

**Virginia Tobacco Settlement Foundation
Board of Trustees Meeting
Minutes
November 13, 2001**

Members present

Steve Danish, PhD, John O'Bannon, MD, Walter H. Bass, III, Del. George E. Broman, Jr., Dennis L. Desilvey, MD, Curtis Coleburn, Barbara Hughes, Robert Leek, V. Carole Loughheed, James L. McDaniel, MD, Sen. John Watkins, Percy Wootton, MD

Members not present

John Andrako, MD, Del. Allen Dudley, Rickie E. Fulcher, Sen. Emmett W. Hanger, Jr., Becky Hartt Minor, Robert B. Stroube, MD, M.P.H

Staff

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

Counsel

Roscoe Roberts

Called to order

Chairman, Dr. Danish, called meeting to order at 1:30 p.m.

Minutes

Minutes were approved with one correction.

Acting Executive Director's Report

Marge White presented the organizational chart and introduced Terri-ann Brown, Program Specialist. Donna Gassie, Director of Grants Management introduced the new Regional Grants Program Administrators, Rita Angelone, Judy Link, Jenny Martin, Henry Martin and Lisa Brown. Marge added that the regional staff will be working with the local grantees to ensure that they are spending their funding correctly and will also help connect the grantees with training and technical assistance needed with implementation of their programs.

Marge reminded that proposals for the RFP are due back on November 20th. The RAB's will meet in November to get their packages and again in December to formulate recommendations that will be forwarded to the Board in January for approval.

The logo has been redesigned with the same color scheme. There are two new web sites: vtsf.org and virginiatobaccosettlementfoundation.org in an effort to make the foundation easier to locate. Also developing several PR pieces such as information kit, brochures, and a one-page fact sheet to be used for the General Assembly, as well as Kleo's Magazine.

Marge read the following clause: " Any recipient of any monies distributed from the fund pursuant to this chapter for the purpose of restricting the use of tobacco products by minor shall be required under the condition precedent to the release of such monies to such entities to establish and maintain policies restricting or preventing tobacco use by minors. The foundation shall establish criteria for determining whether it advocates policies to support the restriction of tobacco use by minors and monitor the distribution of such money to be sure that the recipient of such funds are in compliance with such provisions." This criteria has not been established but language will be added to future contracts. Discussion followed from Roscoe suggesting a policy be adopted. He will work with Marge to develop criteria and contract language for Board approval.

Old Business

Dr. Danish commented on the National Association of Attorney's General Triennial conference. He was impressed with the number of states that have programs in operation through different media campaigns. He stressed the importance of the Foundation to work to connect with the department of education and the SOLs.

Marge added that the Attorney General from Mississippi discussed with the group that the spirit and intent of the MSA was to reimburse states for costs of tobacco related illness and for states to use the funds to do prevention programs so that we can overall reduce long term health care costs. He urged the attendees to have a unified voice around that issue as a foundation. Roscoe added Mike Moore, Attorney General from Mississippi spearheaded the entire MSA.

Budget Report

Michael Joseph distributed a budget report. As of September 30th \$400,000 has been spent. Approximately \$120,000 was for administration. The rest for programs and marketing.

The program expenditures have increased significantly for the month of October.

New Business

Future Meetings

Marge shared that the December meeting place will change to the Sheraton Richmond West Hotel; the Foundation will also host a holiday reception at 5:00 P.M. there. Overnight accommodations are available for Board members upon request. Marge reaffirmed that the January meeting is very critical. Sheri

Lawson and Dr. Danish confirmed. The decision was to hold two meetings in January to approve program grantees and marketing concepts.

Future board meetings were also discussed. It was decided that monthly meetings would continue through June. A schedule will be mailed. The Board will revisit the idea of quarterly meetings at the May meeting.

Marge requested that each board member complete a financial disclosure statement and distributed the form with a self-addressed envelope.

Research Consortium Recommendation

Dr. Desilvey discussed the VCU proposal and noted the Consortium unanimously supported its funding.

Motion: John O' Bannon to approval the proposal

Second: Walter Bass

Vote: Unanimous in favor, with an abstention by Dr. Danish

Public Comments:

None

Dr. Danish requested a ten-minute recess.

Marketing Report

Barbara reported that this generation is growing older younger, and the youth of today are an inquisitive generation. Sheri provided information on the research efforts on the youth audience and noted that information is being gathered from youth throughout the state.

A discussion followed regarding the ability of VTSF to distribute or sell the research information gathered in this process.

Program Committee Report

None

Other Business:

None

Closed Session

Motion: Dr. O'Bannon moved to convene in closed session as allowed in the Code of Virginia for a discussion of personnel issues.

Second: Barbara Hughes

Vote: Unanimous

Motion: Dr. Danish moved to re-convene in open session at the conclusion of the personnel discussion as required by the Code of Virginia.

Second: Dr. Broman

Vote: Unanimous

Dr. Danish certified with each member that only discussion allowed in the Code occurred during the closed session.

Adjournment

Motion: Dr. Danish

Second: Dr. O'Bannon

Vote: Unanimous

The meeting was adjourned.