



Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes September 15, 2021

The following board members, constituting a quorum, were present: Elaine Albert, Fred Appelbaum, Cliff Berkman, Thomas Brown, David Byrd, Carol Dahl, Steve Harr, Eunice Hostetter, Beth Lawlor, Jennifer Kampsula Wong

Board Members Absent: Leslie Alexandre, Gary Kaplan

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

Guest Attendees: Sandra Adix (WA State Assistant Attorney General), Allegra Calder (BERK Consulting), Clare Golla (Bernstein), Troy Niehaus (Bernstein), John Patnaude (Bernstein), Julia Terlinchamp (WA State Department of Commerce), Wrug Ved (Bernstein)

Wednesday, September 15, 2021, 3:00–5:00 p.m. (PT)

1. Welcome

The meeting was called to order at 3:02 p.m. A quorum was confirmed with a roll call of the board by the Chair, David Byrd.

2. Consent Agenda

David Byrd presented the consent agenda consisting of the Final Draft June 9, 2021 CARE Board Meeting Minutes and Final Draft June 30, 2021 CARE Board Meeting Minutes.

MOTION: Carol Dahl made a motion to approve the consent agenda as presented; Beth Lawlor seconded the motion. The motion was unanimously approved.

3. CARE Fund Executive Director's Update

Laura Flores Cantrell provided an update to the board regarding three topics: 1) program administration transition; 2) performance audit and introduction of a board meeting management tool; and 3) grant programs update.

Laura confirmed that the new Program Administrator contract is now in place. As requested at the CARE Board Retreat on June 30, 2021, a revised organizational chart depicting the relationships between the CARE Fund, the Program Administrator, and the Department of Commerce, was presented. [Steve Harr joined the meeting.] This revised version of the organizational chart reflects board feedback and displays the CARE Fund Board as the single point of accountability for the CARE Fund Executive Director. Laura informed the board that Erica Hallock, will no longer be the CARE Fund's Government Affairs Liaison. There will be additional updates regarding this role at the next CARE Board meeting.

Laura described how the board meeting packets were reviewed by the performance auditors and factored into the CARE Fund having a successful audit. To make board packet management easier for both staff and board members, she introduced the idea of utilizing a board meeting management/governance tool, which would save staff preparation time, provide a single source for all board materials, and facilitate ease of navigation for board members. The board discussed the length of board packets and whether there might be opportunities to reorganize information provided. Laura will follow up with board members individually regarding their thoughts about transitioning to a board meeting governance tool.

Lastly, Laura provided a brief grant update to the board. Five applications were received for the Distinguished Researchers grant. These applications were sent to the American Institute of Biological Sciences (AIBS) for independent expert scientific review. The Board is scheduled to make award decisions at the December 8, 2021 CARE Board Meeting. Laura also informed the Board of a few grantee no-cost extension requests that will extend project completion dates. She noted that these requests were reviewed, documented, and approved. Laura asked the board how they would like to be kept abreast of these types of grantee requests/approvals. The board agreed that the Board should be informed primarily in instances where project work is not being done or in the event of malfeasance, for example. Otherwise, routine no-cost extensions do not need to be presented to the Board.

4. Endowment Investment Policy

At the June 9, 2021 CARE Board Meeting, Bernstein was chosen as the new investment firm for the CARE Fund. Bernstein worked with the CARE Board Treasurer, CARE Fund Executive Director, and new Program Administrator (through Evergreen Social Impact) on proposed revisions to the Endowment Investment Policy Statement (IPS). Steve Harr, Board Treasurer, provided a brief overview of the Final Draft Endowment IPS highlighting the goals: to maintain appropriate liquidity; preserve assets; and structure the portfolio for growth where appropriate.

Steve then invited Troy Niehaus, Wealth Advisor from Bernstein, to present the Final Draft Endowment IPS to the Board and address any questions from the Board. Troy Niehaus introduced his team (Clare Golla, Wrug Ved, and John Patnaude) and thanked Steve and staff for their contributions to the development of the draft policy. He then provided a summary of the Final Draft Endowment IPS noting the goal to satisfy the requirements in the CARE Fund statute to “Manage the fund, its obligations, and investments as to achieve the maximum possible rate of return on investment in the fund.”

There was a question from the Board regarding adding values filters on CARE Fund investments. Laura mentioned the highlighted placeholder text on page 23 of the board packet, “[The Organization prohibits investment in: ____.]” and asked the board whether they would like to discuss the topic or table it for a future revision of the IPS. It was agreed that the placeholder text would be removed for the time being and discussed at a future board meeting.

A presentation to the Board by Bernstein is anticipated on at least an annual basis. Without further comments from the Board, Bernstein's team thanked the board members for their time and left the meeting.

[Fred Appelbaum joined the call.]

MOTION: Carol Dahl made a motion to approve the Endowment Investment Policy, as presented except with the sentence on value filters removed; Beth Lawlor seconded the motion. The motion was unanimously approved.

[Thomas Brown joined the call.]

5. Department of Commerce Update

Julia Terlinchamp provided a brief update from the Department of Commerce noting the Department is planning to fill the Life Sciences Sector Lead position. In the interim, Julia will continue to interface with the board. Keith Swenson will be the primary contact for CARE Fund staff and Sandra Adix will continue to provide support for the CARE Board.

6. King County Update

Laura provided an update regarding King County funding to the CARE Fund. At the June 30, 2021 CARE Board Retreat, there was consensus from the board that staff may pursue strategic opportunities to secure non-state funding should opportunities arise. The board also requested that staff follow up from the Board Retreat by organizing a process/working group for industry input that would make recommendations to the board regarding grantmaking and the promotion of cancer research.

In early July, the CARE Fund staff was made aware of a potential funding opportunity for public-private partnerships through King County's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund. CARE Fund submitted a request for \$500,000 to create a working group made up of stakeholders focused on the health workforce and health disparities in King County. The request was unanimously approved by the Council. As a non-state source of funding, the CARE Fund will submit a request to Commerce for state matching funds. The next step will be to complete the contract negotiation with the County.

7. Strategic Plan Update

David Byrd introduced Allegra Calder, Principal at BERK Consulting, who facilitated board discussion about the Draft Strategic Plan (July 1, 2021–June 30, 2023). The second draft version of the strategic plan, reflecting the board's revisions and feedback, was presented and discussed. A Final Draft Strategic Plan will be presented for board's consideration at the December 8, 2021 CARE Board meeting.

8. Board Chair's Update

David Byrd shared with the board the previous public announcement of the proposed merger between Fred Hutch and the Seattle Cancer Care Alliance to create an adult cancer care and research facility called the Fred Hutchinson Cancer Center, an independent, private, not-for-profit organization. At this time, no changes to CARE Board roles or responsibilities are anticipated. David Byrd invited board members to contact him if they had any questions.

David Byrd invited other board members to share announcements. Carol Dahl announced she will be stepping down from the Lemelson Foundation mid-October 2021.

9. Public Comment

No members of the public were present to provide comment.

10. Adjourn

With no other business, the meeting was adjourned at 4:58 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 December 8, 2021.

DocuSigned by:

Eunice Hostetter

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Eunice Hostetter, CARE Board Secretary

12/9/2021

Date