



Andy Hill Cancer Research Endowment Board Meeting Minutes

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

Elaine Albert, Frederick Appelbaum, Weihang Chai (phone), David Byrd, Carol Dahl (phone), Steven Harr, James Hendricks (phone), Eunice Hostetter, Jennifer Kampsula Wong (phone)

Board Members Absent: Leslie Alexandre, Thomas Brown

CARE Staff Attendees: Peter Choi, Laura Flores Cantrell

Guest Attendees: Sandra Adix, WA Assistant Attorney General; Thomas Bates

Board Meeting Fred Hutchinson Cancer Research Center, Thomas Building, D5-110,
1100 Fairview Ave N, Seattle, WA | Thursday, August 23, 2018 3:00–5:00 p.m.

1. Welcome (Fred Appelbaum)

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

2. Consent agenda

A motion was made by Elaine Albert, seconded by Eunice Hostetter, and unanimously approved to approve the June 27, 2018 CARE Board Meeting Minutes and approve the proposed 2019 board meeting schedule.

3. Interpretation of RCW 43.348.040(4) Resolution

Laura Flores Cantrell presented an overview of the resolution. There was discussion about the awarding process and what is required by CARE statute.

A motion was made by James Hendricks, seconded by Steven Harr, and unanimously approved for the CARE Board to adopt the resolution that grant proposals that receive a “Highly Recommended”, “Recommended”, or “Worthy of Consideration” rating from an endowment-established independent expert scientific review and advisory committee shall be considered as eligible to receive a grant award consistent with RCW 43.348.040(4).

4. Distinguished Researchers Cohort 3 Discussion

Fred Appelbaum provided an overview of the Distinguished Researchers cohorts one and two and the current language in statute, review criteria, and program description.

There was a discussion about attracting a more diverse pool of applicants and potential barriers to certain categories of potential applicants. There was additional discussion about the purpose of the Distinguished Researchers program, making changes to the existing programs, and creating a new grant program.

A motion was made by Steve Harr, seconded by David Byrd, and unanimously approved to issue the Distinguished Researchers Cohort 3 RFP in October and allow for resubmission of applications.

Fred Appelbaum, Eunice Hostetter, and Laura Flores Cantrell will recruit external partners to help inform the development of a new grant program aimed at improving screening and outreach for cancer research and will provide an update at the next board meeting.

5. Grant award decision-making process

Laura Flores Cantrell provided an overview of the current process for evaluating grant applications and the statutory requirement in RCW 43.348.050. There was discussion on the process for establishing a board-appointed independent expert scientific review and advisory committee.

A motion was made by Steven Harr, seconded by Elaine Albert, and unanimously approved to create a board subcommittee of Jim Hendricks and David Byrd who are charged with appointing an independent expert scientific review and advisory committee, from an anonymized list provided by American Association for the Advancement of Science prior to review, for the purpose of evaluating grant proposals and recommending grants to be made from the Andy Hill Cancer Research Endowment Fund.

6. AAAS recommendation for debriefing/sharing reviews

Fred Appelbaum provided an overview of the process for debriefing Breakthrough Program LOI applicants, including those who were not invited to submit a full proposal.

Laura Flores Cantrell provided the American Association for the Advancement of Science's (AAAS) recommendations for sharing reviews with applicants.

By consensus, CARE will provide the AAAS written evaluations to all Breakthrough program applicants. In addition, the consensus of the board agreed that, as a mentorship opportunity, CARE may offer a telephone debrief call for promising applicants whose score falls slightly short of the cut-off for an award.

7. CARE Program Update

Laura Flores Cantrell provided an overview of RCW 43.348.050(1) and the requirement for an independent expert scientific committee to advise the endowment during the development and review of its strategic plans for cancer research. There is an internal ad hoc group of Fred Appelbaum, Eunice Hostetter, CARE staff, and Empire Health Foundation to guide the strategic planning process.

Laura asked board members to consider their networks to identify persons who might serve on an independent expert scientific committee and submit any names to Peter Choi by September 15. Laura updated the board on the strategic planning timeline. A recommendation was made that the internal strategic planning workgroup solicit proposals from potential facilitators,

review the proposals and bring a recommendation to the full board for consideration at the October 22, 2018 board meeting.

Laura provided an update on CARE's performance audit requirement and request from the Department of Commerce to establish a maximum bid allowable for the Performance Audit RFP that is expected to be issued by the Department in early October.

A motion was made by David Byrd, seconded by Steven Harr, and unanimously approved to establish a \$20,000.00 maximum bid allowable under the 2018 Performance Audit RFP.

8. AAG report

Sandra Adix provided an overview of the ethics responsibilities and resources available to board members. Staff will send a list of links to resources for the Board.

9. Legislative update

Thomas Bates provided an update on the requests made on behalf of CARE to be included in the Governor's proposed 2019–2021 biennial budget and the Department of Commerce's proposed budget.

10. Adjourn 5:05

With no other business, the meeting was adjourned at 5:05 p.m.

Approved this date: 1/18/2019

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Eunice Hostetter, CARE Board Secretary