



Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes June 15, 2022

The following CARE Board members, constituting a quorum, were present: Fred Appelbaum, Cliff Berkman, Tom Brown, David Byrd, Carol Dahl, Eunice Hostetter, Beth Lawlor, Karin Rodland, Jennifer Kampsula Wong

Board Members Absent: J. Elaine-Marie Albert, Steve Harr, Gary Kaplan

CARE Fund Staff Attendees: Laura Flores Cantrell, Peter Choi, Sarah Hiller, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Sandra Adix (WA State Assistant Attorney General), Alison Beason (WA State Department of Commerce), Lyset Cadena (Cadena Consulting), John Caffarelli (Legal Intern, WA State Assistant Attorney General's Office), Allegra Calder (BERK Consulting), Beth Harvey (Evergreen Social Impact)

Wednesday, June 15, 2022, 8:00 AM. – 3:00 PM (PT)

1. Welcome

The meeting was called to order at 8:01 AM. A quorum was confirmed with a roll call of the Board by the Chair, Dr. David Byrd.

2. Agenda Overview; Chair's Remarks; Opening Question

Allegra Calder (BERK Consulting), retreat facilitator, provided an overview of the day's agenda.

David commented on how well the Board has pivoted and adapted over the past couple of years and suggested it use this experience not only when planning for the standard biennium and new FY23 funds, but also for opportunistic growth in the future.

Allegra presented the Board with an opening question: Imagine if you were to write a press release two years from now on the results of the \$30M investment, what would you hope to highlight, and what would be the story's headline?

Board members responded to the question with their ideas.

3. Board Business

The proposed calendar year 2023 CARE Board meeting calendar was presented. David asked the Board whether there were any concerns with frequency or timing. A Board member suggested the May 24, 2023 Board retreat be scheduled to begin at 10:00 AM and end at 4:00 PM rather than meeting 8:00 AM to 2:00 PM in order to accommodate those who may need to travel to attend in person. The Board agreed to revise the May 24, 2023 Board retreat as suggested.

MOTION: Fred Appelbaum made a motion to approve the proposed CARE Board calendar year 2023 meeting schedule with the edit of a 10:00 AM to 4:00 PM meeting time for the May 24, 2023 retreat; Tom Brown seconded the motion. The motion was unanimously approved.

David informed the Board that due to the significant increase in state appropriations and expected expense to administer the additional grants, the CARE Fund requested that the Program Administrator work with Commerce to negotiate an amended maximum contract level in order to cover the incremental increase in program administration costs. He noted that the current FY23 contract amount is \$1,412,539 and the request, approved by the Department of Commerce, is to amend the contract amount to \$2,555,000. He invited Beth Harvey, Evergreen Social Impact (ESI) Executive Director, to elaborate on the revisions.

Beth explained that the increase is primarily to cover expected new positions and professional fees for independent expert scientific review needed to manage the \$30M in new grantmaking. A board member asked how ESI plans to hire people into short-term positions. Beth responded that the positions are expected to be for about three years and timeframes will be noted in the job postings.

MOTION: Fred Appelbaum made a motion to affirm amending the FY23 maximum contract level for CARE Fund Program Administration to \$2,555,000; Beth Lawlor seconded the motion. The motion was unanimously approved.

Peter Choi provided an update on the Standing Committee on Grants. He reminded the Board that the Committee was established at the April 27, 2022 CARE Board Meeting. The first Committee meeting is scheduled for July 11, 2022 from 2:00 – 3:00 PM. Peter referred to the summary of the Committee's charge and added that the Board may delegate additional authority to the Committee, including the review and/or approval to issue grant Requests for Proposal (RFPs).

4. FY2023 New Funds: Context Setting

Laura noted that she is aware that there may be questions regarding how recent market volatility is impacting the Endowment funds held at Bernstein. The Bernstein advisors are scheduled to present an update to the Board at the September 7, 2022 meeting.

Laura provided a brief update regarding the progress on implementing the current strategic plan. Peter shared an overview of CARE Fund grant investments to-date, by research area.

Laura shared a summary of feedback and ideas from a recent meeting with Life Science Washington members representing biotech companies and other industry stakeholders. Laura invited additional comment from Board members regarding industry stakeholders' perspectives.

5. FY2023 New Funds: Grouping of Ideas

Allegra presented the ideas provided previously by Board members for potential uses of the \$30M in FY23 new funding. She asked the Board to consider how these ideas align with the strategic plan and stated the objective of the retreat: to come out of this meeting knowing which ideas will advance to the creation of CARE Fund RFPs. She then opened the floor for questions and suggestions.

As a general approach, a consensus of the Board agreed to not frame the funding opportunities too narrowly when deciding which ideas to advance.

[Break]

6. FY2023 New Funds: Prioritization

Allegra suggested five potential topics for Requests for Proposal (RFPs) based on the Board's discussion prior to the break:

- Small business enhancement
- Addressing disparities in cancer detection, control, outcomes and survivorship
- Biotech infrastructure
- Greater clinical trial inclusion
- Statewide data and specimen acquisition

A board member raised concerns regarding the feasibility of creating RFPs with the information currently available. Therefore, the Board decided to issue Requests for Information (RFIs) prior to issuing RFPs to ascertain the feasibility of the RFP topics as well as to gather expert information from additional stakeholders and subject-matter experts. The goal is to create RFPs that will lead to the best outcomes, strongest applicants, and highest use of funds.

7. FY2023 New Funds: Action Plan

Because it was decided to issue RFIs, the planned task of gathering information on the grantmaking matrix provided in the board materials was postponed. The Board discussed the RFI process (i.e., timeline, what should be included, how to disseminate, and goals).

It was decided that five separate RFIs will be created by CARE Fund staff and sent to Board members for comments and edits. It was proposed that Board members individually submit suggested edits and comments to CARE Fund staff. Edits and comments to the RFIs could be

compiled and presented by staff to the CARE Fund's Standing Committee on Grants to finalize and approve at the July 11, 2022 Committee meeting.

MOTION: Tom Brown made a motion to delegate authority to the Standing Committee on Grants to act on behalf of the Board to review, amend as needed, and approve CARE Fund issuing RFI(s) to solicit responses relating to CARE Fund's grantmaking framework. The Board retains all other decision-making authority for the FY23 grant cycles, including but not limited to making grant award decisions and final approval of grant terms and conditions; Fred Appelbaum seconded the motion. The motion was unanimously approved.

8. Roundtable and Next Steps

The Board consensus was that the retreat went smoothly and that it was a very productive meeting.

9. Appreciation and Closing

David expressed his appreciation for the CARE Fund staff as well as Sandra Adix (WA State Assistant Attorney General), Alison Beason (WA State Department of Commerce), Allegra, and Lyset Cadena (Cadena Consulting).

10. Public Comment

No members of the public were present to provide comment.

11. Adjourn

With no other business, the meeting was adjourned by David at 2:00 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 September 7, 2022.



Eunice Hostetter, CARE Board Secretary

09/08/2022

Date