

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

Members present

Steve Danish, PhD, John O'Bannon, John Andrako, MD, Walter Bass, III, Curtis Coleburn, Sen. Emmett W. Hanger, Jr., Barbara Hughes, Robert Leek, V. Carole Loughheed, James McDaniel, MD, Becky Hartt Minor, Percy Wootton, MD

Members not present

Walter Bass, III, Dennis L. Desilvey, Del. Allen Dudley, Rickie Fulcher, E. Anne Peterson, MD, Sen. John Watkins

Staff

Marge White, Sheri Lawson, Michael Joseph, Eloise Burke- Temp

Counsel

Rosco Roberts

Called to order

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

Minutes

Minutes were approved as distributed

Report from Chairman

- Marge White is the Interim Executive Director

Items of Business

Interim Executive Directors Report

- Eloise Burke was introduced as the temp working in Karen Harris position
- Rosco Roberts replaces Garland Bigley
- The compendium programs will be reviewed before the RFP is distributed in October to ensure all information will have an impact on tobacco prevention. ROW Science will be critiquing to ensure there are core programs in the compendium. The Program RFP should be ready for issue on October 1st. Any organizations of interest should be directed to the office. Comments made that more people needed from the business community. The program committee decided to fill twelve of the fifteen slots on each board in case there was a missing member from the local

community. The Regional Advisory Boards will also be asked to submit groups of interest.

- The Regional Advisory Boards will convene the first two weeks in October to do an orientation of the foundation, the RFP and the proposals, which the foundation receives.
- Recruitment completed as part of the branch management plan for a branch manager. Her name is _____. Two positions have been offered for Program Specialist. One candidate accepted. Her name is _____. The second person has been made an offer.
- Dr. Danish, Becky Minor and Marge White were part of the interview team.

Marketing Update – Sheri Lawson

- Research initiatives kick off with the audience to make sure that we are speaking in the right voice, the right message to the right people. Vendors are being selected through an RFP process that is leader in the Youth Marketing Research field.
- The research MOU is almost finalized. They will sign to participate on the consortium and we will do separate contracts with each entity that we will actually grant money to for research purposes. The first one is UVA, which was approved at a previous meeting of the Board. Once the MOU is signed for participation, the research group will look back at the VCU proposal for evaluation and research.
- The Youth Tobacco Survey is scheduled for October.

Old Business

- Freedom of Information Requirements for meetings and closed sessions were mailed with packages. Rosco commented that most of what is discussed in our meetings is public information and that the committee should be aware when speaking outside of the meeting place. That when three or more come together it is considered to be a meeting.
- There is an upcoming meeting of the Master Settlement ___ that will take place in Kansas, October 28th-30th.
- The Executive committee asked Rosco to look into some budget issues.

Program Proposal from VCU Life Skills Center

- Dr. Danish excused himself from this portion of the meeting as he did during the executive meeting.
- The committee received a proposal from the VCU Life Skills Center to develop a tobacco program specific to the history of Virginia as well as to review the tobacco programs listed in the compendium and identify the components to make up a successful tobacco prevention program. The study will take approximately two years. At the end of the two years we will have a mode of successful components that would be incorporated

into each tobacco program conducted throughout the state of Virginia, which would include a summary on the history of Virginia.

Motion: The VCU Life Skills Center program development to be accepted was made by Brenda Minor. The motion seconded by Dr. Percy Wootton.

Dr. Danish returned to the meeting.

Budget Report- Michael Joseph (see attached)

- Administrative cost are under budget for the fiscal year
- \$89,000 under budget for the Youth Tobacco Program was carried over to this fiscal year. The budget the board approved was adhered to strictly for administrative cost.

Public comments

- Donna Reynolds of the American Lung Association of Virginia commented on the lack of PR efforts.
- Charles Batchelor of 4-H presented a proposal to work with the foundation.

New Business

- Brenda Minor gave a report on the Regional Advisory Boards. The program committee met on August 22nd and made its recommendations. The nominees are being contacted. During the first week of October, each board will meet for the first time. The RFP is being reviewed for distribution on October 1st. The advisory boards will rank and rate the proposals to bring back to the Board of Trustees for final approval. Programs are scheduled to start February 1, 2002.

Motion: The conditional approval of these board members as well as additions, which may be chosen because of people who may decline was made by Robert Leek. V. Carole Lougheed seconded the motion.

- Curtis Coleburn is the new member of the Executive Committee replacing Dr. Peterson who will serve in a federal position related to Occupational health.

Motion: Curtis Coleburn to replace Dr. Peterson was made by Dr. McDaniel. Properly seconded by Barbara Hughes.

- Next meeting will take place at the Siegel Center October 2nd at 1:30 p.m.

Committee Reports:

None

Other Business:

None

Adjournment:

The meeting was adjourned at 2:40 p.m.