



Andy Hill Cancer Research Endowment Board Meeting Minutes

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

Elaine Albert, Leslie Alexandre, Frederick Appelbaum, Thomas Brown (phone), David Byrd, Carol Dahl (phone), Steven Harr, James Hendricks (phone), Eunice Hostetter, Jennifer Kampsula Wong (phone)

Board Members Absent: Weihang Chai

CARE Staff Attendees: Peter Choi, Laura Flores Cantrell

Guest Attendees: Sandra Adix, WA Assistant Attorney General; Sarah Lyman, Empire Health Foundation (phone)

Fred Hutchinson Cancer Research Center, Thomas Building, Sze West Conference Room (D1-080), 1100 Fairview Ave N, Seattle, WA | Monday, October 22, 2018 3:00–5:00 p.m.

1. Welcome (Fred Appelbaum)

A quorum being present, the meeting was called to order at 3:07 p.m.

2. Consent agenda

A motion to approve the August 23, 2018 CARE Board meeting Minutes was made by David Byrd, seconded by Steve Harr, and unanimously approved.

A motion to approve the CARE grant award decision-making process as presented was made by David Byrd, seconded by Leslie Alexandre, and unanimously approved.

3. Strategic Planning – Board Member's Goals

The board discussed goals and identified issues to address as it develops the 2019 strategic plan. The board also discussed expectations regarding board engagement prior to the strategic planning retreat scheduled for March 1, 2019. Key issues raised included:

- Reflect on achievements from the past year
- Opportunities for greater diversity in supporting Washington's cancer research ecosystem
- CARE Fund sustainability and growth
- Measuring CARE Fund success
- Board governance

4. Strategic Planning – Consultant Selection

Laura Flores Cantrell provided a review of the strategic planning consultant selection process. Fred Appelbaum provided a summary of the three consultant proposals and informed the board that the recommendation of the internal strategic planning committee is to select Jan Glick and Associates to guide the development of CARE's Strategic Plan. There was a discussion regarding the consultant proposals.

A motion to select Jan Glick and Associates as the consultant to facilitate the development of CARE's Strategic Plan was made by Steve Harr, seconded by Leslie Alexandre, and unanimously approved.

5. Strategic Planning – External Advisory Committee Selection

Laura Flores Cantrell provided an overview of the external advisory committee and its role in the strategic planning process. Eunice Hostetter provided a summary and the reasons for the external advisory committee selection. There was a discussion about the relevant experiences of the advisory committee nominations. The internal planning group recommended that James Armitage, Fredika Robertson, and Dave Urdall serve on the advisory committee.

There was a discussion of the value of having a public health perspective in developing the strategic plan and the ways to incorporate a public health perspective in the strategic planning process.

A motion was made by David Byrd, seconded by Elaine Albert, and unanimously approved to have Drs. James Armitage, Fredika Robertson, and Dave Urdall serve on the external advisory committee and to allow the internal strategic planning group to select an alternate from the other three nominations if any of the approved are unable to serve on the committee.

There was a discussion of offering an honorarium to the external advisory committee. A motion was made by David Byrd, seconded by Elaine Albert, and unanimously approved to provide a \$1500 stipend to each external advisory committee member.

6. Assistant Attorney General Report

Sandra Adix provided an overview of RCW 49.60.400 and Initiative 200. There was a discussion about the CARE Fund and RCW 49.60.400.

7. Legislative Update

Laura Flores Cantrell provided a legislative update, including how CARE might demonstrate the public benefit for the public investment from the state.

8. CARE Program Update

Laura Flores Cantrell provided a program update, including:

- CARE has an open RFP through the Department of Commerce for performance audit services as required by statute.
- A draft of the Annual Report will be sent to board review via email this week and board feedback directly to Peter is requested by November 8, 2018.
- Board members received Conflict of Interest disclosure forms and are requested to please return completed forms to Peter at their earliest convenience or by October 26.

9. Adjourn

With no other business, the meeting was adjourned at 4:47 p.m.

Approved this date: 1/18/2019 _____

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Eunice Hostetter, CARE Board Secretary