

Cancer Research Endowment (CARE) Authority Board Meeting

Thursday, July 13th, 2017, 3:00-6:00pm

Fred Hutchinson Cancer Research Center

1100 Fairview Ave N., Arnold Building, Room M4-A823

Call in Information: U.S. Toll-Free Access: 1-866-740-1260; Access Code: 6672828

AGENDA

TIME	TOPIC	LEAD	MATERIALS	ACTIONS
3:00 – 3:15	Welcome <ul style="list-style-type: none">• Roll Call of Directors• Review & Approval of April Minutes	Dr. Appelbaum	<ul style="list-style-type: none">• April Minutes	<ul style="list-style-type: none">• Approve Minutes
3:15 – 3:30	Program Administrator Introductions	Dr. Appelbaum	<ul style="list-style-type: none">• Empire Health Foundation Results Document (for reference only)	
3:30 – 4:00	Legislative Update <ul style="list-style-type: none">• Andy Hill “Renaming” Legislation• CARE State Budget• Confidentiality for CARE in the RCW	Thomas Bates		
4:00 – 4:45	Review Timeline, Key Milestones, Progress <ul style="list-style-type: none">• Grant Programs Development, Publication and Launch• External Review; AAAS contract• Estimated Timeline for Awards• Branding, Communications, Website• CARE – EHF Staff Recruitment Status	Sarah Lyman, Jim Gore	<ul style="list-style-type: none">• High Level Timeline• Branding Preview• ED/Sr. Program Officer Job Posting	<ul style="list-style-type: none">• Orientation to key activities and progress
4:45 – 5:00	Finance Report <ul style="list-style-type: none">• Establishing CARE Fund• Financial Report	Sarah Lyman	<ul style="list-style-type: none">• Finance Details Resolution• Accounting Structure, Fund• Administrator Budget	<ul style="list-style-type: none">• Formally appoint EHF as Program Administrator to manage banking & investment account on behalf of CARE Authority
5:00 – 5:50	CARE Distinguished Researcher Grant Program <ul style="list-style-type: none">• Program Description, Initial Pre-and Post-Award Documents, Policies and Guidelines	Jim Gore	<ul style="list-style-type: none">• Program Description• Policies & Guidelines (Conflict of Interest, Intellectual Property, Grantee Eligibility, Grantee Finance, Budget and Matching Funds Guidelines)• Application Template	<ul style="list-style-type: none">• Provide Input and Approve:<ul style="list-style-type: none">○ Policies and Guidelines○ Program Description○ Grant Application Content○ Post-Award Grant Agreement Plan• Determine Review Process

5:50 – 6:00	Next Meeting – October 25, 3:00-5:00pm <ul style="list-style-type: none"> • Initial Distinguished Researcher Cohort Application Review • Launch WA Cancer Breakthrough Program Elements • Ongoing Board Governance/Structure (committees, etc.) • Other topics? 			
6:00	Adjourn	Dr. Appelbaum		