

## **Cancer Research Endowment Authority Board Meeting Minutes July 13, 2017, 3:00-6:00pm**

**Board Attendees (Quorum Attained):** Thomas Brown, Jennifer Kampsula Wong (phone), Eunice Hostetter, Leslie Alexandre, Carol Dahl (phone), Fred Appelbaum, David Byrd, Elaine Albert, James Hendrix

**Board Members Absent:** Steven Harr, Weihang Chai

**Guest Attendees:** Thomas Bates, Sandra Adix (Phone), Sarah Lyman, Jim Gore, Jackie Adolphson

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**3:10pm Welcome and Roll Call** **Fred Appelbaum**

**3:12pm Review of April Minutes** **Fred Appelbaum**

Minutes accepted and approved by acclamation.

**3:15pm Introduction to Empire Health Foundation, Program Administrator** **Sarah Lyman**

Sarah Lyman of Empire Health Foundation (EHF), the recently selected CARE Program Administrator, gave an overview of the foundation. EHF is a health conversion foundation formed from the sale of a hospital system in 2008. EHF's mission is to measurably improve health outcomes. EHF and the team assigned to CARE have significant experience in both public-private partnerships, as well as organizational startup. EHF will hire a permanent Executive Director and Program Coordinator.

**3:45pm Legislative Update** **Thomas Bates**

- Andy Hill Renaming Legislation
  - Bill has passed the Senate but not the House. Would rename the fund after Senator Andy Hill, as well as address the issue of public records law. In WA there is a generous public disclosure law that has few exceptions and exemptions. The Life Science Discovery Fund and HSSA both have dedicated exemptions for people who submit applications to those authorities.
  - The public records issue is not as critical for the Distinguished Researcher awards, but likely will be an issue for Breakthrough applications. Any information (prepublication, other intellectual property, etc.) would be open to public disclosure. Could prevent applicants from submitting.
  - Other component of renaming bill is making clear that funds necessary to pay for the program administrator would not have to be matched the same way as the research dollars. Board discussed that currently, there is no way to pay EHF unless matched funds are secured.
  - There was a question about charging an application fee to offset the administrative costs. It would likely be a short-term issue. EHF will also be looking for additional peer funders.

- **MOTION:** *To authorize the board chair to solicit from research institutes and other stakeholder organizations non-state funds as contributions to the care fund in order to draw down state funds for the start-up work of the program administer.*
- **VOTE:** Motion was passed unanimously.
- CARE State Budget
  - Governor signed the operating budget that included an additional \$5 million for CARE, that was an appropriation for FY 2018 not 2019. The Governor put \$10 million in his budget for the biennium and Senate Republicans put \$10 million in their budget and the House Democrats put \$0. Need to demonstrate progress and impact to get funding 2 years out.
  - The legislature wants to see more progress before there is more money, but we are on track.
  - Having selected EHF as administrator, we will have a strong story to tell legislatures in the next session and for the supplemental budget. We are in the 3<sup>rd</sup> special session that runs through June 20<sup>th</sup> and it is not clear that they will do anything. It is not imperative that a capital budget will be passed.

#### 4:00pm Review Timeline, Key Milestones, Progress

Sarah Lyman, Jim Gore

- Grant Programs Development, Publication and Launch
  - Working to launch the CARE Distinguished Research program as soon as possible, hopefully early August. Target application deadline September 29<sup>th</sup>. Allow 6 weeks for applicants to apply. Developing website, online grants portal, and are well into the design of the grant management system.
- External Review; AAAS Contract
  - Have contract with AAAS established. We will need to provide a detailed set of instructions to reviewers at AAAS to rank the initial cohort. We are interested in board members' willingness to review draft language and development of instructions for reviewers at AAAS.
  - Goal is to make our first round of grants before the calendar year end. AAAS needs minimum of 7 weeks to evaluate a cohort. We as a board need to think about how we are going to manage the AAAS rankings and recommendations. Question is whether we want a subcommittee to receive these and give a recommendation to the whole board or if the whole board wants to review and shape decisions. We might be able to do this early in December if we don't have a subcommittee step.
  - We are aiming to launch the Breakthrough research grant in December (deadline for end of February) for initial letters of interest. We have built in a longer timeframe because we will likely be following a similar RO1 timeline versus a recruitment timeline.
- Branding, Communications, Website
  - Initial logo and website design was presented. Recommendation to see a stronger connection to people and Washington.
    - *The board created a brand development subcommittee consisting of Elaine, Thom, and Eunice.*

- CARE-EHF Staff Recruitment Status
  - Executive Director Position posting
    - Helpful for this person to be able to understand the research world to some degree, but should also be skilled at large donor development.
    - If anyone has candidate ideas, please send to Sarah.
    - The board reviewed and discussed the Executive Director job description.
      - *The board created a selection to include Fred, Jim, Leslie and Carol*
  - EHF will manage all traditional HR functions, and will coordinate with CARE board.
  - There was discussion about where the E.D. would be stationed within the state.

#### 4:45pm Finance Report

Sarah Lyman

- Establishing CARE Fund
  - Page 13 - RESOLUTION:
    - The CARE Fund will be established within EHF's 501-c3 public charity subsidiary, Philanthropy In Action. Reduces barriers for other private foundations and donors to contribute tax-deductible donations to the CARE fund in the future.
  - **MOTION:** Move to adopt the resolution of the board of the cancer research endowment authority.
  - Sandra commented that she has reviewed the motion and has no issues with this.
  - **VOTE:** Unanimous approval
- Financial Report
  - Sarah presented the financial reporting that was provided by EHF.
  - There is not much detail at this point until the funding has been drawn down. However a chart of accounts has been established.

#### 5:00pm CARE Distinguished Researcher Grant Program

Jim Gore

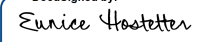
- The board discussed who would be eligible to apply and discussed the language that was presented.
- There was discussion regarding asking commercial entities to fully explain why CARE dollars are being solicited for a recruitment to a commercial entity. With the understanding that there will be significantly more applications from Universities and non-profits.
  - How do you make the criteria equal for evaluating this? Would there need to be different set of criteria for evaluation of commercial versus non-profit entities by AAAS?
  - Would be important for commercial entities applying to clearly articulate why it would be a good investment of state funding
  - Previously, the board was compelled to include commercial entities because there is language that calls for it in the Statute. The Statute describes giving grants to commercial entities as well with a long list of things to consider in 43.348.040 subsection 3. These are factors to consider in making a grant to a commercial entity.

- The statutory language states that the authority is to oversee and guide the program including the solicitation and award of grants. It could be argued that the authority could decide that this particular program is only for non-profits and Universities.
- In previous discussions, we were thinking of commercial entities being partners in breakthrough ideas, it wasn't discussed to allow them to be recipients of the Distinguished Researcher program.
- Would we allow commercial entities to provide part of the match? Maybe we don't want to discourage entities from partnering.
- After discussion, general alignment was that commercial entities should be allowed to apply under the Distinguished Researcher program.
- There was discussion regarding the level of experience of researchers we are hoping to recruit.
- Eliminate the language about providing additional consideration to "underfunded cancers". Too hard to measure.
- *There was board alignment on the general direction of the Distinguished Researcher Grant Description. The board created a subcommittee consisting of Fred, Thomas and Jim to work on finalizing recommended language for the Distinguished Researcher Grant program.*

**Next date is October 25 from 3-5 pm**

**6:10pm Meeting adjourned**

Dated: 1/18/2019

DocuSigned by:  
  
Eunice Hostetter  
CARE Board Secretary