

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

Regular Board Meeting

September 17, 2012 - 10:00 a.m.

**LOCATION**

3800 N. Classen, Second Floor Conference Room  
Oklahoma City, OK 73118

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

**AGENDA**

1. Open Meeting Act announcement and call to order – Kenneth Rowe, Chair
2. Approval of minutes of the May 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. Chair's Report – Kenneth Rowe, Chair
  - a. Discussion of November meetings and planning retreat
  - b. Introduction of new board member, Don Millican
5. Director's Report – Tracey Strader, Executive Director
  - a. Training events
  - b. TSET Certified Healthy Business application
  - c. Public Information and Outreach Updates – Julie Bisbee, TSET Public Information and Outreach Officer
    - i. Outreach and Policy updates
    - ii. FY 2013 conference sponsorships to date
6. Program Implementation Committee report – Casey Killblane, Committee Chair
  - a. Presentation – *Early Evaluation Results from the Healthy Communities Incentive Grants Program* – Laura Beebe, Ph.D., Co-Director of the Oklahoma Tobacco Research Center
  - b. Presentation – *Shape Your Future Health Communication Campaign Launch* – Sjonna Paulson, TSET Director of Health Communication
  - c. Update on status of Healthy Communities and Healthy Schools Incentive Grants Programs – Connie Befort and Sharon Howard, TSET Program Managers
  - d. Discussion and possible action on assignment of the Oklahoma Afterschool Network grant from the Oklahoma Institute for Child Advocacy to the Communities Foundation of Oklahoma, Inc. – Jonás Mata, TSET Director of Grants and Programs
  - e. Discussion and possible action on renewal of Communities of Excellence grantees – Jonás Mata
    - i. Tobacco Control Wave 1, Round 2
    - ii. Tobacco Control Wave 3
    - iii. Nutrition and Fitness
7. Agency Operations Committee report – Kenneth Rowe, Board Chair
  - a. Discussion and possible action on TSET Governance Policy to address grant assignments
  - b. FY 2012 Fourth Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - c. Discussion and possible action on final FY 2013 Budget
    - i. Operating Budget
    - ii. Programs Budget

**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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8. Proposed Executive Session to consider items from the Program Development Committee
  - a. Review and Discussion of proposals for the Communities of Excellence in Tobacco Control Program (Wave 2, Round 2), TSET RFP # 092-6, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. 2011, § 2309(D)(4).
  - b. Review and discussion of proposals for TSET Comprehensive Social Marketing Media Services, TSET RFP # 092-8, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. 2011, § 2309(D)(4)
9. Consideration and possible action on items from Executive Session – Dr. George Foster, Program Development Committee Chair
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

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