



## **Andy Hill Cancer Research Endowment Ad Hoc Committee Meeting Minutes May 27, 2020**

The following board members, selected by the CARE Fund Board of Directors at their special board meeting on May 13, 2020 to serve on the Ad Hoc committee and constituting a quorum were present: David Byrd, Carol Dahl

Board Members Absent: None

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Sooyoun Park

Guest Attendees: None

Video Conference Call | Wednesday, May 27, 2020, 4:00 – 4:30 p.m.

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### **1. Welcome**

Laura Flores Cantrell called the meeting to order at 4:00 p.m. She stated that the purpose of the call was to meet the CARE Fund's statutory obligation to review and appoint an independent scientific review and advisory committee to evaluate the COVID-19 Response Grant applications.

### **2. COVID-19 Response Grant Scientific Review Committee**

Laura Flores Cantrell introduced the reviewer candidates provided by the scientific review officer consultant for the COVID-19 Response Program Grant. For previous CARE Fund grant application reviews, the American Association for the Advancement of Science (AAAS) provided the scientific review panel candidates to evaluate applications and provide award recommendations to the CARE Board. However, this rapid response grant was developed outside of regular CARE Fund grant calendar at the board's discretion in order to respond to the COVID-19 pandemic; as a result, there is a very short timeline for both the application and the scientific review. For these reasons, a scientific review officer consultant was hired to quickly recruit expert scientific review panel candidates.

Laura provided an overview of the review process. There was discussion regarding the reviewer candidates' qualifications and the group's qualifications and expertise to evaluate the COVID-19 response grant applications. The board members agreed that the chair and reviewer candidates were highly qualified, and that each individual had valuable expertise. There was additional discussion that subgroups of the panel will review assigned applications, as opposed to reviewing all applications as a singular group. Laura Flores Cantrell explained that due to the uncertainty around the number of applications that will need to be reviewed, and the difficulty in scheduling a panel discussion for all reviewers, the consultant and Chair recommend smaller panels with appropriate expertise matched to the application's content.

**MOTION:** A motion to appoint the reviewer candidates, as presented, to the scientific advisory committee was made by David Byrd, seconded by Carol Dahl, and passed.

Laura Flores Cantrell informed the board members that the approval of the minutes from this Ad Hoc Committee meeting will be a part of the consent agenda for the June 24, 2020 CARE Fund board meeting.

### **3. Adjourn**

With no other business, the meeting was adjourned at 4:12 p.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Board of Directors at a regular meeting of the board on June 24, 2020.

DocuSigned by  
Eunice Hostetter  
Eunice Hostetter, CARE Board Secretary

6/25/2020  
Date