

Louisiana Cancer Research Center
Board of Directors Meeting
July 26, 2016, 3pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman (via telephone)
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs (via telephone)
Dr. Gene D'Amour, Special Assistant to the President, Xavier University (via telephone)
Ms. Pamela Ryan

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

Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, Louisiana Cancer Research Center
Ms. Deborah Reeder, Chief Financial Officer, Louisiana Cancer Research Center
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Prescott Deiningger, Director, Tulane Cancer Center
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. John Cole, Chairman, Hematology/Oncology, Ochsner Health Systems
Dr. Eric Baumgartner, TFL Interim Director
Ms. Stephanie Wiebke, Business Manager, Xavier University
Ms. Keadren Green, Business Manager, Tulane Cancer Center
Mr. Richard Granen, Business Manager, LSUHSC
Mr. Daniel Cochran, CFO, LPHI
Mr. Ryan Graffagnini, LCRC, Fiscal Operations Manager
Ms. Irina Hampton, Legislative Auditors Office
Ms. Joanna Westbrook, Legislative Auditors Office

Dr. Hollier chaired the meeting.

Dr. Hollier called the meeting to order. Roll was called and there was a quorum.

Dr. Hollier requested approval of the minutes from the June 29, 2016 Board meeting.

Dr. D'Amour asked that a sentence be added to include **Dr. Hamm's** suggestion for TFL's Task Force Retreat Plan. **Dr. Hamm** suggested instead of having one individual from each of the three partner institutions, that there be one individual from two of the LCRC partners plus someone from the TFL program.

A motion was made by **Ms. Goodson** and seconded by **Ms. Ryan**.

RESOLVED, with all in favor, to approve the amended Board minutes from the June 29, 2016 meeting.

Dr. Hollier asked for guests to introduce themselves.

Dr. Hollier called for the Finance Committee Report.

Ms. Goodson reported the Finance Committee met on July 14th. The proposed budgets for FY17 were reviewed. Tulane was unable to present their budget at the Finance Committee Meeting so **Ms. Goodson** asked Dr. Deininger to present their budget. Dr. Deininger presented Tulane's budget, which was very similar to the previous year.

Mr. Davisson presented LCRC Administration's goals and objectives for FY17. He also went over accomplishments from FY16.

Ms. Goodson stated the proposed budget for LCRC's Research Component is \$14.5M. The proposed budget for the Tobacco Free Living component is \$7.4M

A motion was made by **Mr. Ryan** and seconded by **Dr. D'Amour**.

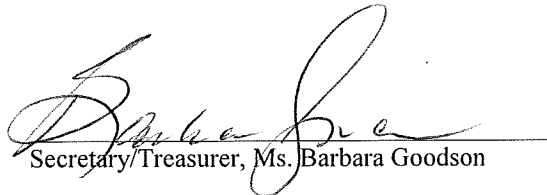
RESOLVED, with all in favor, to approve LCRC's comprehensive budgets as presented which the Cancer Research Component's and Cessation/Tobacco Free Living Component's Budgets, Goals, Objectives and Indicators for Fiscal Year 2016-17.

Ms. Reeder reminded the Board that LCRC Administration is in the process of closing out FY16. The Financial Audit is due and Comprehensive Annual Financial Report (CAFR) is due to the state by August 30th. Projections will be available by the August 4th Finance Committee Meeting and final numbers will be available by the August 24th Board Meeting. Ms. Reeder also reported the audit will be distributed to the Board when it is complete. She added the Auditor is expected to present at the September Board Meeting.

Dr. Hollier asked for any new business. There was none.

Dr. Hollier asked for any old business. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
December 13, 2016, 2pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Ms. Pamela Ryan
Mr. Walter Leger, Jr, Senior Partner, Leger & Shaw Attorneys and Counselors

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

Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, Louisiana Cancer Research Center
Ms. Deborah Reeder, Chief Financial Officer, Louisiana Cancer Research Center
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Thomas Wiese, Associate Professor, Xavier University (via telephone)
Ms. Stephanie Wiebke, Business Manager, Xavier University
Ms. Keadren Green, Business Manager, TUHSC
Mr. Richard Granen, Business Manager, LSUHSC
Dr. Edward Trapido, Chair, TFL Steering Committee
Mr. Joe Kimbrell, Chief Executive Officer, LPHI
Ms. Tonia Moore, Director, TFL
Mr. Ryan Graffagnini, Fiscal Operations Manager, LCRC

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

Dr. Sartor nominated **Mr. Walter Leger, Jr** to serve as a member of the LCRC Board of Directors, as Tulane University's representative.
RESOLVED, with all in favor, **Mr. Walter Leger, Jr** was elected to the LCRC Board of Directors.

