



Andy Hill Cancer Research Endowment Board Meeting Minutes

The following board members, constituting a quorum, were present:

Elaine Albert (phone), Leslie Alexandre, Fred Appelbaum, S. Lori Brown, David Byrd, Carol Dahl (phone), Eunice Hostetter, Jennifer Kampsula Wong (phone)

Board Members Absent: Thomas Brown, Weihang Chai, Steve Harr, Jim Hendricks

CARE Staff Attendees: Peter Choi, Laura Flores Cantrell

Guest Attendees: Julia Terlinchamp (WA Dept. of Commerce); Thomas Bates (Insight Strategic Partners); Kiran Dhillon (Rivkin Center)

Fred Hutchinson Cancer Research Center, 823 Yale Ave North, Yale Building, J1-102, Seattle, WA | Tuesday, April 30, 2019 3:00 p.m.–5:00 p.m.

A quorum being present, the meeting was called to order at 3:08 p.m.

1. Welcome

Meeting attendees introduced themselves and welcomed the newest board member, S. Lori Brown, to her first meeting.

2. CARE Update

Laura Flores Cantrell provided a CARE Program update, including:

CARE financial services are currently provided by Empire Health Foundation (EHF) as part of their Scope of Work through the Program Administrator contract with the Department of Commerce. There has been some staff transition on the Finance Team at EHF. EHF is currently in the final steps of the hiring process for a new CFO. CARE contracted with a consultant for additional capacity during the interim, until a new CFO can be onboarded. The consultant expense will be covered out of the Program Administrator contract.

Independent, expert scientific review consulting is currently the largest CARE expense, after personnel costs. Prior to discussion of this topic, there was a call for potential conflicts of interest related to a possible contract for services with American Cancer Society (ACS). Eunice Hostetter disclosed a potential conflict as a representative of American Cancer Society Cancer Action Network, an advocacy organization related to ACS. Jennifer Kampsula Wong disclosed her affiliation with ACS. Eunice and Jennifer each recused herself from both the discussion and recommendation. The discussion regarding engaging American Cancer Society (ACS) to conduct grant review followed. Benefits of engaging ACS for grant review include leveraging ACS's expertise and existing infrastructure, as well as potentially reducing the annual cost to CARE to conduct high-quality independent grant review.

MOTION: A motion to allow CARE staff to explore procuring the services of ACS for scientific review of grant applications was made by David Byrd, seconded by Leslie Alexandre, and

unanimously approved, Eunice Hostetter and Jennifer Kampsula Wong abstained.

CARE Program metrics are being tracked and will continue to be an iterative process.

Program Administrator contract renewal Scope of Work and budget will be developed with the Department of Commerce. Laura requested an increase to the maximum contract in order to invest in additional CARE staff capacity. Specifically, the request was for a \$600,000 maximum contract for Program Administrator services beginning July 1.

MOTION: A motion to approve the \$600,000 maximum program administrator contract award was made by David Byrd, seconded by Leslie Alexandre, and unanimously approved.

Laura provided a Performance Audit status update. After consultation with the Department of Commerce, staff recommended a reissue of the Performance Audit request for proposals (RFP) with a maximum cost of \$100,000.

MOTION: A motion to reissue the CARE Performance Audit RFP with a maximum cost of \$100,000 was made by Leslie Alexandre, seconded by Eunice Hostetter, and unanimously approved.

The CARE Strategic Plan is in process. It is currently being reviewed by the External Advisory Committee.

3. Consent Agenda

Fred Appelbaum presented the consent agenda, which included:

- March 1, 2019 Annual Public Hearing and Board Meeting Minutes
- CARE Investment Policy
- Communications Plan

There was a request to clarify that the goals in the Communication Plan strategies refer to innovations in “cancer research funding” rather than “cancer research.”

MOTION: A motion to approve the consent agenda, including the Communications Plan as amended, was made by David Byrd, seconded by Leslie Alexandre, and unanimously approved.

