

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors

Regular Board Meeting and Retreat

November 14 and 15, 2012

LOCATION

The Devon Tower

50th Floor, Parlor 1

333 West Sheridan

Oklahoma City, OK 73102

Facility Phone Number: (405) 235-3611

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

AGENDA

10:00 am, November 14, 2012

1. Open Meeting Act announcement and Call to Order – Ken Rowe, Chair
2. Overview of retreat purpose and goals – Frank Merrick, President, Foundation Management Inc., Retreat Facilitator
3. Items for review and discussion
 - a. Program and funding history 2002-2012
 - b. Current commitments and funding levels
 - c. Future projections
4. Lunch and poster session of current programs
5. Update on discussions with the Oklahoma State Department of Health, The Center for the Advancement of Wellness
6. Continuation of items for review and discussion
 - a. Review and update of current strategic plan
 - b. TSET's theory of change and role as funder
 - c. Review of current grantmaking practices and revisions as needed
 - d. Program sustainability
 - e. TSET's role in issue advocacy and discussion of implementation
 - f. Protecting the mission
 - g. Establishing a reserve fund of certified earnings
 - h. Next Steps
7. Recess

6:00 pm Dinner – Vast restaurant, Devon Tower (no business will be conducted at this time)

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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Continental Breakfast Available at 8:00 a.m.

8:30am, November 15, 2012

1. Call to Order – Ken Rowe, Chair
2. Approval of minutes of the September 17, 2012 Regular Board Meeting
3. Board of Investors update – Georgiana Stephens, Deputy Chief Investment Officer, Office of the State Treasurer
 - a. Update from the Board of Investors
 - b. Certification of earnings from FY 12 investments
4. Report on annual audit – Nate Atchison, CPA, Finley & Cook
5. Chair's Report – Ken Rowe
 - a. Discussion and possible action on board meeting dates for 2013
 - b. Discussion and possible action on resolution in support of restoring local rights to protect Oklahoma workers from secondhand smoke
6. Director's Report – Tracey Strader, Executive Director
 - a. Recent and upcoming training events
 - b. FY 2013 conference sponsorships
 - c. Update on public information and outreach efforts
7. Program Implementation Committee Report – Casey Killblane, Committee Chair
 - a. Discussion and possible action on renewal of contract with the Office of Management and Enterprise Services, Employees Group Insurance Division (EGID) for Oklahoma Tobacco Helpline services for Calendar Year 2013
 - b. Discussion and possible action on pursuing an agreement with the Oklahoma Tobacco Research Center to administer the Oklahoma Tobacco Helpline and provide oversight of the TSET Cessation Systems Initiative grants.
 - c. Discussion and possible action to amend the Request for Proposals (#092-02, 092-04, 092-05) for Communities of Excellence grants to include outreach to state and local elected officials.
8. Agency Operations Committee Report – Susan Bizé, Committee Chair
 - a. Final FY 2012 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - b. First Quarter FY 2013 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - c. Update on Grants Management Software

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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. Board of Directors to discuss evaluation of the executive director as authorized by 25 O.S. § 307(B)(1).
10. Consideration and possible action on items from Executive Session
11. Election of Officers
 - a. Election
 - b. Committee assignments
12. 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)]
13. Public Comment
14. Adjournment

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