Dr. Hamm called for an Executive Session.

Dr. Hamm called the meeting back to order following the Executive Session.

A motion was made by **Dr. Hamm** and seconded by **Dr. D'Amour**.
RESOLVED, with all in favor, to give authority to the Board Chair to approve the CAO's bonus for fiscal year 16 as allowed for under his contract.

Dr. Hamm requested approval of the minutes from the September 22, 2016 Board meeting.

A motion was made by **Ms. Suggs** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the September 22, 2016 Board minutes.

Dr. Hamm called for the TFL Report.

Mr. Davisson gave an update on the TFL/LCRC Integration Task Force Retreat. The retreat will be held on February 3rd at Xavier. Invitations will be sent out soon. **Dr. D'Amour** stated the purpose of the retreat is for better integration of the partners with TFL, working toward LCRC's goal of NCI designation.

Ms. Moore gave some updates for the TFL Program. She highlighted and distributed the first quarter report. Ms. Moore reported cessation numbers are the same as in previous years. She added because of the 300% increase in the quit line, the TIPS campaign will run for 20 weeks. Ms. Moore said there is a targeted campaign in Shreveport targeting low income African American males, a population where smoking rates are increasing, when the rates for everyone else are remaining stagnant or declining. She reported TFL will be working with the LA Department of Health and their team to go out across the state to educate the public housing developments and their staff on the federal smoke free HUD housing ruling. She said there is concern that legislation at federal level may cut the CDC's funding by \$100K. She added some of that would cut some of the state's money that would affect the quit line and this would also cut the TIPS campaign. Ms. Moore stated January 1, 2017 is the 10 year anniversary of Louisiana's smoke free air act. TFL is putting together a series of events to mark the occasion. To strengthen the smoke free air act to include all bars and gaming, TFL is starting a 14 month campaign called "Let's Finish it Louisiana" for 2018 Legislation. Dr. Sartor asked Ms. Moore to share any published manuscripts with the Board.

Dr. Hamm called for the Finance Committee Report.

Ms. Reeder reported the Finance Committee met on December 8th. The committee was given updates and reviewed the current financial reports. She reviewed the current Tobacco Tax report and the Budget to Actuals summary. At the February meetings there will be an updated quarterly report for the Boards review. Mr. Davisson added the LCRC Finance team is still working on getting more information on the revenue tabulation from last fiscal year.

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson presented a draft of the Meeting Room Use Policy. He stated the Finance Committee has reviewed the policy but did not take action. The policy supports the meeting room and allows for usage for LCRC and combined activities without chargebacks. There are different tiers for costs for usage of the meeting room based on LCRC partnerships and affiliations, in support of LCRC's mission.

A motion was made by **Ms. Ryan** and seconded by **Ms. Suggs**.
RESOLVED, with all in favor, to approve the Meeting Room Use Policy.

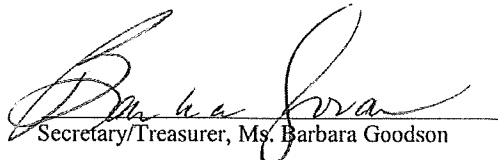
Mr. Davisson presented a new design for the branding package of the LCRC. He also said the annual report is being developed and the new design will be incorporated in to it. Mr. Davisson asked for feedback.

Dr. Hamm asked for any new business.

Dr. Hamm called for discussion on any old business.

