



Oklahoma Tobacco Settlement Endowment Trust
Regular Board Meeting
Friday, August 26, 2016, 10:00 a.m.

Board Members present: Jim Gebhart, FACHE; Casey Killblane; Curtis Knoles, MD; Ken Rowe, CPA; Don Millican, CPA; Bruce Benjamin, PhD; Michelle Stephens, JD
TSET Staff present: Tracey Strader, Julie Bisbee, Jonás Mata, Sjonna Paulson, Tessa North, Jennifer Treadwell
Guests present: Claire Turmelle, Stephenson Cancer Center (SCC); Chris Shilling, SCC; Brent Gooden, Gooden Group; Kaitlin Franklin, Gooden Group; Liz Breitschopf, Gooden Group; Morris Gessouroun, OU Children’s Hospital; Frank Merrick, FMI; Cynthia Santos, eCapitol; Jan Preslar, J.D., Assistant Attorney General; Greta Anglin, VI Marketing and Branding; Dr. William Meyer, Jimmy Everest Cancer Center; Robert Mannel, SCC; the Honorable Todd Thomsen, Oklahoma House of Representatives; Lori Nelson; the Honorable Jason Nelson, Oklahoma House of Representatives.

MINUTES

Agenda Items and Discussions	Actions and Follow-up Items
<p>1. Open Meeting Act Announcement & Call to Order – Jim Gebhart, Chair</p> <p>The TSET Board Chair, Jim Gebhart, called the meeting to order at 10:00 a.m. and announced that TSET had met all Open Meeting Act requirements, including the filing of the meeting time and location with the Secretary of State. Agenda was posted at the TSET office and the meeting location of Samis Education Center at OU Children’s Hospital, 1200 Children’s Ave., Oklahoma City, OK, 73104.</p>	
<p>2. Approval of Minutes of the May 24, 2016 Regular Board Meeting and June 7, 2016 Special Board Meeting – Jim Gebhart, Chair</p> <p>Mr. Gebhart asked if there were any changes to the May 24, 2016 Regular Board Meeting or June 7, 2016 Special Board Meeting minutes. Hearing none, he called for a motion.</p>	<p><i>A motion by Dr. Curtis Knoles to approve the minutes of the May 24, 2016 board meeting and June 7, 2016 special board meeting as written was seconded by Bruce Benjamin. Motion passed unanimously.</i></p>
<p>3. Chair’s Report — Jim Gebhart, Chair</p> <p>a. Announcement of reappointment of Ken Rowe</p> <p>Mr. Gebhart announced that Ken Rowe has been reappointed to the board by the President Pro Tempore of the Senate for a term that ends in 2023. He thanked Mr. Rowe for his service to and work on the board.</p> <p>b. Upcoming board meetings</p>	



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<p>Mr. Gebhart shared that the next board meeting is also the annual planning retreat. The meeting will be held November 3 and 4, 2016 at the Chickasaw Retreat and Conference Center in Davis.</p>	
<p>c. Update from Board of Investors regarding certified earnings from FY16 investments</p>	
<p>Mr. Gebhart stated that the Board of Investors certified \$26,330,290 on Wednesday, August 24th and will certify final earnings in November following the annual audit.</p>	
4. Succession Planning Sub-Committee Report – Jim Gebhart, Chair	
<p>a. Discussion and possible action on next steps for succession planning</p>	
<p>Mr. Gebhart spoke on behalf of the committee to recommend that committee proceed with the process to hire an interim executive director.</p>	<p><i>A motion by Casey Killblane for the committee to proceed with the process of hiring an interim executive director was seconded by Bruce Benjamin. Motion passed unanimously.</i></p>
<p>b. Discussion and possible action on establishing a special board meeting in September or October 2016</p>	
<p>Mr. Gebhart informed the board that there may be a need for a special board meeting depending upon the hiring process for the interim executive director in the coming months.</p>	<p><i>No action required.</i></p>
5. Public Information & Outreach Committee Update – Ken Rowe, Committee Chair	
<p>a. Discussion and possible action to open sponsorships for training and conference events</p>	
<p>Mr. Rowe informed the board that the committee recommends opening up the Sponsorship category for training and conference events for a total of \$25,000 for FY17.</p>	<p><i>Upon recommendation from the Public Information & Outreach Committee, the board unanimously approved the opening of the FY17 Sponsorship category at \$25,000.</i></p>
<p>b. Update on upcoming interim study</p>	
<p>Mr. Rowe shared that an interim study has been requested by Senators Bryce Marlatt and Roger Thompson, but that no date has been set.</p>	



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6. Program Implementation Committee Report – Curtis Knoles, MD, Committee Chair

This item was deferred until after the Program Development and Agency Operations Committee reports

7. Program Development Committee – Ken Rowe, Committee Chair

a. Discussion and possible action on Healthy School District Incentive Grants

Brushy School District	\$1,500
Hugo Public School District	\$5,000
Stillwater Public School District	\$20,000
Zaneis School District	\$2,625
Total:	\$29,125

Upon recommendation from the Program Development Committee, the board unanimously approved awarding a total amount of \$29,125 for Healthy Districts Incentive Grant awards for the slate of four school districts.

b. Discussion and possible action on Healthy Schools Incentive Grants

Coyle Elementary (One Star)	\$1,500
Jenks West Elementary (Three Stars)	\$10,000
Total:	\$11,500

Upon recommendation from the Program Development Committee, the board unanimously approved awarding a total amount of \$11,500 for Healthy Schools Incentive Grant awards for the slate of two schools.

