. Discussion and possible action on options related to expanded program opportunities and priorities
15. Discussion and possible action on revisions to the Unsolicited Proposals criteria and guidelines
16. Discussion of TSET brand and outreach
17. Wrap Up
18. Adjournment

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