Dr. Hamm asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
September 22, 2016, 2pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer (via telephone)
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Ms. Pamela Ryan

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

Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, Louisiana Cancer Research Center
Ms. Deborah Reeder, Chief Financial Officer, Louisiana Cancer Research Center
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Thomas Wiese, Associate Professor, Xavier University
Dr. Eric Baumgartner, TFL Interim Director
Ms. Stephanie Wiebke, Business Manager, Xavier University
Ms. Keadren Green, Business Manager, TUHSC
Mr. Daniel Cochran, CFO, LPHI
Dr. Edward Trapido, Chair, TFL Steering Committee
Mr. Ryan Graffagnini, Fiscal Operations Manager, LCRC
Mr. Francis Cascio, CPA, Auditor, Cascio & Schmidt LLC
Ms. Irina Hampton, Legislative Auditors Office
Ms. Krista Baker-Hernandez, Legislative Auditors Office

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

Dr. Hamm called for an Executive Session.

Dr. Hamm called the meeting back to order following the Executive Session.

Dr. Hamm requested approval of the minutes from the August 24, 2016 Board meeting.

A motion was made by **Dr. Hollier** and seconded by **Ms. Suggs**.
RESOLVED, with all in favor, to approve the August 24, 2016 Board minutes

Dr. Hamm called for the Finance Committee Report.

The auditor was introduced for the formal presentation to the Board. Copies of the audit were included in the board packets. Mr. Francis Cascio of Cascio & Schmidt, LLC presented the Financial Audit to the Board of Directors. Mr. Cascio reported the opinion of the FY16 audit was unmodified and clean. Mr. Cascio discussed the Statement of Financial Position, the Statement of Cash Flows, and the Statement of Activities (all required statements) and various other relevant details.

Dr. Hamm called for an Executive Session with Mr. Cascio.

Dr. Hamm called the meeting back to order.

Ms. Suggs congratulated Ms. Reeder and her team for another clean audit. She added Mr. Cascio spoke very highly of the LCRC's Finance team.

A motion was made by **Dr. Nelson** and seconded by **Ms. Suggs**.
RESOLVED, with all in favor, to accept the FY16 Financial Audit, as presented.

Ms. Reeder reported there has been a request for the distribution of the 2015 Key to the Cure funds raised. The total net amount available is \$77,976. The allocation for LSU and Tulane is \$31,190 each, and for Xavier and Ochsner \$7,798 each. Ms. Reeder stated per Board approval, the programs have the option to withdraw their portion of the proceeds or requisition through LCRC on a needed basis. Ms. Reeder said the request is for the allocation to be approved so in the future when the other parties want to draw down or requisition funds, they will be available for use. At this time Tulane is requesting distribution. Dr. Deininger added they would like to use these funds combined with other sources to keep some of the faculty's labs alive.

A motion was made by **Dr. Sartor** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve allocation and distribution of the 2015 Key to the Cure net proceeds as presented

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson reminded the Board of some current events, including this year's Saks Key to the Cure. The event will be Wednesday, October 26th. He announced that since there has been concern about the local homeless population, he thought the Board would be interested to know Tulane is adding LCRC as a stop to their shuttle service for Tulane employees and students.

Dr. Hamm asked for any new business.

Dr. Nelson spoke to a representative at People's Health, since they are a supporter of Tiger Stadium, on whether or not LCRC could do some type of fundraiser with the football players to raise money for breast cancer research. The representative approached the Tiger Athletic Foundation and said they were not inclined to do something like that. **Dr. Nelson** thought it might be different coming from LCRC, as a request, rather than from a supporter. The Board discussed some ideas. **Dr. Hollier** said he would check into it.

Dr. Hamm called for discussion on any old business.

Dr. Hamm asked for updates on the building. Mr. Davisson stated LCRC has received the Certificate of Substantial Completion for the fifth and sixth floors. LCRC Admin is working with legal counsel to figure out how to adjust for the new square footage for all related insurance and agreements.

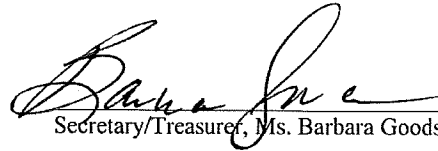
Dr. Hollier asked for the status of the LCRC's Vivarium. Ms. Reeder said the second draft of the term sheet went to LSU for Dr. Moerschbaecher's review. **Dr. Hollier** said, in his opinion, it is overpriced compared to what vivarium space normally costs. He added LSU is interested in negotiating a cost more comparable to other space. Ms. Reeder said the numbers are based on the allocations of cost per square foot and on cost allocation policy and principles. She added LSU's vivarium admin team was asked to provide comparatives for LCRC to review. Ms. Reeder said without anything to compare to, LCRC is starting off allocating the space similar to the research space but has

backed out costs for services the vivarium won't use. She reminded the Board that the cost of the building is expensive to operate

Ms. Suggs told the Board Dr. Ochoa hosted a wonderful celebration the past weekend. Dr. Ochoa summarized the event. He said it was a celebration brunch for members and supporters of the NCORP (National Cancer Institute Community Oncology Research Program) clinical trials program. **Ms. Ryan** added the Saks Fifth Avenue Key to the Cure Committee distributed an article recognizing Dr. Ochoa and his work on the National Cancer Moonshot Initiative.

