



## Andy Hill Cancer Research Endowment Board Meeting Minutes

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

Elaine Albert, Leslie Alexandre, Frederick Appelbaum, Thomas Brown (phone), David Byrd, Carol Dahl (phone), Eunice Hostetter, Jennifer Kampsula Wong (phone)

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

**CARE Staff Attendees:** Peter Choi, Laura Flores Cantrell

**Guest Attendees:** Sandra Adix, WA Assistant Attorney General; Thomas Bates; Sarah Lyman, Empire Health Foundation (CARE Program Administrator)

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Board Meeting Fred Hutchinson Cancer Research Center, Yale Building, J5-102,  
1100 Fairview Ave N, Seattle, WA | Wed, June 27, 2018 3:00–5:00 p.m.

### 1. Welcome (Fred Appelbaum)

A quorum being present, the meeting was called to order at 3:07 p.m.

### 2. Executive Director Introduction (Sarah Lyman)

Sarah Lyman introduced Laura Flores Cantrell, who started in April, as the new Executive Director for the Cancer Research Endowment.

### 3. March 30 Board Meeting Minutes (Fred Appelbaum)

Fred Appelbaum introduced the March 30 Board Meeting Minutes for approval. With no comments or objections, a motion was made by Leslie Alexandre, seconded by Eunice Hostetter, unanimously approved to approve the minutes.

### 4. CARE Fund Authorization Resolution (Fred Appelbaum)

Fred Appelbaum introduced the resolution to grant Laura Flores Cantrell, signing authority as the Executive Director of the Andy Hill Cancer Research Endowment. The board considered a Resolution that in summary, provides Laura Flores Cantrell the authority to:

- Act as a final signatory on behalf of CARE and CARE Fund bank-related activities to carry out the duties of the program administrator, and
- Carry out the duties of the program administrator and assume all previous authorities provided to Empire Health Foundation

A motion to approve the resolution was made by Leslie Alexandre, seconded by Eunice Hostetter, and unanimously approved.

### 5. CARE Fund Account Update (Fred Appelbaum)

Fred Appelbaum introduced the CARE Fund Balance Background document. Peter Choi provided an overview of the current status of the CARE Fund balance, obligations, and potential future balances.



The board discussed:

- CARE Fund balance and future state appropriations
- The process of state appropriations and what CARE can do to demonstrate the impact of CARE in Washington
- Future grantmaking capacity of CARE if there is limited state appropriations and ways to attract additional non-state funds to the CARE Fund

## **6. Distinguished Researcher Cohort 2 AAAS Reviews (Fred Appelbaum)**

Fred Appelbaum introduced the AAAS reviews of Distinguished Researcher Cohort 2 applications. The process to avoid conflict of interest in deliberation and decision-making was reviewed and affirmed.

A brief background for each of the Distinguished Researcher candidates was presented. There was a discussion on whether all applications that receive a "Recommended" AAAS rating should necessarily be funded. There was discussion about the future use and weight of other CARE priorities (e.g., underserved populations, disparities, etc.) in the review criteria.

There was discussion regarding increasing the visibility of the Distinguished Researcher Grant Program and attracting more institutions to submit applications. There was general agreement that this would be an issue to discuss during a board retreat.

There was discussion regarding whether applications that receive a "Worthy of Consideration" AAAS rating are eligible for funding in terms of what the statute's "recommended" language means and how the board is interpreting the statute.

There was general agreement that attracting a broader applicant pool would be worthy of further discussion at a future board meeting or board retreat.

Distinguished Researcher Cohort 2 Award decisions for the following institutions and researchers were made:

- A motion to award a grant to the Fred Hutchinson Cancer Research Center for the recruitment of Geoffrey Hill was made by Leslie Alexandre, seconded by Eunice Hostetter, and unanimously approved by 7 Board members (Fred Appelbaum abstained).
- A motion to award a grant to the Fred Hutchinson Cancer Research Center for the recruitment of Evan Newell was made by Eunice Hostetter, seconded by Leslie Alexandre, and unanimously approved by 7 Board members (Fred Appelbaum abstained).
- A motion to award a grant to the Fred Hutchinson Cancer Research Center for the recruitment of Thomas Kensler was made by David Byrd, seconded by Elaine Albert, and unanimously approved by 7 Board members (Fred Appelbaum abstained).



- No motion was made to award a grant to the University of Washington for the recruitment of Li Xin.
- No motion was made to award a grant to the University of Washington for the recruitment of Petros Grivas.

The three awarded applications received a “recommended” or “highly recommended” rating from AAAS.

