



Andy Hill Cancer Research Endowment Board Meeting Minutes May 28, 2025

The following CARE Board Members, constituting a quorum, were present: Thomas Brown, Carol Coram, Marc Cummings, Nancy Davidson, Sara Hurvitz, Gary Kaplan, Alicia Klein, Beth Lawlor, Maura Little, Libby Mongue-Wymore, and Bobbie-Jo Webb-Robertson

Board Members Absent: Cliff Berkman

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

Guest Attendees: Sandra Adix (Washington State Office of the Attorney General), Lyset Cadena (Cadena Consulting), Andrea Ramage (Somersault Consulting LLC)

Wednesday, May 28, 2025, 10:00 a.m. – 4:00 p.m. (PT)

1. Welcome and Review Agenda

Beth Lawlor, Board Chair, called the meeting to order at 10:02 a.m. Quorum was established and confirmed.

Andrea Ramage, the retreat facilitator, reviewed the objectives, agenda, her responsibilities as the facilitator, the roles of the Board and staff, and the agreements for the meeting.

[Sara Hurvitz joined the meeting.]

Andrea conducted an icebreaker activity.

[Maura Little joined the meeting.]

[Marc Cummings joined the meeting.]

2. Scanning the Landscape: A Board Review of the State of Cancer Research & the Federal Environment

Andrea reviewed the SWOT Analysis Results derived from interviews with board members. She turned the floor over to Lyset Cadena.

Lyset provided an update to the CARE Board regarding government relations.

[Sandra Adix joined the meeting.]

A discussion followed.

Andrea turned the floor to Laura Flores Cantrell, CARE Fund Executive Director.

Laura provided an update concerning the responses to the Request for Input on the Impact of New Federal Policy Changes.

Andrea facilitated a discussion centered on organizational responsiveness and nimbleness in a rapidly changing environment related to federal funding for cancer research.

A discussion followed.

Andrea requested that the Board provide strategic guidance regarding CARE Fund's nimbleness in the face of changes.

A discussion followed.

Andrea facilitated a discussion centered on adaptive grant strategies, considering the impact federal changes may have on availability of federal funds for use as non-state matching for CARE Fund grants. Andrea requested the Board provide guidance regarding which adaptive grant strategies, whether External Advisory Committee (EAC) recommendations or alternative approaches, should be adopted.

A discussion followed.

3. Strategic Plan Review & Mid-Term Progress Report

Laura Flores Cantrell introduced the Theory of Change and the domains of the Strategic Plan. Subsequently, she provided a status update regarding CARE Fund Strategic Plan Domain 1: Capacity. She turned the floor to Joseph Sparacio, CARE Fund Deputy Director.

Joseph Sparacio provided an update on the status of the CARE Fund Strategic Plan Domain 2: Collaboration and Transparency. He turned the floor to Laura Flores Cantrell.

Laura presented a status update concerning the CARE Fund Strategic Plan Domain 3: Innovation, Productivity and Healthcare Delivery. She turned the floor to Peter Choi, CARE Fund Director of Program Design & Evaluation.

Peter presented a status update regarding CARE Fund Strategic Plan Domain 4: Prevention, Equitable Access, and Use. He delivered an overview of CARE Fund's Grantmaking from Fiscal Year 2018 - Fiscal Year 2025, including the current status of grants as of March 31, 2025.

4. Strategic Plan Updates: Domain 1 and Selected Topics (Partnerships & Workforce)

Andrea Ramage indicated that the subsequent sections of the Board Retreat will concentrate on reviewing and discussing any updates that the Board wishes to implement in each Domain of the Strategic Plan.

Andrea led a discussion on Domain 1, concentrating specifically on the topic of partnerships. She requested that the Board identify the qualities that CARE Fund should seek in potential organizational partnerships, as well as discuss the successes observed in the existing co-funding partnerships of CARE Fund.

A discussion followed.

Andrea requested that the Board ascertain whether the strategic plan sufficiently reflects the Board's intentions concerning partnerships, and what modifications they would recommend.

A discussion followed, resulting in a decision to reassess the partnerships allocations in the Allocation Plan at a future Board meeting.

Board discussion also emphasized the importance of recruitment of young investigators and the imperative to prioritize recruitment and startup grant opportunities.

5. Strategic Plan Updates: Domains 2 and 3

Andrea facilitated a review of Domain 2: Collaboration and Transparency. She organized an activity for the Board, whereby members collaborated in pairs to formulate two to four recommendations pertaining to strategic guidance for updates to this domain of the strategic plan. Subsequently, Andrea requested that each pair present one piece of guidance.

