



Andy Hill Cancer Research Endowment (CARE) Fund Board Special Meeting Minutes May 3, 2023

The following CARE Board members, constituting a quorum, were present: J. Elaine-Marie Albert, Fred Appelbaum, Cliff Berkman, David Byrd, Thomas Brown, Marc Cummings, Steve Harr, Eunice Hostetter, Gary Kaplan, Maura Little, Beth Lawlor, Karin Rodland, Jennifer Kampsula Wong

Board members not in attendance: N/A

CARE Fund Staff Attendees: Paul Barrett, Laura Flores Cantrell, Peter Choi, Tasha Florez, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Sandra Adix (Washington State Assistant Attorney General), Alison Beason (Department of Commerce), Lyset Cadena (Cadena Consulting), Beth Harvey (Evergreen Social Impact), Daveda Russell (Soul Light Collaborative)

Wednesday, May 3, 2023, 9:30–11:00 a.m. (PT)

1. Welcome

The meeting was called to order at 9:30 a.m. A quorum was confirmed with a roll call of the Board by the Board Chair, David Byrd.

2. Consent Agenda

David Byrd presented the consent agenda consisting of Final Draft versions of the February 1, 2023 Standing Committee on Grants Meeting Minutes, February 22, 2023 Board Meeting Minutes, April 12, 2023 Standing Committee on Grants Meeting Minutes, and POL 10.1 Emergency Executive Succession Policy.

David opened the floor and called for a motion on the consent agenda. There was no discussion.

MOTION: Fred Appelbaum moved to approve the consent agenda as presented. The motion was seconded. The motion was approved unanimously.

3. \$30M+ Nonmatch Grant Awards Decisions (4 RFPs)

Karin Rodland provided an overview of the Standing Committee on Grant's recommendations for grant awards to obligate the \$30,683,000 nonmatch appropriation. She reminded the Board that at the February 22, 2023 Board meeting, the Board affirmed the Committee's charge to discuss, preliminarily rank, and provide award recommendations for the Board's consideration. She also reminded the Board of the agreed-upon award decision process and the initial equal allocation of available funds over four funding categories as the starting point. This process was followed by the Standing Committee on Grants to come to the following recommendations:

1. The 18 proposals listed in Table 1 in the Board materials, which received scores corresponding to the “Highly Recommended” or “Recommended” rating, are recommended to be awarded up to the amount requested, by consent agenda.
2. The five proposals listed in Table 2 in the Board materials, which received scores corresponding to a “Worthy of Consideration” rating are recommended to be awarded up to the amount requested, by consent agenda.

These two consent agendas would award grants up to the full amount requested to the highest-scoring proposals for each of the four funding opportunities up to their full allotment of \$7,670,750 without going over (rows 3-25 in the line list summary of all applications in the Board materials). This would result in a balance of \$9,973,081 in the general pool of funds from which additional awards could be approved to obligate the full \$30,683,000.

The Committee discussed three potential options for obligating the general pool balance:

- Option 1: The eight proposals listed in Table 3 of the Board materials, which received scores corresponding to a “Recommended” rating are recommended for an award up to approximately 92% of each of their requests by consent agenda. The general pool of funds available is \$9,973,081 is approximately 92% of the total requested by these eight proposals totaling \$10,852,381.
- Option 2: The seven highest-scoring proposals in Table 3 of the Board materials would be awarded grants in the full amounts requested and the eighth proposal would be partially funded (\$1,073,167 of the \$1,952,467 requested).
- Option 3: The seven highest-scoring proposals in Table 3 of the Board materials would be awarded grants in the full amounts requested and the eighth proposal would not be awarded a grant. The proposals in Table 1 (from highest to lowest scoring) would have an opportunity to request and receive supplemental funding to fully obligate the \$30,683,000 appropriation.

The Committee recommends option 1.

Karin invited board members to disclose any actual, potential, or perceived conflicts of interest.