Dr. Hamm asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
August 24, 2016, 5pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Dr. Steve Nelson, Dean, LSUHSC School of Medicine (via proxy)
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Ms. Pamela Ryan

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

Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, Louisiana Cancer Research Center
Ms. Deborah Reeder, Chief Financial Officer, Louisiana Cancer Research Center
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Thomas Wiese, Associate Professor, Xavier University
Dr. John Cole, Chairman, Hematology/Oncology, Ochsner Health Systems
Dr. Eric Baumgartner, TFL Interim Director
Ms. Stephanie Wiebke, Business Manager, Xavier University
Ms. Tonia Moore, Associate Director, TFL
Mr. Ryan Graffagnini, LCRC, Fiscal Operations Manager
Ms. Irina Hampton, Legislative Auditors Office
Ms. Joanna Westbrook, Legislative Auditors Office
Ms. Krista Baker-Hernandez, Legislative Auditors Office

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

Dr. Hamm asked for introductions.

Dr. Hamm called for the Nomination of Directors.

A motion was made by **Ms. Goodson** and seconded by **Dr. D'Amour**.
RESOLVED, with all in favor, to approve the re-election of **Ms. Ryan** and **Ms. Suggs** to serve another term each on the LCRC Board of Directors.

Dr. Hamm requested approval of the minutes from the July 26, 2016 Board meeting.

A motion was made by **Ms. Suggs** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the Board minutes from the July 26, 2016 meeting.

Dr. Hamm called for the Finance Committee Report.

Ms. Goodson reported the Finance Committee didn't meet in August because LCRC was still working on closing out FY16. Because LCRC could not complete its close, the audit had not yet concluded so no draft is available for review at a finance committee meeting. Ms Reeder added when the draft is ready it will be emailed to the Board for review. There will be a formal presentation to the Board for acceptance at the September meeting.

Ms. Reeder provided a financial report. She reported there was a last minute short fall to the budget in actual collections versus projected collections. The details were in the materials and a summary was also distributed. The total appropriated amount was \$16,387,000 \$13,943,000 was realized reflecting a decrease of 15%. Further discussion ensued on how the shortfall will be handled. She said some efforts will be made to reduce expenses where possible, but many of those things, particularly including the building, will not be able to be put off further due to the aging building. Ms. Reeder referenced the Budget to Actuals showing each program' balances.. She stated that Administration's recommendation is the programs be allowed to carryover balances to fund to fiscal year 2016 research commitments not yet billed to LCRC. The shortfall will be covered as presented..

A motion was made by **Ms. Goodson** and seconded by **Ms. Suggs**.

RESOLVED, with all in favor, to approve the programs carryforward amounts, to reduce the contribution amount to the MRA to match contractual requirements, and to manage the budget shortfall as presented

Ms. Reeder said she will present a preliminary end of year financial statements at the September Finance Committee Meeting. The auditor will make a formal presentation at the September Board Meeting. Ms. Goodson suggested the next Finance Committee Meeting be a call since no action will be required..

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson notified the Board there was an incident in the LCRC's steam system that has caused an undetermined amount of damage. He added LCRC's Admin has gone through an evaluation of all of the systems and are working with insurers and the suppliers of the equipment.

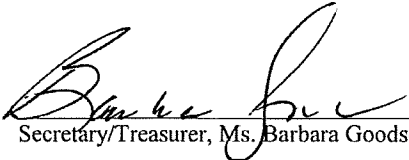
Dr. Hamm asked for any new business. There was none.

Dr. Baumgartner noted interviews have been set for the TFL Director position. He added the interview committee will include LCRC, TCI and LPHI representation.