4. Cancer Funding Models

In follow up to the Board’s request for information from other local cancer research grant funders, Dr. Kiran Dhillon, Director of Scientific Programs at the Rivkin Center presented on the Center’s cancer research grant programs. The Rivkin Center’s mission is to improve women’s health by helping them prevent, detect early, and survive ovarian cancer by: Investing in cutting-edge research to prevent, detect, and cure ovarian cancer, a deadly under-funded disease; Educating women to prevent and detect ovarian and breast cancer as early as possible; and Fostering an ever-growing community of survivors, patients, researchers, clinicians, advocates and supporters.

The Rivkin Center's grant programs include: Pilot Study, Scientific Scholar, Bridge Funding, and Challenge grants. Dr. Dhillon described the Center's approach to scientific review of applications and assessment of the impacts resulting from its investments.

5. Distinguished Researchers Program (Cohort 3) Award Decision & Discussion

Laura Flores Cantrell presented an overview of the award decision deliberation process for the Distinguished Researchers grant.

Fred Appelbaum disclosed his potential conflict of interest and the nature of the potential conflict. Dr. Appelbaum is employed by the Fred Hutchinson Cancer Research Center, a Distinguished Researchers Cohort 3 applicant organization. Dr. Appelbaum recused himself from the deliberation and vote.

Peter Choi presented the financial scenario for awarding two Distinguished Researchers grants as recommended by CARE staff.

There was discussion regarding the following:

- American Association for the Advancement of Science (AAAS) independent scientific review consensus results
- The number of grants to be awarded
- Distinguished Researchers Program goal and results to-date
- Future funding

MOTION: A motion to award the one highest ranked Distinguished Researchers Cohort 3 application was made by Leslie Alexandre. Motion not seconded; motion failed.

MOTION: A motion to award two Distinguished Researchers Cohort 3 applications was made by David Byrd.

Eunice Hostetter offered a friendly amendment to the motion, to award the two highest ranked Distinguished Researchers Cohort 3 applications. The amendment was accepted by David Byrd. The original motion was amended to:

MOTION: A motion to award the two highest ranked Distinguished Researchers Cohort 3 applications (Institute for Systems Biology for Wei Wei and Fred Hutchinson Cancer Research Center for Lucas Sullivan) was made by Dr. Byrd, seconded by Eunice Hostetter, and passed by majority vote. Fred Appelbaum abstained.

6. Board Governance Discussion

Laura Flores Cantrell provided an update on board governance. A call for volunteers to serve as board officers was made to the full board. There were no volunteers prepared to commit to a board officer role at the present time. Having served two terms, current board officers have agreed to serve a third term in their respective positions:

- Fred Appelbaum – Board Chair
- Steven Harr – Board Treasurer

- Eunice Hostetter – Board Secretary

MOTION: A motion to re-elect the current board officers for an additional one-year term was made by Leslie Alexandre, seconded by David Byrd, and unanimously approved.

A request for volunteers to serve on a governance committee to establish bylaws and, potentially, a separate grantmaking committee to develop and refine grant programs was made. The following board members volunteered to serve on ad hoc committees:

- Leslie Alexandre – governance
- Carol Dahl – governance; grantmaking (if a grantmaking committee were to be established)
- David Byrd – governance
- Jennifer Kampsula Wong – governance (if needed)

In lieu of adopted Bylaws, a resolution on Board Governance was presented for consideration.

MOTION: A motion to approve the Resolution: Andy Hill Cancer Research Endowment Board Governance: Board Officers, Terms, and Duties (in lieu of adopted bylaws) was made by David Byrd, seconded by Leslie Alexandre, and unanimously approved.

7. Legislative Update (Thomas Bates)

Thomas Bates provided and update regarding the Tax on Vapor Products Bill (E2SHB 1873) and state appropriation for CARE in 2019–2021 Biennium budget, which are awaiting the Governor's signature.

8. With no other business, the meeting was adjourned at 4:56 p.m.

Approved this date: 9/3/2019 _____

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Eunice Hostetter, CARE Board Secretary