A discussion followed. The Board emphasized storytelling and opportunities for in-person events for grantees.

Andrea facilitated a review of Domain 2, concentrating specifically on the topic of outreach and visibility guidance. She organized an activity for the Board, whereby members collaborated in pairs to formulate two to four recommendations pertaining to strategic guidance for staff regarding outreach and communication with stakeholders. Subsequently, Andrea requested that each pair present one piece of guidance.

A discussion followed. Andrea facilitated the identification of CARE Fund's primary and secondary audiences, including state legislators, investigators, and communities.

Andrea facilitated a review of Domain 3: Innovation, Productivity and Healthcare Delivery. She organized an activity for the Board, whereby members collaborated in pairs to formulate two to four recommendations pertaining to strategic guidance for updates to this domain of the strategic plan. Subsequently, Andrea requested that each pair present one piece of guidance.

A discussion followed, resulting in the Board's request for staff to provide additional information regarding the CARE Fund's stake in Intellectual Property (IP). This pertains to the process by which the Board reached its previous decision for the CARE Fund not to have a stake in IP, as well as how other states manage this issue, in order to include it in a future Board meeting agenda.

6. Strategic Plan Updates: Domain 4

Andrea facilitated a review of Domain 4: Prevention, Equitable Access and Use. She organized an activity for the Board, whereby members collaborated in pairs to formulate two to four recommendations pertaining to strategic guidance for updates to this domain of the strategic plan. Subsequently, Andrea requested that each pair present one piece of guidance.

A discussion followed. The Board requested an additional discussion on social sciences and their relationship to cancer research at a future Board meeting.

Andrea thanked the Board for their participation and turned the floor over to Beth Lawlor.

7. Consent Agenda

Beth reviewed the Consent Agenda, composed of drafts of the March 12, 2025 Board Meeting Minutes and the April 22, 2025 Standing Committee on Grants Meeting Minutes. Beth informed the Board of a correction in the Standing Committee on Grants Meeting Minutes. The term "Fund CARE" in the last paragraph before the last motion on page 4 of the draft Committee Meeting Minutes should be reversed to state as "CARE Fund."

MOTION: Thomas Brown made a motion to approve the Consent Agenda as presented, including the stated revision to the April 22, 2025 Standing Committee on Grants Meeting Minutes. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

8. Standing Committee on Grants Report

Committee Chair Nancy Davidson presented an update on the Committee's activities from its April 22, 2025 meeting. Nancy provided an overview of the Standing Committee on Grants discussion which included appointing reviewers for the Scientific Discoveries Research grant applications, the recommendations to the Board for the Implementation and Outcomes Research (IOR) Cycle 2 RFP, and the recommendation to the Board for how to address a grantee's change in federally negotiated indirect cost rate during their grant period.

Nancy then turned the floor to Beth Lawlor to facilitate a discussion and vote.

A discussion followed regarding the minimum allocation for research activities in the state of Washington under Draft Resolution 6.2. The Board discussed monitoring the number of grant applications and assess whether the terminology of "the majority" to at least 75% for research activities performed in Washington State constitutes a barrier for applicants. Should the number of applications decline, the Board may consider revisiting this matter in the future if necessary.

MOTION: Thomas Brown made a motion to, subject to legal review, approve Resolution 06.2 Andy Hill Cancer Research Endowment (CARE) Fund Board Interpretation of Revised Code of Washington 43.348.040(1) "promotion of cancer research to be conducted in the state" as discussed, with at least 75% of CARE Fund grant and any required nonstate match allocated to entities for research activities performed in Washington State. Supplies, reagents, equipment are not considered out of state costs and are exempt from the calculation provided they are utilized in, and reside in, the state of Washington. The motion was seconded by Alicia Klein. The motion was approved unanimously.

MOTION: Nancy Davidson made a motion to approve the release of Implementation and Outcomes Research Cycle 2 RFP as presented, subject to AAG review. The motion was seconded by Gary Kaplan. The motion was approved unanimously.

MOTION: Thomas Brown made a motion to approve, for current and future grant awards, CARE Fund allowing indirect costs at the grantee's indirect cost rate as set in the award agreement throughout the duration of the grant period. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

The Board agreed by consensus to affirm that today's decisions regarding indirect cost rates are consistent with POL 06.2 Grant Match and Allowable Cost Policy.

