

**Virginia Tobacco Settlement Foundation
Board of Trustees Meeting
Minutes
October 2, 2001**

Members present

Steve Danish, PhD, John O'Bannon, John Andrako, MD, Curtis Coleburn, Sen. Emmett W. Hanger, Jr., Barbara Hughes, Robert Leek, V. Carole Loughheed, James McDaniel, MD, Becky Hartt Minor, Rickie Fulcher, Dennis L. Desilvey, MD

Members not present

Walter Bass, III, Del. Allen Dudley, E. Anne Peterson, MD, Del. George Broman, Jr.

Staff

Marge White, Michael Joseph, Donna Gassie, Charlie McLaughlin, Eloise Burke-Temp

Counsel

Roscoe Roberts

Called to order

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

Minutes

Minutes were approved as distributed

Acting Executive Directors Report

The RFP's were mailed 10/01/01. Extra copies are available or if there are organizations which you would like to receive a copy call the office and we will mail or email directly to those people.

The Regional Advisory Board schedule was distributed. The meetings are taking all over the state for the next two weeks where we are giving them an orientation to the foundation, the RFP it self and the process to be used to score those proposals when they come in.

Charlie McLaughlin was introduced as the Program Specialist and Donna Gassie as the Director of Grants Management. Interviews have begun for the five regional positions to serve as grants managers at the local level.

Work, Inc. has selected research partners to conduct the youth audience research.

The research Memorandum of Understanding for the Universities to participate in our Consortium has been distributed. Meeting should take place early November.

The memorandum of agreement for the UVA Project has been reviewed, signed and mailed for signature.

Budget Report

Michael Joseph distributed a budget report. He noted that the budget has not been revised yet because final numbers on rent and salary are not in yet. The operating budget for marketing is still in place.

Marge added that the new people for the central area would be housed in VTSF office. Still negotiating space for in the five regions of the state. VA. Tech research center has offered and lease signed for space and at the UVA. Potential space in Hampton, Fairfax and Chesterfield has been identified. All of which should be finalized within the next couple of weeks.

Program Committee Report

Becky Hartt Minor reported that the nine regional boards would be meeting over the next two weeks. A list of the recommend chairpersons was distributed. The program committees as well as the Board of Trustees will be making recommendations for appointment to chairs of the nine regional boards.

Motion: Becky moved for the Board to approve the list of recommendations of Chair people for the state.

Second:

Vote: Unanimous

Old Business

Dr. Danish commented the Executive Committee motioned to approve the recommendation of the research and executive committee to fund the proportion of the VCU proposal related to program evaluation for one-half million dollars and refer the remaining portion of the proposal back to the research committee for further review.

Motion: Dr. Desilvey offered a motion to accept the proposal made by the Executive Committee.

Second: John Watkins

Dr. Danish abstained because he is at VCU.

Discussion: Dr. Desilvey commented on the efforts made to bringing the parties together to put together the Memorandum of Understanding. Dr. Danish reported that we will be distributing the program evaluation portion of the money to VCU and that he had no connection to the project at all. He further stated that the evaluation part is very important. The RFP's are already out. The evaluations must be planned before the programs are started. Becky added that the program committee as well as the program staff is all aware that a larger body will be overseeing the committees and that the evaluations must be incorporated at the very beginning. The program committee had already started within the RFP and programs, as they become developed to evaluate the necessary components.

Vote: Unanimous

Note: The institutions can start spend the funds as soon as the agreements are signed.

Marketing Report

Barbara Hughes reported that she and Sheri Lawson recently met with Work, Inc. to discuss the research partners which they have chosen. On September 28th the Marketing Committee held a meeting where Look, Look gave a presentation. They will develop a data- base of 1,000 to 2,000 teens between the ages of 13 to 17 and pre-teen between the ages of 10 and 12. They are hiring eight young correspondents who will canvas our four regions: Northern, Central, Southwestern, and Costal.

Look, Look will do the Youth Development; Roper will do Audience insights and Harris Inactive performance evaluation.

Marketing materials are available for viewing in the library at the VTSF office.

Marge commented on Youth membership wherein she as contacted Douglas Freeman and the Governor's School in search for Junior local youth.

Public Comments:

None

New Business

CDC Media Campaign Resource Center

Marge stated that all of the materials and executions that we come up with in our marketing campaigns into this center for use by other states at no cost.

However, we would negotiate what it would cost other states to use our product which the CDC Center would coordinate effort. The Executive Committee is recommending that we do place the materials there to be made for other uses.

Bylaws Change

Sen. John Watkins stated that when Clarence Carter left the foundation was without an executive director. He requested that the executive branch act as director in the interim until such time an interim can be appointed. Under Section 32.1 _____ of the *Code of Virginia* that the board adopt a by laws change giving the Board the authority to appoint an interim executive director until someone is appointed by the Executive Branch to fill that position. Roscoe came up with a proposed by laws change which will provide us with the authority to fulfill the legal requirements of the foundation.

Motion: Sen. Watkins offered a motion to adopt a new by laws change which would give Board the authority to appoint an interim Executive Director.

Second: Brenda Hartt Minor

Discussion: Roscoe cited Section 2.1-356.6 of the *Code of Virginia*.

Sen. Watkins also noted that the by laws change gives the authority to the Board to appoint an Acting Director by majority vote only in the absence of the appointment by Governor.

Dr. Steve Danish made a motion to go into closed session.

"I, John O'Bannon, move that the Executive Committee of the Virginia Tobacco Settlement Foundation, convene in a Closed Session pursuant to Section 2.1-344 (a))1) of the *Code of Virginia* for consideration and discussion of prospective candidates for employment, and to discuss the appointment, performance, and salaries of employees of the Virginia Tobacco Settlement Foundation."

"Additionally, I move that Board Staff, namely, Marge White, attend the Closed Session because their presence is deemed necessary, and their presence will aid the Committee in its consideration of this matter."

Curtis Coleburn seconded the motion. Dr. Danish called for a vote; it was unanimous to convene in closed session.

At the conclusion of the closed meeting, Dr. Danish asked for a Motion to return to the Open Meeting. Dr. O'Bannon made the motion. Carole Lougheed seconded the motion. Upon return to the Open Meeting, Dr. Danish asked for a vote from all Board members on the following:

Dr. Danish said, "All those who certify, to the best of your knowledge that the Board heard, discussed and considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the Closed Meeting was convened, please say "Aye."

All members responded with "Aye."

Dr. Danish then said, "All those who do not so certify, say 'No.'"

No members said, "No."

The meeting reconvened in open session.

Committee Reports:

None

Other Business:

None

Adjournment:

The meeting was adjourned at 3:19 p.m.