

Louisiana Cancer Research Center
Board of Directors Meeting
Was held virtually via Zoom
On November 18, 2020, 2pm

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Steve Nelson, Dean, LSUHSC, Vice Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Mr. Arthur Cooper, Senior Director, Special Projects, Louisiana Economic Development
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Mr. Terrence Ginn, Deputy Commissioner for Finance & Administration, BOR
Dr. Lucio Miele, Dept Head, Genetics, Director for Inter-Institutional Programs, Cancer Center, LSUHSC
Ms. Pamela Ryan
Dr. Oliver Sartor, Medical Director, Tulane Cancer Center, Assistant Dean for Oncology
Dr. Leonardo Seoane, Senior Vice President & Chief Academic Officer, Ochsner Health
Ms. Carroll Suggs

The following members of the Board of Directors were not present:

Mr. Walter Leger, Jr., Senior Partner, Leger & Shaw Attorneys and Counselors

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, LCRC
Ms. Deborah Reeder, Chief Financial Officer, LCRC
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Thomas Wiese, Professor, Xavier University
Mr. Ryan Graffagnini, Controller, LCRC
Dr. Patrice Delafontaine, TUHSC, Executive Dean
Dr. Edward Trapido, Chair, TFL Steering Committee
Mr. Richard Granen, Business Manager, LSUHSC Cancer Center
Ms. Keadren Green, Business Manager, Tulane Cancer Center
Ms. Stephanie Wiebke, Business Manager, Xavier University
Ms. Tonia Moore, Director, Tobacco Free Living
Ms. Shelina Davis, CEO, Louisiana Public Health Institute
Dr. Michael Celestin, Director, Louisiana Tobacco Control Initiative
Ms. Barbara Landrum, Coordinator of Grants & Development
Ms. Ellen Palmintier, TU, Director, State & Federal Relations

Dr. Hamm called the meeting to order. The roll was called and there was a quorum.

Dr. Hamm requested approval of the minutes from the September 24th Board meeting.

A motion was made by **Ms. Suggs** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the minutes of the September 24th Board meeting.

Dr. Hamm called for the Finance Committee Report.

The FY20 Financial Audit was distributed prior to the meeting for review by the Board. Mr. Graffagnini summarized the details of the audit, including the financials. He reported the opinion of the FY20 audit was unmodified clean opinion with no findings, questioned costs, or management letters issued. He added that this

makes 17 out of 17 years for LCRC's finance team having audits with an unmodified opinion. Ms. Reeder stated the auditor is available to come to present or speak to the Board. **Dr. Nelson** asked Board Members if there was anyone who wanted the auditors to attend the next Board meeting. All agreed it would not be necessary. Mr. Davisson congratulated LCRC's finance team on another successful audit.

A motion was made by **Dr. Miele** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to accept the FY20 Financial Audit, as presented.

Mr. Graffagnini deferred the FY21 Finance Update to the next meeting due to limited time.

Dr. Hamm called for the CAO update.

Mr. Davisson reported on a development initiative. He reminded the Board that an RFP for a fundraising contractor was released and was not successful. It was then transitioned in to recruitment for a part time Fundraising Director position. Mr. Davisson reported LCRC is working on prescreening candidates to send to the Development Committee for their review.

Mr. Davisson reported that in lieu of the annual Research for the Cure event this year, LCRC is doing a fundraising campaign. Parallel with the fundraising campaign is the soft go live of LCRC's new website. Mr. Davisson stated the Development Committee will be working to build a better donor section on the website. He added Phase 2 of the website project will soon commence which will be updating information regarding the shared scientific cores.

Mr. Davisson reported the LCRC is working to resolve two building related issues that may have significant costs associated. He is working with LCRC facilities manager and outside experts to find solutions that will mitigate the financial impact. Any large financial concern relating to either issue will go through the Finance Committee. He added there are issues with the heat exchanger in the cold water system and since the Vivarium has come on line there are some engineering concerns relative to the exhaust from the steam systems. **Dr. Miele** expressed his concern on some broken window panel on the exterior of the LCRC building. Mr. Davisson confirmed window panes on floors 7 and 9 have been struck by gunfire. He stated the LCRC facilities team is working with glass experts to assure the broken panels are not at risk of falling. Mr. Davisson reported LCRC will soon be issuing an RFP to replace those panels.

Dr. Hamm called for any old business.

Mr. Davisson gave an update on the Director Search. He reminded the Board LCRC has been working with Korn Ferry on the recruitment for a new Director. Last winter Korn Ferry suspended their engagement with LCRC but was still doing some work behind the scenes. Recently, LCRC has received official notification that Korn Ferry has officially terminated their engagement. He further noted, LCRC's contact Dr. Deborah Wing has left Korn Ferry for another firm. **Ms. Goodson** suggested moving forward as quickly as possible with a new Request for Proposal for a new search firm and possibly a Search Committee. **Dr. Hamm** requested the deadline for the responses for the RFP be right after the New Year. Appointees of the Search Committee include: **Ms. Goodson, Dr. Sartor, Dr. D'Amour, Ms. Suggs, Ms. Ryan, Dr. Ochoa** and **Dr. Deininger**.

A motion was made by **Dr. Nelson** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to move forward with a Request for Proposal for a new recruitment firm for the single Director search and to form a Search Committee to assist with the process.

Mr. Davisson gave an update on the Memorandum of Understanding. He stated a copy was distributed and all partner representatives have agreed to the details. Mr. Davisson added the MOU is not a Board agreement but the officers wanted Board approval since the MOU directs the use of LCRC funds. After further discussion it was agreed that Board Members would review the MOU for approval at the next Board Meeting.

Dr. Hamm called for the TFL update.

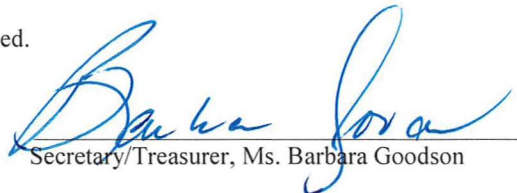
Ms. Moore reported on some TFL accomplishments. She stated TFL received a 2nd place award for the Smoke Free Indoor Air Challenge given by the Americans for Non Smokers' Rights Foundation. TFL also received a 3rd place award for the most number of comprehensive policies, which includes electronic cigarettes and vapes.

Dr. Hamm requested the Tobacco Control Initiative Report be added to the next Board Meeting agenda as the first item.

Dr. Hamm requested that the December Board of Directors Meeting be extended to an hour and a half.

The TFL Contract Renewal Board Meeting agenda item was moved to the next Board Meeting agenda.

With no further discussion or business, the meeting adjourned.



Secretary/Treasurer, Ms. Barbara Goodson