



**Oklahoma Tobacco Settlement Endowment Trust
Regular Board Meeting
Friday, November 13, 2015
11:00 a.m.**

Location:

Peggy and Charles Stephenson Cancer Center
800 NE 10th Street, Oklahoma City, OK
Fifth Floor Seminar Room

***Contact:** Janet Love (405) 521-4988 or 820-6982

AGENDA

Friday, November 13, 2015 11:00 am

- 1. Open Meeting Act Announcement & Call to Order** - Jim Gebhart, Chair
- 2. Approval of Minutes** of the September 23 to 25, 2015 Regular Board Meeting and Strategic Planning Retreat
- 3. Chair's Report** – Jim Gebhart, Chair
 - A. Introduction of new TSET staff members
 - B. Presentation – *Report on the FY2015 audit of the Oklahoma Tobacco Settlement Endowment Trust* – Nate Atchison, Finley & Cook, Inc.
 - C. Review of draft strategic map, progress, and plans
 - D. Presentation – *TSET's Reach and Impact* – Tracey Strader, TSET executive director
 - E. Discussion and possible action on proposed Calendar Year 2016 regular board meeting dates.
 - F. Announcement of committee assignments
 - G. Discussion and possible action on resolution in support of an increase in the price of tobacco products
 - H. Discussion and possible action on resolution in support of smokefree policy for Oklahoma
- 4. Public Information & Outreach Committee Report** - Ken Rowe, Committee Chair
 - A. Status report on Public Information and Outreach plan, Julie Bisbee, TSET Public Information and Outreach Officer
 - B. Presentation – *Brand Unification Strategy* – Sjonna Paulson, APR, TSET Director of Health Communication
 - C. Notification of sponsorships and events
 - 1) Conference sponsorships
 - 2) Event sponsorships
 - 3) Upcoming events and trainings

Refreshment breaks will be scheduled throughout the event.

Note: The Board of Directors may discuss, note to approve, vote to disapprove, vote to table or decide not to discuss any item(s) on the agenda.

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5. Program Development Committee Report – Ken Rowe, Committee Chair

A. Discussion and possible action on an agreement with the Center for Nonprofits, Inc. for training and technical assistance to grantees on skills such as grants management, budgeting, sustainability, \$25,000. (budgeted for FY 16)

B. Discussion and possible action on incentive grants (budgeted for FY 16)

1) Healthy Community Incentive Grants

City of Fredrick (Gold)	\$20,000
City of Elk City (Gold)	\$16,000
Town of Laverne (Gold)	\$20,000
Town of Warner (Gold)	\$20,000
City of Woodward (Bronze)	\$10,000
	Total \$86,000

2) Healthy School District Incentive Grants

Thackerville Schools	\$3,000
Miami Public Schools	\$10,000

Total \$13,000

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

A. Presentation – *‘Free the Night’ Program Progress Report* – Kathleen Thomas, Senior Policy Campaign Associate, Rescue Social Change Group

B. Program Updates, Jonás Mata, TSET Director of Programs, Janet Love, Senior Advisor, and Tracey Strader, TSET Executive Director

1) TSET Healthy Living Program

2) Public Health Academy of Oklahoma

3) Chickasaw Nation achievement and event, with Oklahoma Hospital Association’s TSET-funded Hospitals Helping Patients Quit program, and the Oklahoma State Department of Health, Office of the Tribal Liaison

4) OK Boathouse Foundation achievement and event

5) Oklahoma Tobacco Helpline new services, campaign, and connection rates

6) TSET Cancer Research Program, Stephenson Cancer Center FY 15 report

C. FY 16 Health Communications Report, Sjonna Paulson, APR, TSET Director of Health Communication

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- 7. Agency Operations Committee Report** – Don Millican, Committee Chair
 - A. FY 15 Budget to Actual report, Operating Budget
 - B. FY 15 Budget to Actual report, Programs Budget
 - C. FY 16, First Quarter, Budget to Actual report, Operating Budget
 - D. FY 16, First Quarter, Budget to Actual report, Programs Budget
 - E. Update on status of grants management application
 - F. Discussion and possible action on Governor's Executive Order 2015-46
- 8. Discussion and Possible action on Election of Officers**
- 9. Proposed Executive Session**, 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. 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)]
- 12. Public Comment**
- 13. Adjourn**

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