Dr. Hamm asked for any old business. There was none.

Dr. Hamm asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
June 29th, 2017, 3pm
The meeting of the Board of Directors
was held via conference call

The following members of the Board of Directors were present (via telephone):

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Ms. Carroll Suggs
Ms. Pamela Ryan (present at the LCRC)
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Dr. William McDade, Executive Vice President & Chief Academic Officer, Ochsner Health System
Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

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

Dr. Oliver Sartor, Medical Director, TUHSC
Mr. Walter Leger, Jr, Senior Partner, Leger & Shaw Attorneys and Counselors

Also present via telephone were:

Mr. Sven Davisson, Chief Administrative Officer, LCRC (present at the LCRC)
Ms. Deborah Reeder, Chief Financial Officer (present at the LCRC)
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Ms. Stephanie Wiebke, Business Manager, Xavier University
Mr. Richard Granen, Business Manager, LSUHSC
Ms. Tonia Moore, Director, TFL (present at the LCRC)
Dr. Edward Trapido, Chair, TFL Steering Committee
Mr. Daniel Cocran, Chief Financial Officer, LPHI
Ms. Irina Hampton, Legislative Auditors Office
Mr. Stephen Wright, Government Affairs, Tulane University

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 May 25, 2017 Board meeting.

A motion was made by **Ms. Ryan** and seconded by **Ms. Suggs**.
RESOLVED, with all in favor, to approve the May 25, 2017 Board minutes.

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson reported that as a part of the budget process LCRC Admin has been looking closely at all contracts in place. This includes the contracts for EHS, IT, security and janitorial services. The EHS contract with Woodard and Curran will have to be rebid in a few months. LCRC Admin has been working with Woodard and Curran to cut costs and has been able to cut costs by 22%. LCRC has also been working with LSU to reduce the contract costs for IT services. The IT contract was reduced by 20%. Unfortunately, the reduction in the cost of both contract resulted in reduction in time allocated to LCRC. However, no significant decrease in services is expected. Mr. Davisson also noted there are discussions taking place to explore trading vivarium use with IT services or other services. The cost for the extension of the EHS contract is over \$50K. Therefore, Mr. Davisson requested Board approval to extend the contract for the limit of the permissible term which is 120 days. This would allow for time to redefine the scope of work.

A motion was made by **Ms. Ryan** and seconded by **Dr. D'Amour**.

RESOLVED, with all in favor, to approve the extension of the Woodard and Curran contract.

Mr. Davisson added LCRC has also been working on lease agreements for the vivarium and clinical office space.

Dr. Hamm called for the Finance Committee Report.

Mr. Davisson reported the budget materials were discussed at the June Finance Committee Meeting. The proposed budget allocation for FY18 reflects the LCRC's final appropriation which is a 28% reduction. LCRC made a commitment to make sure the Research component stays above the \$1M mark. The budget allocation presented reflects a 15% reduction to the research budget and the rest will be absorbed by Administration, Facilities and Shared Services. Also, this assumes the MRA will be funded from reserves. Ms. Reeder stated the budgets will be prepared for the Finance Committee's review in July. Mr. Davisson is asking for approval of the allocation for presenting the detailed budgets at the July Finance Committee Meeting. Ms. Reeder added this will not include any new activity – income or expenses. Adding new activity may require some use of reserve funds. **Ms. Goodson** reported Dr. Rebekah Gee, Secretary of the Louisiana Department of Health, is expected to attend the August Board Meeting. She added Dr. Gee wants to help enhance funding for cancer research at LCRC.

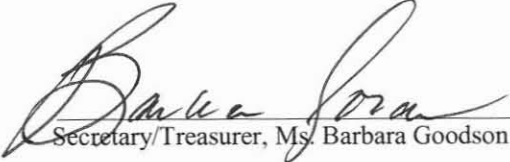
A motion was made by **Ms. Ryan** and seconded by **Dr. Nelson**.

RESOLVED, with all in favor, to approve the budget allocation as presented.

Dr. Hamm asked for any new business. There was none.

