

Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors
Regular Board Meeting and Retreat
December 3 and 4, 2013

LOCATION

Canebrake
33241 East 732nd Road
Wagoner, OK 74467
Facility phone number (918) 485-1810

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

AGENDA

11:30am, Tuesday, December 3, 2013

1. Open Meeting Act announcement and Call to Order – Casey Killblane, Chair
2. Approval of minutes of the September 12, 2013 Regular Board Meeting
3. Update from the Board of Investors and additional certified earnings – Lisa Murray, Chief Investment Officer, Office of the State Treasurer (presentation by phone)
4. Chair's Report – Casey Killblane
 - a. Discussion and possible action on board meeting dates for 2014
 - b. Discussion and possible action on resolution in support of effective public policy to prevent youth access to e-cigarettes/vapor products
 - c. Discussion and possible action on resolution in support of effective public policy to disclose where smoking is or is not allowed in multi-unit housing.
5. Director's Report – Tracey Strader, Executive Director
 - a. Recent and upcoming training events
 - b. Report on FY 2013 annual audit – Stewart Boutwell, CPA, Audit Manager, Finley & Cook (presentation by phone)
6. Public Information and Outreach Report – Julie Bisbee, TSET Public Information and Outreach Officer
 - a. Update on sharing the mission
 - i. Promotional videos
 - ii. Update on economic impact study through the OTRC
 - iii. TSET history project and FY 13 Annual Report
 - iv. TSET website renovation and social media
 - v. Editorial board meetings
 - b. FY 2014 conference sponsorships
 - c. Policy updates and legislative inquiries
7. Program Development Committee Report – Lisa Nowlin, DDS, Committee Chair
 - a. Update on Disaster relief funding – Frank Merrick, President and CEO, Foundation Management, Inc.
 - b. Discussion and possible action on increase in budget for conference sponsorships

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 accommodations are needed on the basis of disability, please contact Dorothy Antwine at 405-521-3887 or dorothyha@tset.ok.gov at least 48 hours before the event and we will make arrangements.

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8. Program Implementation Committee Report – Jim Gebhart, Committee Chair
 - a. Outcomes from the annual reports of the Oklahoma Tobacco Helpline, Communities of Excellence in Physical Activity and Nutrition, and the Oklahoma Tobacco Research Center.
 - b. Update on status of grant and matching funds for the Oklahoma After School Network
 - c. Love County notice of withdrawal from Communities of Excellence in Physical Activity and Nutrition program, effective June 30, 2014.
 - d. Grant assignment from Central Oklahoma Turning Point to Wellness Now coalition for Communities of Excellence in Tobacco Control, Wave I, effective January 1, 2014
 - e. Discussion and possible action on renewal of contract with the Office of Management and Enterprise Services, Employees Group Insurance Division (EGID) for Oklahoma Tobacco Helpline services for Calendar Year 2014
 - f. Discussion and possible action on extension of grant to Physician Manpower Training Commission
 - g. Presentation - *Health Communication Updates* – Sjonna Paulson, TSET Director of Health Communication
9. Agency Operations Committee Report – George Foster, O.D. Committee Chair
 - a. Discussion and possible action on a 3% salary increase for the Executive Director, effective September 1, 2013
 - b. Final FY 2013 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - c. First Quarter FY 2014 Budget to Actual
 - i. Operating Budget
 - ii. Programs Budget
 - d. Update on Grants Management Software

Break

Planning Retreat

10. Overview of retreat purpose and goals – Frank Merrick, President, Foundation Management Inc., Retreat Facilitator
11. Review of progress in FY 2013
 - a. Notes from the 2012 Retreat
 - b. Strategic plan
12. Current operations
 - a. Public relations and outreach
 - b. Current funding commitments
 - c. Update on community grants transition to wellness (tobacco and physical activity and nutrition)
 - d. Update on youth programs in tobacco and physical activity and nutrition

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13. On the horizon
 - a. TSET and OSDH integrated workplan
 - b. Proposed staffing plan
 - c. Overview of executive coaching – John Young, CEO, McLaughlin Young Group

Recess

6:00pm Dinner – Miss Addie’s restaurant in Muskogee, OK (no business will be conducted at this time)

Wednesday, December 4, 2013

Continental Breakfast Available at 8:00 a.m.

8:30am

- On the horizon (continued)
- d. Recap from Tuesday’s discussions
 - e. Capital grants
 - f. School-based health education environmental scan
 - g. Protecting the mission
 - h. Discussion of root causes (social determinants) of health and “big picture” solutions

14. Retreat Wrap-Up and Next Steps
15. 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).
16. Consideration and possible action on items from Executive Session
17. Discussion and possible action on policy on funding of capital projects (Program Development Committee)
18. Discussion and possible action on FY 2014 Budget Revision to include funding for additional staff, conference sponsorships, and unsolicited proposals(Agency Operations Committee)
19. Election of Officers
 - a. Election
 - b. Committee assignments
20. 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)]
21. Public Comment
22. Adjournment

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