The following disclosures were made: Elaine Albert, employed by Seattle Children’s Hospital and affiliated with the University of Washington; Fred Appelbaum, employed by Fred Hutchinson Cancer Center and affiliated with the University of Washington; Cliff Berkman, employed by Washington State University; Tom Brown, affiliated with Sygnomics, Inc.; David Byrd, employed by the University of Washington and affiliated with Fred Hutchinson Cancer Center; Gary Kaplan, affiliated with Benaroya Research Institute; and Beth Lawlor, employed by Seattle Children’s Research Institute, affiliated with the University of Washington, affiliated with Fred Hutchinson Cancer Center. Board members will abstain from voting on specific applications in accordance with the Board’s conflict of interest policy.

A discussion followed regarding the proposed options for obligating the general pool balance. The Board agreed to revise option 1 so that each funding opportunity will receive its full allocation. The Shared Resources and Infrastructure application not previously recommended by the Committee for funding would receive partial funding to reach the funding opportunity’s full allocation of \$7,670,750 and the remaining balance of funds would be used to proportionally fund (~83% of the requested amount) the remaining applications that received a score corresponding to a “Recommended” rating.

MOTION: Karin Rodland moved to award grants, up to the full amount requested, to applications rated “Highly Recommended” or “Recommended” up to each funding opportunity allocation (\$7,670,750), which are listed on Rows 3–20 in the line list summary of all applications in the Board materials. The motion was seconded. The motion was approved unanimously by the eligible voting members. Elaine Albert, Fred Appelbaum, Tom Brown, David Byrd, and Beth Lawlor recused from the vote.

MOTION: Karin Rodland moved to award grants, up to the full amount requested, to applications rated “Worthy of Consideration,” up to any remaining funding opportunity allocation (of the \$7,670,750), which are listed on Rows 21–25 in the line list summary of all applications in the Board materials. The motion was seconded. The motion was approved unanimously by the eligible voting members. Elaine Albert, Fred Appelbaum, Cliff Berkman, David Byrd and Beth Lawlor recused from the vote.

MOTION: Karin Rodland moved to award a grant, up to the amount available in the Shared Resources and Infrastructure opportunity allocation, (\$875,467 of \$7,670,750), which is listed on Row 40 (SR-4) in the line list summary of all applications in the Board materials. The motion was seconded. The motion was approved unanimously by the eligible voting members. Elaine Albert and Beth Lawlor recused from the vote.

MOTION: Karin Rodland moved to award grants, proportionate to the requested amounts without exceeding the overall appropriation (approximately 83%), to the remaining “Recommended” applications on Rows 26–33 in the line list summary of all applications in the Board materials. The motion was seconded. The motion was approved unanimously by the eligible voting members. Elaine Albert, Fred Appelbaum, David Byrd, and Beth Lawlor recused from the vote.

MOTION: Karin Rodland moved to proportionally restore funding up to the amount requested to the grants that are partially funded, (Rows 26–33, 40 in the line list summary of all applications in the Board materials), if funding becomes available due to award declination or if any of the \$30,683,000 that has been allocated becomes available during the grant periods for any reason. The motion was seconded. The motion was approved unanimously.

4. Breakthrough Seed Funding Award Decisions

Peter Choi presented an overview of the Breakthrough Seed Funding opportunity and the funds available for awards. Each applicant for the funding received a score of “Highly Recommended,” “Recommended,” or “Worthy of Consideration” from the independent, expert, scientific peer review panel convened by the American Institute of Biological Sciences (AIBS).

David invited board members to disclose any actual, potential, or perceived conflicts of interest.

The following disclosures were made: Elaine Albert, employed by Seattle Children’s Hospital, affiliated with the University of Washington; Fred Appelbaum, affiliated with the University of Washington; Tom Brown affiliated with the Institute for Systems Biology; David Byrd, employed by the University of Washington; and Beth Lawlor, employed by Seattle Children’s Research Institute,

affiliated with the University of Washington. Board members will abstain from voting on specific applications in accordance with the Board's conflict of interest policy.

David opened the floor for discussion. There was no discussion and the Board agreed to move forward with a motion to approve the Breakthrough Seed Funding grant awards.