Ken Rowe presented the Program Development Committee’s recommendation to award Healthy Schools Incentive Grants to the above-mentioned slate of schools for a total amount of \$11,500.

8. Agency Operations Committee Report – Don Millican, Committee Chair

a. Operating budget, fourth quarter budget-to-actual report, FY16

b. Programs budget, fourth quarter budget-to-actual report, FY16

Mr. Millican reported that both the operating and programs budgets have an expenditure rate of 88% and that additional invoices are expected through September. The committee expects to see an expenditure rate of at least 90% when all invoices are received.



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Mr. Millican stated that the committee has proposed a modification of the budget to account for 1) salary changes related to the interim executive director search, 2) reinstating the sponsorship category, and 3) addressing the carryover request for use in evaluation.

6. Program Implementation Committee Report – Curtis Knoles, MD, Committee Chair

a. Brief presentation: *Pediatric Oncology Research in Oklahoma* – Dr. Robert Mannel, Director, Stephenson Cancer Center

Dr. Knoles introduced Dr. Robert Mannel, who stated that there has been an enormous impact from the relationship between the Stephenson Cancer Center (SCC) and TSET. SCC has been able to leverage TSET funds with university and philanthropic funds to bring in funding that the university alone wouldn't have been able to achieve. Dr. Mannel indicated that focusing some of the funds that SCC receives from TSET on the study of pediatric cancer will allow the Center to recruit three new researchers to Oklahoma as well as continue the investment into clinical trials for children. Dr. Mannel thanked the board for providing this opportunity, which will push SCC further toward NCI designation as a comprehensive cancer center. He concluded by updating the board that SCC will have its final external advisory board visit in September and will submit its application for NCI designation in 2017. Dr. Mannel then introduced Rep. Jason Nelson as driving force behind this initiative. Rep. Nelson expressed his appreciation to board members, indicating that, while he will soon be leaving the legislature, Rep. Todd Thomsen will continue to carry the torch in this effort. Rep. Nelson introduced Rep. Thomsen, who has also had a child with cancer. Rep. Nelson discussed long-term side effects his daughter will face due to her cancer and thanked TSET and SCC for the research that they've supported. Rep. Nelson indicated that he is committed to doing what he can to protect the endowment and the important programs it funds, and offered to help in any way possible. Rep. Nelson welcomed to the floor Rep. Thomsen, who thanked Nelson for his efforts and TSET for their willingness to form a partnership for pediatric cancer research in Oklahoma. Rep. Thomsen stated that he looks forward to taking the legislative baton from Rep. Nelson and continuing to protect this partnership.

Mr. Gebhart thanked both Reps. Nelson and Thomsen and board member Ken Rowe for working together to identify the best opportunities to make this partnership a success.

b. Discussion and possible action on Stephenson Cancer Center Pediatric Oncology Initiative

Upon recommendation from



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Dr. Knoles stated that the committee recommended the board affirm the use of current TSET funding to the SCC for pediatric cancer research in Oklahoma.

the Program Implementation Committee, the board unanimously approved affirming the current use of TSET funding to Stephenson Cancer Center for pediatric cancer research in Oklahoma.

c. Discussion and possible action on carryover request from the OU College of Public Health for evaluation of the TSET Healthy Living Program

Dr. Knoles reported that the OU College of Public Health has requested carryover in the amount of \$145,700 to finish a survey that was initiated in FY16 but could not be completed within the fiscal year due to unforeseen delays.

Upon recommendation from the Program Implementation Committee, the board unanimously approved the carryover request from the OU College of Public Health for evaluation of the TSET Healthy Living Program.

Mr. Millican pointed out that the earlier vote on the budget revision addressed the Pediatric Cancer Research partnership and the OU College of Public Health carryover for evaluation of the TSET Healthy Living Program.

d. Health Communications update

Sjonna Paulson reported that the launch of Shape Your Future has gone well and that TSET is receiving positive feedback. She also indicated that the Oklahoma Dental Association has been a strong partner. Dr. Knoles thanked Sjonna for her work on TSET brand unification, which has been a great success. The board concurred and Chair Gebhart shared that he heard positive things about Rethink Your Drink campaign, too.

9. New Business

No new business was noted.

10. Public Comment

No public comment was made.