

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

Regular Board Meeting and Retreat

November 17 and 18, 2010

**LOCATION**

Post Oak Lodge

5323 West 31st Street North

Aspen Room

Tulsa, OK 74127

Facility Phone Number: (918) 425-2112

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

**NOTE:** *TSET board members and staff will arrive at the retreat location the evening of November 16, 2010 and a quorum of the board may be present for dinner. No business will be conducted at that time.*

**AGENDA**

*Continental Breakfast Available at 8:00 a.m.*

**8:30 a.m., November 17, 2010**

1. Open Meeting Act Announcement and Call to Order – Casey Killblane, Chair
2. Approval of Minutes of the September 9, 2010 Regular Board Meeting
3. Chair's Report – Casey Killblane
  - a. Discussion and Possible Action on Board Meeting Dates for 2011
  - b. Board of Investors Certification of Additional Funds From FY 2010
  - c. FY 2010 Annual Independent Audit Report
  - d. Discussion and Possible Action on Board Manual Updates
4. Director's Report – Tracey Strader, Executive Director
  - a. New TSET Attorney
  - b. Recent Training Events
  - c. Upcoming Training Events
  - d. FY 2011 Conference Sponsorships
5. Program Implementation Committee Report – George Foster, O.D., Committee Chair
  - a. Discussion and Possible Action on Assignment of Cherokee County Communities of Excellence in Tobacco Control Grant (RFP # 092-2) from Kid Connections, Inc. to the Cherokee County Health Services Council (CCHSC)
  - b. Discussion and Possible Action on Renewal of Contract with the Oklahoma State and Education Employees Group Insurance Board (OSEEGIB) for Helpline Services for Calendar Year 2011

\*If accommodations are needed on the basis of disability, please contact Dorothy Antwine at 405-521-3888 or [dorothy@tset.ok.gov](mailto:dorothy@tset.ok.gov) at least 48 hours before the event and we will make arrangements.

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- c. Discussion and Possible Action on Removing the Matching Funds Requirement from Community-based Grants
  - d. Presentation – *Tulsa Healthy Lifestyles Project Update and Preliminary Evaluation Findings*, Nancy O’Bannon, Director, IHCRC Health Education and Wellness and Janis Campbell, PhD, Program Evaluator
  - e. Presentation – *Oklahoma Center for Adult Stem Cell Research Update* – Paul Kincaide, Ph.D., Scientific Director
  - f. Presentation – *Oklahoma Tobacco Research Center Update* – Robert McCaffree, M.D., Co-Director
  - g. Presentation – *Communities of Excellence in Tobacco Control Program, Evaluation of the First Five Years* – Laura Beebe, Ph.D., University of Oklahoma College of Public Health, Department of Biostatistics and Epidemiology
6. Program Development Committee Report – Susan Bizé, Committee Chair
- a. Update on Nutrition and Fitness Initiative – Jonás Mata, TSET Director of Grants and Programs
  - b. Discussion and Possible Action on Establishing a Contract with the Oklahoma State Department of Health, Strong and Healthy Oklahoma Division for Technical Assistance and Training Services for the Communities of Excellence in Nutrition and Fitness Program
  - c. Discussion and Possible Action on Establishing a Contract with the Oklahoma State University College of Human Environmental Services, Department of Nutritional Sciences for Evaluation of the Communities of Excellence in Nutrition and Fitness Program
  - d. Tobacco Control Health Communications Updates – Sjonna Paulson, TSET Director of Communications
7. Agency Operations Committee Report – Kenneth Rowe, Committee Chair
- a. Final FY 2010 Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - b. First Quarter FY 2011 Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - c. Update on Grants Management Software
8. Election of Officers
- a. Election
  - b. Committee assignments
9. 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)]
10. Public Comment

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***Retreat Begins***

11. Overview of Retreat Purpose and Goals – Frank Merrick, President, Foundation Management Inc., Retreat Facilitator
12. Review of History of TSET and Board Member Perspectives – Robert McCaffree, M.D., TSET Founding Chair and Former Board Member
13. Presentation –*Oklahoma Tobacco Control Program Progress, Oklahoma Health Improvement Plan Policy Agenda, and Updates on Implementation of HB 2774, Certified Healthy Communities and Certified Healthy Schools* – Doug Matheny, Chief, Oklahoma State Department of Health, Tobacco Use Prevention Service
14. Presentation – *Insights from Community Visits* – Tracey Strader, TSET Executive Director
15. Discussion of TSET Brand Implementation and Outreach Efforts – Sjonna Paulson, TSET Director of Communications

**Recess**

Dinner (*no business will be conducted at this time*)

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16. TSET Strategic Plan Update – Frank Merrick, Foundation Management, Inc.

- a. Review of Vision, Mission, Values, and Behaviors
- b. Review of Progress Toward Objectives
- c. Review Current Funding Commitments
- d. Update Objectives through 2015

17. Discussion on the Use of Advisory Groups

18. Wrap Up

19. Adjournment

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