MOTION: David Byrd moved to approve Breakthrough Seed Funding grant awards up to the amount requested in the grant application for the following:

- Institute for Systems Biology, Dr. Wei; \$500,000
- Seattle Children's Research Institute, Dr. Oda; \$246,125
- University of Washington, Dr. Blosser; \$500,000
- University of Washington, Dr. Nemhauser; \$150,008
- Phase Genomics, Dr. Eacker; \$500,000
- University of Washington, Dr. Van Voorhis; \$500,000

The motion was seconded. The motion was approved unanimously by eligible voting members. Elaine Albert, Fred Appelbaum, Tom Brown, David Byrd, and Beth Lawlor recused.

5. Standing Committee on Grants Appointments

David reminded the Board that at the April 27, 2022 CARE Board meeting, the Standing Committee on Grants was established. The Committee is to be comprised of no more than five Board members. The current Committee members are Fred Appelbaum, Cliff Berkman, Tom Brown, David Byrd, and Karin Rodland.

The current Committee members' terms end on June 30, 2023 and appointments are needed for the next term (July 1, 2023 through June 30, 2024). The current committee members have volunteered to serve another term.

MOTION: David Byrd moved to appoint the current committee members to serve another term (July 1, 2023 through June 30, 2024) on the Standing Committee on Grants. The motion was seconded. The motion was approved unanimously.

David thanked the Committee members for continuing to serve and thanked Karin Rodland for agreeing to continue as Committee Chair.

6. CARE Board Officer Elections

David presented the slate of nominees for Board Officer positions for the FY24 term (July 1, 2023 to June 30, 2024).

David said that Eunice Hostetter, current Board Secretary, and Steve Harr, current Board Treasurer have served the maximum number of years in their roles under the CARE Fund's Bylaws. David thanked them for their exemplary service.

David proposed a motion to appoint the FY24 Board Officers slate as presented.

MOTION: Fred Appelbaum moved to appoint the FY24 Board Officers slate as presented.

- David Byrd, Board Chair

- Beth Lawlor, Board Vice-Chair
- Tom Brown, Board Treasurer
- Jennifer Kampsula Wong, Board Secretary

The motion was seconded. The motion was approved unanimously.

7. Government Affairs Update

Lyset Cadena, Cadena Consulting, gave a brief update on government affairs. She said that on April 23, 2023 Washington State's Legislative Session came to a close after 105 days. Over \$20.6M was allocated to CARE Fund in the state budget for the 2023–25 biennium.

8. Program Administration 2023--25 Biennium

David reminded the Board that following their direction from the February 22, 2023 Board meeting a letter was submitted on behalf of the CARE Board to the Washington State Department of Commerce (COM) requesting a sole source contract for CARE Fund Program Administration for the next biennium. Board members were copied on the letter. He said that COM advanced the request, and we are anticipating notification of the final decision soon.

9. CPRIT Site Visit Report

Marc Cummings shared a brief report with the Board on the March 3, 2023 Cancer Prevention Research Institute of Texas (CPRIT) site visit. In particular, he noted CPRIT's funding is based on ten-year cycles, leverages prevention grants to demonstrate statewide impact, and proactively ensures compliance.

10. CARE Board Chair's Update

David reminded the Board of the upcoming Board Retreat scheduled for May 24, 2023. This is an in-person only meeting with no virtual option. The retreat will be held at Wisteria Hall at the Washington Park Arboretum (2300 Arboretum Drive E, Seattle, WA 98112) from 10:00 a.m. to 4:00 p.m. He said that CARE Fund will reimburse travel expenses according to the Board Travel Policy.

11. Executive Director's Update

Laura Flores Cantrell said that the Request for Proposals (RFP) for CARE Fund's required performance audit was issued by the COM on May 1, 2023. Proposals are due to COM by June 15, 2023.

12. Public Comment

No members of the public were present to provide comment.

13. Adjourn

With no other business, the meeting was adjourned by David at 11:04 a.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 2, 2023.

DocuSigned by:

Jennifer Kampsula Wong

E20E41A8933B4B9...
Jennifer Kampsula Wong, CARE Board Secretary

8/7/2023

Date