

**Oklahoma Tobacco Settlement Endowment Trust Fund Board of Directors**  
**Regular Board Meeting**  
**Thursday, September 10, 2009**  
**10:00 am**

**LOCATION**

3800 N. Classen, Second Floor Conference Room  
Oklahoma City, OK  
Contact: Dorothy Antwine (405) 820-6982

**AGENDA**

1. Open Meeting Act Announcement and Call to Order– Casey Killblane, Chair
2. Approval of Minutes of the May 18, 2009 regular board meeting
3. Board of Investors Update – Travis Monroe, Director of Agency Services, State Treasurer’s Office
  - a. Notification of certification of earnings from FY 2009
  - b. Other updates
4. Chair’s Report – Casey Killblane
  - a. Board Meeting Dates for 2010
  - b. Special Board Meeting on Adult Stem Cell Research September 24, 2009
  - c. Board Retreat November 17-18, 2009
  - d. Other updates
5. Director’s Report – Tracey Strader
  - a. Recent training events and upcoming training opportunities
  - b. Conference sponsorships update
  - c. Agency updates
6. Program Development Committee Report - Susan Walters Bizé, Chair
  - a. Discussion and possible action to allocate grant funding for enforcement of the Oklahoma Youth Access to Tobacco Act
  - b. Discussion and possible action to re-authorize release of a Request for Proposals for the Communities of Excellence in Tobacco Control Program (Wave III)
  - c. Discussion and possible action to authorize development of one or more Requests for Proposals for Projects to Address Tobacco Control in Specific Populations
  - d. Update on status of Adult Stem Cell Research planning efforts
7. Program Implementation Committee Report – George Foster, O.D., Chair
  - a. Presentation – *Oklahoma Tobacco Research Center update, and Oklahoma Tobacco Helpline Weight Concerns Randomized Controlled Clinical Trial update* – Laura Beebe, Ph.D., Director, Oklahoma Tobacco Research Center
  - b. Notification of increased amount of contract with the American Legacy Foundation for membership in the National Alliance for Tobacco Cessation
  - c. Consideration and possible action to increase the contract with the Oklahoma Tobacco Research Center for the National Adult Tobacco Survey.

- d. Consideration and possible action on renewal of grant with the Oklahoma State University Center for Health Sciences for the Addressing Tobacco in Specific Populations program, "Tobacco Free Zone" (RFP# 0920000003).
  - e. Consideration and possible action on renewal of grants for the Communities of Excellence in Tobacco Control Program, Wave II (RFP# 092-1)
  - f. Consideration and possible vote on amendment to the TSET unsolicited proposals process
  - g. Consideration and possible action on Grant Termination Process.
8. Agency Operations Committee Report – Kenneth D. Rowe, Chair
    - a. FY 2009, Fourth Quarter Expenditures, Budget to Actual, Operating & Programs Budgets
    - b. Consideration and possible action on FY 2010 Final Operating & Programs Budgets
    - c. Update on administrative rules process
    - d. FY 09 Agency Audit and Grantee Desk Audits update
  9. Proposed Executive Session
    - a. Review and discussion of proposals in response to the Request for Proposals for the Oklahoma Tobacco Helpline (RFP# TSET 092-3), as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
    - b. Review and discussion of proposals in response to the Request for Proposals for the Communities of Excellence in Tobacco Control Program, Wave I, Round II, (RFP# TSET 092-2), as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
    - c. Review and discussion of unsolicited proposal, as authorized by the Open Meeting Act – 25 O.S. § 307(b)(7) and as required to preserve confidentiality under 62 O.S. Supp. 2006, § 2309(C)(4).
  10. Proposed Executive Session
    - a. Board of Directors to discuss evaluation of the executive director and salaries of the executive director and staff – as authorized by 25 O.S. § 307(B)(1).
  11. Consideration and possible vote on items from Executive Session
    - a. Proposals in response to the Request for Proposals for the Oklahoma Tobacco Helpline (RFP# TSET 092-3)
    - b. Proposals in response to the Request for Proposals for the Communities of Excellence in Tobacco Control Program, Wave I, Round II, (RFP# TSET 092-2)
    - c. Unsolicited proposal
    - d. Evaluation of the executive director and salaries of the executive director and staff
  12. New Business – any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda [25 O.S. § 311 (A)(9)]
  13. Public Comment
  14. Adjournment

*NOTE: The Board of Directors may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.*