There was a discussion regarding the process for notifying unsuccessful applicants and benefits of providing feedback. CARE staff will make notifications and provide an opportunity for a debriefing call. Fred Appelbaum will be available for a debriefing conversation for unsuccessful applicants for this cohort.

## **7. Breakthrough Research Program Letters of Interest (LOI) AAAS Reviews (Fred Appelbaum)**

Fred Appelbaum provided background for the AAAS LOI reviews, followed by a discussion of the AAAS LOI reviews. Discussion included:

- The number of applications received, the range of scores, and the quality of the reviews
- Whether the top rated (“Highly Recommended”) LOIs were “breakthrough” or “innovative”
- Inviting more rather than fewer applicants to submit a full proposal in order to increase the likelihood of receiving “breakthrough” research projects
- Ensure that breakthrough and innovation are sufficiently addressed in program materials and that applicants address this in the proposal. Also, CARE staff will emphasize to AAAS that their reviews should really evaluate the breakthrough and innovation aspects of proposal

A motion to invite full proposals for the Breakthrough Research Program for applications that were rated “Recommended” or “Highly Recommended” by AAAS was made by Leslie Alexandre, seconded by Thomas Brown, and approved on the following votes:

- University of Washington (PI: Andre Lieber), unanimously approved by 7 Board members (David Byrd abstained)
- Fred Hutchinson Cancer Research Center (PI: Peter Nelson), unanimously approved by 7 Board members (Fred Appelbaum abstained)
- University of Washington (PI: Stephen Plymate), unanimously approved by 7 Board members (David Byrd abstained)
- Fred Hutchinson Cancer Research Center (PI: Christopher Li), unanimously approved by 6 Board members (Fred Appelbaum and David Byrd abstained)
- Fred Hutchinson Cancer Research Center (PI: Scott Ramsey), unanimously approved by 7 Board members (Fred Appelbaum abstained)
- Seattle Children’s Research Institute (PI: Richard James), unanimously approved
- Community Cancer Fund (PI: James Olson), unanimously approved
- Institute for Systems Biology (PI: James Heath), unanimously approved by 7 Board members (Thomas Brown abstained)



- Kineta, Inc. (PI: Kristin Bedard), unanimously approved
- Seattle Children's Research Institute (PI: Abby Rosenberg), unanimously approved
- Seattle Children's Research Institute (PI: Michael Jensen), unanimously approved by 7 Board members (Fred Appelbaum abstained)

There was discussion regarding whether the Board would consider CARE priorities at this stage of the review for applications that were rated "Worthy of Consideration." There was also discussion regarding the process for notifying applicants who will not be invited to submit a full proposal. Applicants not invited to submit a full proposal will be offered a debrief call.

#### **8. Assistant Attorney General Update (Sandra Adix)**

Sandra Adix updated the CARE Board that:

- To date, no public records requests have been received
- CARE now has a public records exemption [RCW 42.560.270(29)]
- As a state entity, CARE board members must retain CARE-related materials
  - CARE emails should be managed in a separate account or placed into a dedicated folder in their current email program
  - Documents and files should be maintained similarly to emails, with a dedicated place or folder
- If there were a public records request, all devices where CARE materials are stored would need to be searched
- Retention of all CARE materials should align with the state record retention schedule. Generally, retaining records for at least 6 years would align with the state's schedule.
- Peter Choi may serve as the public records officer for CARE

A motion to appoint Peter Choi as CARE's public records officer was made by David Byrd, seconded by Elaine Albert, and unanimously approved.

#### **9. Legislative Update (Thomas Bates)**

Thomas Bates provided an update on efforts to reach out to legislators to ensure they know the work CARE is doing. There was a discussion of how board members could continue to spread awareness of CARE and its work.

#### **10. CARE Update (Laura Flores Cantrell)**

Laura Flores Cantrell provided a CARE Program update to the board.

- The ad hoc committee, authorized at the March 30, 2018 meeting, reviewed and approved the scope of work and budget for the 2018–19 CARE Program Administrator contract. The contract between Empire Health Foundation and the Department of Commerce was executed June 25, 2018.
- Laura is currently meeting with board members and stakeholders, preparing for the program audit, working with the Chair on the board strategic planning process and developing a fundraising plan.



There was a discussion regarding a strategic planning retreat for the CARE Board. It was agreed that the ground work for strategic planning would be laid in 2018 and a retreat would be planned for 2019.

**Adjourn (Fred Appelbaum)**

With no other business, the meeting was adjourned.

Dated: 1/18/2019

DocuSigned by:  
*Eunice Hostetter*

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Eunice Hostetter  
CARE Board Secretary