

**Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors**

Regular Board Meeting

February 16, 2012

10:00 a.m.

**LOCATION**

Peggy and Charles Stephenson Cancer Center

Fifth Floor Seminar Room

800 N.E. 10<sup>th</sup> Street

Oklahoma City, OK 73104

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

**AGENDA**

1. Open Meeting Act announcement and call to order – Kenneth Rowe, Chair
2. Approval of minutes
  - a. November 16, 2011 special joint meeting with the Board of Investors
  - b. November 16 and 17, 2011 regular board meeting and retreat
3. Board of Investors update – Georgiana Stephens, Deputy Chief Investment Officer, Office of the State Treasurer
  - a. Update from the February 15, 2012 meeting of the Board of Investors
  - b. Estimate of FY 2012 earnings
4. Chair's Report – Kenneth Rowe, Chair
  - a. Recognition of Travis Monroe, former Director of Agency Services, Office of the State Treasurer
  - b. Introduction of new board member, Jim Gebhart
  - c. Recognition of former board member, John Kennedy
  - d. Board retreat follow-up items
    - i. Discussion and possible action on the updated strategic plan
    - ii. Discussion and possible action on the updated board manual to reflect new allocation of earnings policy
  - e. Discussion and possible action to establish a Chair's appointment of a designee to serve on the Stephenson Cancer Center Leadership Board for a three year term.
  - f. Chair's appointment of designee to serve on the Stephenson Cancer Center Leadership Board
  - g. Discussion and possible action on settlement agreement with the Board of Investors arising out of 2011 OK AG 11.
  - h. Review of upcoming board meeting dates for 2012
  - i. Upcoming Ethics Commission reporting
5. Director's Report – Tracey Strader, Executive Director
  - a. Introduction of new Public Information and Outreach Officer, Julie Bisbee
  - b. Update on Training and Events
  - c. FY 2012 Conference Sponsorships
  - d. Staffing Updates
6. Program Implementation Committee Report – Casey Killblane, Committee Chair
  - a. Discussion and possible action on Communities of Excellence in Tobacco Control grantees previously on conditional funding
    - i. Pontotoc County Health Department (Wave 3)
    - ii. KIBOIS Community Action Foundation (Wave 3)
    - iii. Langston University (Wave 2)

**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 accommodation is needed on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or [dorothy@tset.ok.gov](mailto:dorothy@tset.ok.gov) at least 48 hours before the event.

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- b. Discussion and possible action on recommendation of a six-month extension of the agreement with Visual Image Marketing and Branding (RFP #092000508)
  - c. *FY 2012 Tobacco Control Health Communications Updates* – Sjonna Paulson, TSET Director of Health Communications
  - d. Update on evaluation of Oklahoma Tobacco Helpline single call program and fax referrals.
7. Program Development Committee Report – George Foster, O.D., Committee Chair
- a. Discussion and possible action on revisions to the Unsolicited Proposals program guidelines and criteria
  - b. Update on status of the Request for Proposals for Communities of Excellence in Tobacco Control (Wave II, Round 2) – Jonás Mata, Director of Grants and Programs
  - c. Update on implementation of Healthy Communities Incentive Grants program
8. Agency Operations Committee – Bill Lissau, Committee Chair
- a. FY 2012 Second Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - b. Update on status of grants management software implementation
9. Proposed Executive Session
- a. Review and discussion of unsolicited proposals, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
  - b. Consideration and possible action on items from Executive Session
10. 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)]
11. Public Comment
12. Adjournment

**NOTE:**

At noon, the board members will participate in a luncheon with the leadership board of the Stephenson Cancer Center - no business will be conducted at this time.

At 1:00 pm the board members will participate in a reception and naming event at the Stephenson Cancer Center – no business will be conducted at this time.

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