9. Board Officers Elections and Standing Committee on Grants Appointments

Beth Lawlor reminded the Board that the bylaws call for elections of a Board Chair, Vice Chair, Secretary, and Treasurer. Under the Bylaws, 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. Beth informed the Board that today's vote is to elect officers for one-year terms beginning July 1, 2025. The nominees are Beth Lawlor for Chair, Maura Little for Vice Chair, Thomas Brown for Treasurer, and Marc Cummings for Secretary.

MOTION: Gary Kaplan made a motion to approve the slate of officers to one-year terms beginning July 1, 2025 Chair, Beth Lawlor; Vice Chair, Maura Little; Treasurer, Thomas Brown; Secretary, Marc Cummings. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

Beth reminded the Board that the Standing Committee on Grants was established on April 27, 2022 and is to be made up of at least three and no more than five Board members. The Committee members serve one-year terms, July 1 to June 30, with current terms ending on June 30, 2025. The slate of nominees for the July 1, 2025 – June 30, 2026 term is Cliff Berkman, Thomas Brown, Nancy Davidson, Beth Lawlor, and Libby Mongue-Wymore.

MOTION: Maura Little made a motion to approve the appointment of the nominated members of the Standing Committee on Grants, Cliff Berkman, Thomas Brown, Nancy Davidson, Beth Lawlor, and Libby Mongue-Wymore, for the term July 1, 2025 – June 30, 2026. The motion was seconded by Bobbie-Jo Webb-Robertson. The motion was approved unanimously.

10. Government Relations Update

Lyset Cadena provided an update to the CARE Board regarding government relations. She then turned the floor to Beth Lawlor.

Beth Lawlor turned the floor to Laura Flores-Cantrell to provide an update regarding Senate Bill 5455. Laura provided an update to the CARE Board regarding Senate Bill 5455. She described the implications and requested Board action regarding the continuity of Program Administration.

A discussion followed.

MOTION: Nancy Davidson made a motion to approve extension of the current contract for CARE Fund Program Administration between Evergreen Social Impact and the Washington State Department of Commerce, under the current scope and monthly payment terms through September 30, 2025. On or after July 1, 2025, in the event state match transfer funds are deemed by the CARE Board Chair (or their designee) to be unavailable for the purposes of program administration in a timely manner and without undue burden on the CARE Fund, authority is delegated to the CARE Board Chair (or their designee) to act on behalf of the CARE Board to ensure continuity of CARE Fund Program Administration, including but not limited to authority to enter into new contract(s) for CARE Fund Program Administration and exercise any other power reasonably required to implement Chapter 43.348 RCW as amended in 2025 under 5455 S.L. The motion was seconded by Thomas Brown. The motion was approved unanimously.

11. Executive Session

Beth Lawlor announced the Board would enter Executive Session beginning at 3:30 p.m. in accordance with Revised Code of Washington (RCW) 42.30.110(1)(i), ending at 3:45. The purpose of the Executive Session was to discuss with legal counsel matters protected by Rules of Professional Conduct (RPC) 1.6 or RCW 5.60.060(2)(a) that relate to potential board policies, procedures, or actions. Only CARE Board Members and AAG Adix were present during the Executive Session. After Executive Session concluded, staff and guests who had exited the room re-entered. The Board meeting returned to regular order at 3:50 p.m.

Beth communicated to CARE Fund staff that the CARE Board, during the Executive Session, resolved to establish an Ad Hoc Committee pertaining to the Request for Proposals (RFP) for the CARE Fund Program Administrator. This Committee will serve in an advisory capacity in the development of an RFP for CARE Fund's Program Administrator.

A discussion followed. CARE Fund staff will collaborate with AAG Adix to draft a biennial contract for the chosen Program Administrator.

MOTION: Thomas Brown made a motion to approve the establishment of an Ad Hoc Committee as advisory to the CARE Board to make recommendations related to the Request for Proposals (RFP) for the CARE Fund Program Administrator. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

MOTION: Carol Coram made a motion to appoint the following Board members to serve on the Committee: Marc Cummings, Thomas Brown, and Alicia Klein. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

12. Public Comment

No members of the public were present to provide comments.

13. Closing: Feedback & Reflections

Andrea Ramage facilitated a closing reflections activity.

14. Adjourn

With no further business, the meeting was adjourned at 4:10 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 20, 2025.

Signed by:


Marc Cummings, CARE Board Secretary

9/9/2025

Date