

**Virginia Tobacco Settlement Foundation
Board of Trustees Meeting
Minutes
December 11, 2001**

Members present

Steve Danish, PhD, John O'Bannon, John Andrako, MD, Walter H. Bass, III, Del. George E. Broman, Jr., Curtis Coleburn, Rickie E. Fulcher, Sen. Emmett W. Hanger, Jr., Barbara Hughes, Robert Leek, V. Carole Lougheed, Becky Hart Minor, Robert B. Stroube, MD, Sen. John Watkins, Percy Wootton, MD.

Members not present

Dennis L. Desilvey, MD, Del. Allen Dudley, James Lund McDaniel, MD.

Staff

Rita Angelone, Terri-ann Brown, Eloise Burke, Donna Gassie, Henry H. Harper, III, Sheri Lawson, Judy Link, Jenny Martin, Christina McCranie - Temp., Charlie McLaughlin, Margaret E. White.

Counsel

Roscoe Roberts

Called to order

Chairman, Dr. Danish, called meeting to order at 1:44 p.m.

Minutes

Minutes were approved as read.

Director's Report/Budget Report

Marge White welcomed Dr. Robert Stroube who replaced Dr. Anne Peterson who left the Department of Health.

Marge reminded the board members of the financial disclosure reports, which are due to the Secretary of the Commonwealth in January.

Michael Joseph resigned as the Business Manager. Christina McCranie is filling the position temporarily.

Marge reminded the board that two meetings would be held in the month of January. The first meeting on January 3rd will be to approve the program grantees that are recommend by the Regional Advisory Boards. The second on January 15th will be focused on the marketing concept. Both meetings will require a vote and quorum will be needed at both meetings.

An information kit is being compiled in preparation for the General Assembly, which will be mailed in the very near future. The kit consists of summaries of our initiatives, information about our mission and purpose and the master settlement agreement.

Marge stated that future budget reports would be simplified. They will include the budget and expenses to date.

Marge reported that a few staff/board members went to the National Conference on Tobacco or Health. About 2,800 were in attendance. Next year the conference will be doing a call for abstracts and input is welcomed. Barbara added that the conference was very informative and that all of the work done by this foundation will really pay off. Sheri also added that we are headed in the right direction and in some areas we are even "ahead of the game."

Del. George Broman noted that the March 5th meeting is during the General Assembly session. A new meeting date will be announced in the near future.

New Business

Long-Range Plan

Marge stated that the auditor of public accounts is asking for a long-range plan for the agency. Marge will prepare a report to be given to the auditor in March. Any board member interested in assisting in this effort should contact Marge.

Public Comment

None

Marketing Report

Sheri gave a brief introduction about Work, Inc. stating that the research just arrived two weeks ago. It is communication focused. It is the most up to date data and the research is costly. Work followed with their presentation.

Discussion followed on the various positive points coming from this report.

Motion: Del. George Broman to approve the report and the recommendation by Work, Inc., which includes the positioning statement "Smoking is Stupid. You can choose not to be."

Second: Becky Hartt Minor

Vote: Unanimous in favor.

Dr. Danish requested a ten-minute recess.

Dr. Danish read an announcement from the Office of the Governor, which stated that Marty H. Kilgore has been appointed as the Executive Director of the Virginia Tobacco Settlement Foundation.

Motion: Curtis Coleburn to go into Executive Session.

Second: Robert Leek

Vote: Unanimous in favor.

Dr. Danish re-adjourned in open session and certified with each board member that the discussion centered around issues allowed under law in closed session.

Committee Report

Program Committee

Becky Hartt Minor reported that 165 program proposals had been received from the nine regions, totaling over 15 million dollars. The training for grant review was very thorough. Recommendations will come back to the board on January 3rd.

Marge commented that we have more proposals for funding than we have funding available.

Jenny Martin added that persons reviewing the RFP's are taking their jobs seriously.

Research Committee

Marge stated that contracts should be finalized by late this week.

Adjournment

Motion: Curtis Coleman

Second: Becky Hart Minor

Vote: Unanimous

The meeting was adjourned at 4:45.