

**VIRGINIA TOBACCO SETTLEMENT FOUNDATION
Board of Trustees Meeting
Minutes
August 1, 2000**

Members Present

Steven Danish, John O'Bannon, Curtis Coleburn, Christopher Desch, Dennis Desilvey, Rickie Fulcher, Frank Hall, Emmett Hanger, Barbara Hughes, Carole Loughheed, James McDaniel, Scott Radow, Michael Sloan, John Watkins, Percy Wooten

Member Not Present

Judy Brannock, Jordan Forbes, Robert Leek, Becky Hartt Minor, Anne Peterson,

Staff

Clarence Carter, Neal Graham, Karen Harris

Call to Order

The meeting was called to order at 1:40 p.m. by chair Steven Danish

Review of the minutes

Dr. Wooten brought to the attention of the Board that the resignation of Delegate Whittington Clement was never noted in the minutes. Attached you will find copy of resignation effective March 2000. Minutes were approved as distributed.

Report of the Executive Director

- Fiscal infrastructure for Foundation is in place, with last piece being the hiring of a Business Manager to provide fiscal management. Interviews will take place August 14. Administrative Staff Specialist interviews will be held August 3.
- Due to counsel, Garland Bigley, being out on extended leave, the changes to the By Laws have not been acted upon. Would request to hold discussions until Mrs. Bigley returns to work.
- Youth Sub-Committee has met weekly since June to prepare a presentation to the Board on a comprehensive youth development approach to reduce the use of tobacco products by minors.
- Informed in mid June that we did not receive planning grant from American Legacy Foundation. We are currently in the process of getting copies of applications that were approved to get some sense of the thought process of the Legacy Foundation in making the final approvals for the grants.
- Will be attending World Tobacco/Health conference in Chicago, August 6-11. Neal Graham and other staff members from VDH will also be attending.

- Attended National Conference of State Legislators in Portland OR. , where state representatives were invited to explain where their organizations were with regards to programs involving tobacco reduction. Virginia is mid range in development of infrastructure and programming. Opportunities exist to share information with state organizations that were created from the Master Settlement.

Memorandum of Understanding between VTSF and VDH

Essence of the memorandum is contractual agreement for VDH to serve in capacity of consultant to VTSF.

Memorandum was approved with the following amendment:

- Reference to R. Neal Graham to be changed to refer to job position of R. Neal Graham.

Review of Scope of Work for Compendium RFP and Youth Tobacco Use Survey

Several questions were addressed regarding the administration of procurement guidelines and it's effect on the scope of work. These concerns will be addressed at next meeting after some consideration to alternate procurement guidelines.

Review of ABC Enforcement Memorandum of Agreement

Memorandum Agreement for funding was approved with the following amendments:

- Source of checklist will be provided by the Foundation
- Reporting date shall be January 1, 2001, to insure reports are submitted prior to Gen. Assembly session for presentation of alternative funding.

Presentation: Carolyn Levy, Phillip Morris

PM Youth smoking program is 2 years old. Their mission is to be responsible marketers of consumer products aimed at adults, which would require taking an active role in helping kids to stop smoking.

They have developed a conceptual framework that includes four strategies: Communication, Education, Community Action and Access Prevention.

New Business

- The Board would like to have questions, concerning changes in by-laws, addressed.
- Recommendation that copies of legislation where Foundation was made a freestanding organization is submitted at next Board meeting.
- Suggestion was made and agreed upon by Exe. Director to provide Board with monthly expenditures for VTSF in executive report.
- Clarence Carter will present to the board a comparison of state vs. similar organizations procurement guidelines at next Board meeting.

Adjournment

Meeting was adjourned at 4:30p.m.