

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

Regular Board Meeting and Retreat

Wednesday and Thursday, November 19 and 20, 2008

**LOCATION**

Cox Convention Center – First Floor – Meeting Room 5

100 W. Sheridan, Oklahoma City, OK 73102

*Park under the Convention Center, use West Convention Center Elevator at Row 20 of the Yellow parking section*

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

**AGENDA**

**1:00 p.m., November 19, 2008**

1. Open Meeting Act Announcement and Call to Order– Kenneth D. Rowe, Chair
2. Approval of Minutes of the September 3, 2008 Regular Board Meeting
3. Board of Investors Update and Introduction of Travis Monroe, Director of Agency Services, State Treasurer’s Office – State Treasurer Scott Meacham
4. Report on the FY 2008 Annual Independent Audit – Nate Atchison, Partner, Finley & Cook, PLLC
5. Chair’s Report – Kenneth D. Rowe
  - a. Board Meeting Dates for 2009
  - b. Recognition of James Wilbanks, former Director of Revenue and Fiscal Policy, State Treasurer’s Office
  - c. Recognition of Jimmy Williams, former member of the Board of Investors
  - d. Recognition of the Lawton-Ft. Sill Students Working Against Tobacco (SWAT) Team
  - e. Recognition of Janet Love, Director of Program Services, Oklahoma State Department of Health, Tobacco Use Prevention Service
6. Director’s Report – Tracey Strader
  - a. Recent Events
  - b. Upcoming Training Events
  - c. CDC Site Visit
  - d. Conference Sponsorships
7. Tobacco Control Policy Update – Connie Befort, Director of Advocacy, American Lung Association of the Central States, representing the Oklahoma Alliance on Health or Tobacco
8. Consideration and Possible Vote on Tobacco Control Policy Resolutions
9. Fitness and Nutrition Policy Update – Anne Roberts, Executive Director, Oklahoma Institute for Child Advocacy
10. Evaluation Committee Report – Dr. Donald Cooper, Committee Chair
  - a. FY 2008 Helpline Evaluation Results
  - b. Helpline Weight Concerns Randomized Clinical Trial
11. Program Committee Report – Susan Bizé, Committee Chair
  - a. Presentation – Update on the Oklahoma Tobacco Control Program – Doug Matheny, Chief, Tobacco Use Prevention Service, Oklahoma State Department of Health
  - b. Presentation – Tobacco Stops With Me Campaign – Janet Love, Director of Program Services, Oklahoma State Department of Health, Tobacco Use Prevention Service

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- c. FY 09 Updated Counter-marketing Plans and Budget Needs
  - d. Consideration and Possible Vote on Grants to Address Tobacco Among Specific Populations
    - i. Oklahoma Hospital Association for Hospital-Based Cessation Systems Program
    - ii. Oklahoma Insurance Department to Promote Adoption of Tobacco Dependence Treatment Benefits Among Insurers and Employers
    - iii. Oklahoma Department of Mental Health and Substance Abuse Services to Integrate Tobacco Dependence Treatment and Policy into Mental Health and Substance Abuse Programs
  - e. Consideration and Possible Vote on Assignment of Communities of Excellence (Wave I) Grant serving Hughes, McIntosh, and Okfuskee Counties (RFP #0920000001)
  - f. Consideration and Possible Vote on Communities of Excellence (Wave II) supplemental funding requests
  - g. Discussion and Possible Vote on amendments to the Oklahoma Tobacco Helpline RFP/Contract (RFP #0920000002)
12. 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).
13. Agency Operations Committee – Casey Killblane, Committee Chair
- a. FY 2008 Fourth Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - b. FY 2009, First Quarter Budget to Actual
    - i. Operating Budget
    - ii. Programs Budget
  - c. Consideration and Possible Vote on a New Position and Organizational Chart
  - d. Consideration and Possible Vote on FY 2009 Programs Budget Revision
  - e. Consideration and Possible Vote on Board Manual Revisions
14. Election of Officers
- a. Election
  - b. Committee assignments
15. 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)]
16. Public Comment
17. Recess
18. Dinner (*no business will be conducted at this time*)

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**Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors (Continued)**

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**AGENDA**

**8:30 a.m., November 20, 2008** (*Continental Breakfast Will Be Served*)

19. Funder's Panel on Fitness and Nutrition, Welcome and Introductions – Kenneth Rowe, Chair
20. Purpose of the Meeting – Frank Merrick, President, Merrick Foundation and Foundation Management, Inc., Panel Facilitator
21. Brief Overview of the Oklahoma Tobacco Settlement Endowment Trust – Tracey Strader, TSET Executive Director
22. Panel Presentations
23. Break
24. Facilitated Discussion – Frank Merrick, Facilitator
25. Next Steps
26. Public Comment
27. Adjournment

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