

**VIRGINIA TOBACCO SETTLEMENT FOUNDATION
BOARD OF TRUSTEE MEETING
MINUTES
SEPTEMBER 13,2000**

Members present

Steven Danish, John O'Bannon, John Andrako, Walter Bass, Curtis Colburn, Christopher Desch, Rickie Fulcher, Becky Hartt Minor, Barbara Hughes, Robert Leek, Anne Peterson, Scott Radow, John Watkins, Percy Wootton

Members not present

Dennis Desilvey, Jordan Forbes, Frank Hall, Emmett Hanger, Carole Lougheed, James McDaniel, Michael Sloan

Staff

Clarence Carter, Neal Graham, Karen Harris, Michael Joseph

Counsel

Garland Bigley

Call to Order

Meeting was called to order at 1:35pm

Minutes

Minutes were approved as distributed

Report of Executive Director

- Attended 11th World Conference on Tobacco in Chicago. The conference focuses on strategies to eliminate tobacco. Although no information was received for the efforts of the Foundations goals, some valuable contacts were made which may have some long-term significance.
- As of September 1, two permanent staff members have been hired; Karen Harris, Administrative Staff Specialist and Michael Joseph, Business Manager.
- Attended presentation of Prenatal Association on smoking cessation of pregnant women, that uses physicians office as smoking cessation-counseling mechanism. The organization has asked the Foundation for assistance in bringing the program to Virginia. Advised the organization that at appropriate time, strong consideration will be given towards the program.
- Met with Darcy Oman, The President of the Community Foundation regarding grant-making process.
Also explored the possibilities of other philanthropic sources that focus on the issue of youth development
- A letter has been drafted to the Secretary of the Commonwealth regarding two vacancies on the Board
- We are currently in beginning stages of designing a Website for the Foundation. The Executive Committee decided against putting the pictures of the trustees on the site. Would like each Board member to provide a brief bio by our October meeting.

- Plans are being made to vacate current lease space. There is possibility of sharing space with the Tobacco Indemnification Commission in the same building. More details will be forthcoming on this issue.
- Has a scheduled meeting with General Accounting Office. The GAO's concern is what is happening with Master Settlement funds and are the funds being used to fund measures other than tobacco issues.
- There will be an impending visit by the Auditor of Public Accounts.

Financial Report

Copy Attached

Youth Development Sub-Committee Presentation

Sub-Committee was convened in July to develop recommendation for the programmatic framework of the Foundation. The report focused on the creation and maintenance of a youth development infrastructure as a vehicle to meet the goals of the Foundation.

Sub-Committee Members present:

Chuck Brady	Executive Director	Boys & Girls Club of Metro Richmond, VA, Inc
Jill McCormick	Program Officer	The Community Foundation
M. Michelle Thomson	VP-Fin. Development	YMCA of Greater Richmond
Lisa Specter	Deputy Director	Youth Matter
Becky Hartt Minor	Member	VTSF Board of Trustee

Public Comment

Dr. Wayne Terry- Exe. Dir. Southside Area Health Education Center, Inc.

Dr. Terry explained that AHEC is a non-profit 501C organization that educates the public regarding health issues. His organization is interested in making a full presentation to Board at later date.

After brief break there was no quorum. In the absence of the Chairman, the Vice Chair tabled discussion on Bylaws and Procurement guidelines until next meeting.

Adjournment

Meet was adjourned at 3:55 p.m.