



Andy Hill Cancer Research Endowment (CARE) Fund Special Meeting of the Board Minutes Wednesday, March 13, 2024

Board members in attendance: Elaine Albert, Fred Appelbaum, Cliff Berkman, Tom Brown, Beth Lawlor, Maura Little, Eunice Hostetter, Gary Kaplan, Karin Rodland, Jennifer Kampsula Wong

Board members not in attendance: David Byrd, Marc Cummings, Steve Harr

CARE Fund Staff Attendees: Laura Flores Cantrell, Peter Choi, Tasha Florez, Pam Fujita-Yuhas, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Sandra Adix (Washington State Assistant Attorney General), Alison Beason (Washington State Department of Commerce), Lyset Cadena (Cadena Consulting), Allegra Calder (Berk Consulting)

Wednesday, March 13, 2024, 3:00 - 4:00 p.m. (PT)

1. Welcome

Beth Lawlor, CARE Board Vice Chair, facilitated this Board meeting in the Chair's absence.

The meeting was called to order at 3:01 p.m. A quorum was confirmed by Beth Lawlor.

2. Rivkin Center/CARE Fund Award Decision

Laura Flores Cantrell noted the CARE Board authorized the Rivkin Center/CARE Fund partnership to co-fund grants for ovarian cancer research in Washington at the August 2, 2023 board meeting.

She reminded the Board the CARE Fund investment is to provide up to \$500,000 over two years, with Rivkin Center providing nonstate match funding to co-fund a total of up to \$1 million in grants. Laura then asked Peter Choi to summarize the grant partnership and the results of the external scientific peer review.

Gary Kaplan left the meeting.

Peter noted the Rivkin Center/CARE Fund Award provides up to \$200,000 per award (\$100,000 from Rivkin Center and \$100,000 from CARE Fund) over two years for investigator-initiated projects. The six applications submitted in this opportunity were reviewed by independent, expert, scientific peer reviewers identified by the Rivkin Center and appointed by the Standing Committee on Grants at its December 2023 meeting. Peter summarized the overall scores and funding recommendations for each application.

Beth Lawlor invited board members to disclose any actual, potential, or perceived conflicts of interest.

The following disclosures were made: Elaine Albert, employed by Seattle Children's Hospital and affiliated with the University of Washington; Fred Appelbaum, employed by Fred Hutchinson Cancer Center and affiliated with the University of Washington; and Beth Lawlor, employed by Seattle Children's Research Institute, affiliated with the Fred Hutchinson Cancer Center, and affiliated with the University of Washington. Board members will be recused from voting on specific applications in accordance with the Board's conflict of interest policy.

Beth then reminded the Board that the endowment may not award a grant for a proposal that was not recommended. She noted two applications were rated Recommended/Worthy of Consideration and are eligible for funding: Holly Harris, Fred Hutchinson Cancer Center and Elizabeth Swisher, University of Washington. The remaining applications did not have a recommendation of Recommended for Funding from both review panel members. A Board discussion followed.

MOTION: Karin moved to approve funding of Rivkin Center/CARE Fund award applications for the top two proposals up to \$200,000 (as presented): Holly Harris, Fred Hutchinson Cancer Center, and Elizabeth Swisher, University of Washington. Tom Brown seconded the motion. The motion was approved unanimously by eligible voting members. Beth Lawlor, Fred Appelbaum, and Elaine Albert recused from the vote.

Board members asked how differences in independent peer reviewers' recommendations are reflected in ratings for review panels with an even number of reviewers. For future panels, CARE Fund staff will seek clarification resolving differences in review panel recommendations for panels with an even number of reviewers.

3. Officer Elections

Beth Lawlor reminded the Board that under the Bylaws, CARE Board Officers may be elected to serve up to three consecutive one-year terms in a particular officer position. Board members are eligible to serve as an officer after one year of Board membership. An exception for the treasurer position may be made upon majority vote of the Board.

She presented the slate of Board Officers to be elected for one-year terms beginning July 1, 2024. She proposed that if a position to which the officer is elected becomes vacant, then elected officers are appointed to complete the partial term of the vacant office. Partial terms do *not* count against the three consecutive term maximum for the position. She then presented the matrix of current board officer terms and the slate of board member nominees: Beth Lawlor to succeed David Byrd as Chair; Maura Little to succeed Beth Lawlor as Vice Chair; and Tom Brown to serve another term as Treasurer.

She then invited nominations for the Secretary position to succeed Jennifer Kampsula Wong. She noted that if no members wished to be nominated or to nominate others, Marc Cummings indicated he is willing to serve in this role. No other nominations for Secretary were made.

MOTION: Fred Appelbaum moved to approve the slate of officers to one-year terms beginning July 1, 2024, with appointment to a partial term to complete the terms of the respective positions contingent upon a vacancy. Partial terms do not count against the three-year consecutive term maximum for the position. The appointments are as follows: Beth Lawlor as Chair; Maura Little as Vice Chair; Tom Brown as Treasurer; and Marc Cummings as Secretary. The motion was seconded by Elaine Albert and approved unanimously.

4. Board Retreat

Beth Lawlor asked Allegra Calder of Berk Consulting to present information related to the upcoming Board Retreat. Allegra reminded the Board the retreat will be held on May 22, 2024, at the Washington Park Arboretum. She noted the agenda is under development and will be shared with the Board after the completion of the board assessment. She asked all board members to complete the survey via the online link or through a phone call with Allegra.

5. Board Chair's and Executive Director's Update

Beth Lawlor turned the meeting over to Laura Flores Cantrell for an update. Laura noted appointments to the Board from Fred Hutchinson Cancer Center, University of Washington, and the Speaker of the House are all pending with the Governor's office. The Governor has made the following recent appointments: Carol Coram, Ed.D. nominated by American Cancer Society Cancer Action Network (ACS CAN) to succeed Eunice Hostetter effective April 1, 2024; Libby Mongue-Wymore, nominated by ACS CAN to succeed Jennifer Kampsula Wong, effective April 1, 2024; Dr. Bobby-Jo Webb-Robertson nominated by Pacific Northwest National Laboratory to succeed Karin Rodland, effective June 17, 2024.

Laura also informed the Board that board member CARE Fund and executive assistant email accounts will be established. The board management software platform will be launched by the end of summer 2024. Laura said David requested a reminder be sent to all board members that communications in the Zoom chat, including private messages, are subject to CARE Fund's public records retention procedures.

Laura invited Lyset Cadena to provide a legislative update to the Board. Lyset reported the Legislature appropriated an additional \$11million to CARE Fund for this fiscal year beginning July 1.

Beth, Laura, and board members thanked David, Fred, Jennifer, Eunice, and Karin for their service and hard work on behalf of CARE Fund. As board members end their board terms, CARE Fund staff will follow-up regarding retention of board member files.

6. Executive Session

There was no Executive Session.

7. Public Comment

No members of the public were present to provide comment.

8. Adjourn

With no other business, the meeting was adjourned at 3:47 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 August 14, 2024.

Signed by:

Marc Cummings

Marc Cummings, CARE Board Secretary

8/23/2024

Date