

**Virginia Tobacco Settlement Foundation
Board of Trustees Meeting
Minutes
February 6, 2001**

Members present

Steve Danish, John Andrako, Walter Bass, Curtis Coleburn, Christopher Desch, Dennis Desilvey, Jordan Forbes, Rickie Fulcher, Barbara Hughes, Robert Leek, V. Carole Lougheed, James McDaniel, Becky Hartt Minor, E. Anne Peterson, Percy Wootton,

Members not present

John O'Bannon, Allen Dudley, Emmett W. Hanger Jr., Scott Radow, Frank Ruff, Michael Sloan, John Watkins

Staff

Clarence Carter, Neal Graham, Karen Harris, Michael Joseph

Call to order

Meeting was called to order by Chairman, Dr. Danish at 1:30pm

Minutes

Minutes were approved as distributed, with one correction: to add the word **firm** to page 3 (public comments section)

Items of Business

Executive Director's Report

- Construction is on schedule for March 1 move to 5th floor of 701 E. Franklin Street office. Lease space will be in the name of VTSF. We will be sharing (sub-leasing) space with the Tobacco Indemnification Commission. Michael Joseph has prepared a Memorandum of Agreement between the entities. The MOA is available for review upon request.
- We are in the process of changing the design the letterhead for Foundation. The new letterhead may not include a list of the board members.
- The Department of Personnel & Training is in the final stages of the position description development and salary range for the Program Manager. The position description will be presented to the Executive Committee at its next meeting and will be posted after approval.
- A "Draft" budget has been included with meeting packet. This draft is being presented for review and discussion for approval at next board meeting.
- Starting with the March meeting the agenda will be included in meeting packet.

Financial Report/Staff Budget Recommendation

1st installment from the MSA for 2001 should have been deposited in VTSF account in January. As of January meeting, the deposit had not occurred.

Legislative Report

HB2432/SB1180

Proposed in House by Del. O'Bannon, proposed in the Senate by Sen. Emmett Hanger
Expected to expand the purposes of the Foundation to include health care issues.

Voted out of Health Welfare and Institution committee of the House of Delegates by a
12 to 9 vote, in the form in which it was presented.

On the House floor, the substitute offered by Del. Hamilton was adopted. The language
maintains the purpose of the Foundation consistent with the enabling legislation.

The provision to expand the purpose of the Foundation remains a part of the Governor's
proposed budget and therefore could still become law.

Clarence Carter and Dr. Steven Danish made presentations to the House Appropriation
Committee.

HB2226

Proposed by Delegate Almand

Requires the Foundation to expend funding for Alcohol Beverage Control, tobacco
compliance checks. The Foundation is not bound by a specific amount of funding.

This bill passed the House and is likely to be passed in the Senate.

Securitization of MSA

Legislation with regard to the Foundation has not moved forward.

Presentation

Row Sciences- Compendium of Tobacco Use Prevention Programs for Youth

Row Sciences has completed a compendium, which identifies credible, replicable and
readily available youth tobacco prevention programs.

This information will be an accessible database which will be linked to the Foundation
website. This database will be expandable.

Public comments

Donna Reynolds: American Lung Association of Virginia-Submitted information
concerning the facts about comprehensive programming and how it does work. She is
interested in information regarding the compendium and how the American Lung Assoc.
Society can have some of its programs included.

Report of the Marketing Sub-Committee

Review of the “draft” RFP that will solicit proposals from marketing firms to create and implement marketing and advertising communications plan, to discourage tobacco use among youth in the Commonwealth of Virginia for the VTSF.

Schedule of draft RFP to be modified to include mandatory pre-bid conference.

RFP expected to be voted on for approval after budget has been approved.

Recommendations of award will be presented to full board for approval.

Report of Research Sub-Committee

Two proposals have been submitted: one from VCU and the other from a consortium consisting Va. Tech, UVA, and MCV.

Advisory committee will advise Research Sub Committee as to the points or advantages of each proposal. Response will be reported at next Board meeting.

Report of Program Sub-Committee

Committee has a meeting scheduled for next week. No report at this time.

New Business

Terms of Services on the Board will expire on June 30, 2001 for the following board members: Christopher Desch, Jordan Forbes, Barbara Hughes, Robert Leek, Scott Radow, Michael Sloan.

The Foundation will draft a letter to the Secretary of the Commonwealth that any member seeking re-appointment can use.

Next meeting

Next meeting will be held at The Founder’s Room of the Siegel Center at VCU on March 6, 2001 at 1:30pm

Adjournment

Meeting was adjourned at 4:20pm