Dr. Hamm asked for any old business. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
May 25th, 2017, 3pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer (via telephone)
Ms. Carroll Suggs (via telephone)
Ms. Pamela Ryan
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Mr. Walter Leger, Jr, Senior Partner, Leger & Shaw Attorneys and Counselors
Dr. William McDade, Executive Vice President & Chief Academic Officer, Ochsner Health System

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

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, LCRC
Ms. Deborah Reeder, Chief Financial Officer
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Thomas Wiese, Associate Professor, Xavier University
Dr. John Cole, Chairman, Hematology/Oncology, Ochsner Health Systems
Ms. Stephanie Wiebke, Business Manager, Xavier University
Mr. Richard Granen, Business Manager, LSUHSC
Ms. Tonia Moore, Director, TFL
Mr. Daniel Cochran, Chief Financial Officer, LPHI
Ms. Irina Hampton, Legislative Auditors Office
Ms. Krista Baker-Hernandez, Legislative Auditors Office

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

Dr. Hollier requested approval of the minutes from the March 29, 2017 Board meeting.

A motion was made by **Mr. Leger** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the March 29, 2017 Board minutes.

Dr. Hollier called for the Chief Administrative Officer's Report.

Mr. Davisson reported significant time has been spent recently working with The Departments of Revenue and Treasury to reconcile Revenue's collection of taxes to Treasury's distribution of tax proceeds. He added most of the past years have been reconciled but unfortunately no additional money was found. Two issues were addressed. There was one missing month in 2012 where the Department of Revenue showed \$1.8M was collected but it not shown on the Treasury's collections and distribution. In addition, in 2015-2016 LCRC was not apprised that money

was swept from this account. The budget was adjusted and the money was transferred to the General Fund as authorized under previous legislative action. **Ms. Goodson** asked that the information on those two issues be sent to her and she will follow up. Mr. Davisson provided an update on legislative activity. He said all of the bills that would affect the Tobacco Tax Healthcare Fund negatively have not moved forward. Mr. Davisson reported the request to move LCRC from LSU Health Sciences Center to the Administration's budget is being put forth as an amendment May 26. Mr. Davisson reported the Capital Outlay funds for the project including the restored \$3M in priority 2 funding remained through the house passage earlier in the week.

Ms. Reeder stated at the last Finance meeting **Dr. Sartor** asked for more detail on the financials. She added full financial statements are completed and presented on a quarterly basis as previously agreed upon. Budget to actuals are updated and presented at monthly meetings quarterly for presentation to Finance Committee and Board. Ms. Reeder reported the 3rd quarter hasn't officially closed. LCRC is waiting on invoices and there is significant short staffing in the Administration Office.

Ms. Reeder stated this year we anticipate collecting no more than 85% of the budget. Based on projections, approximately 60% of the supplemental budget (faculty recruitment and other uses approved by the board) will be unspent. Mr. Davisson pointed out the \$400K for the pilot programs will be carried over to next fiscal year. The RFP was released Monday but would not have start dates until September. Ms. Reeder went over the Statement of Activities, which reflected the increased detail per **Dr. Sartor's** request. **Dr. McDade** asked how lease income is generated. Ms. Reeder stated from Tulane's leased space. Ms. Reeder summarized the expenses and then the balance sheet.

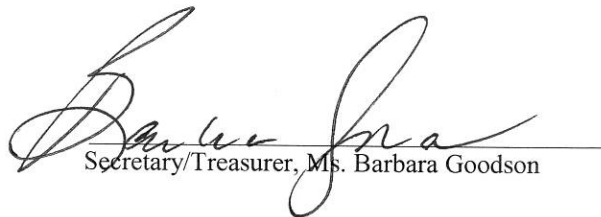
Dr. Hollier asked for any new business. There was none.

Dr. Hollier asked for any old business.

Dr. D'Amour reported LCRC's NCI Planning Subcommittee met. The meeting included Drs. **D'Amour, Sartor, Deininger, Ochoa** and Mr. Davisson. The committee reviewed the previous job description for the Director for the LCRC, developed years ago. **Dr. D'Amour** reviewed the changes the committee agreed upon. He added the changes will be distributed for review by the Board in advance of requested action. **Dr. D'Amour** stated the planning committee needs to come up with a budget and figure out the funds LCRC would need to raise to accomplish the plans put forth. **Dr. Hollier** stated it is unrealistic to believe LCRC will raise enough private funds to support a Director. He added prior to the Board Meeting there were discussions with auditors about the milestones needed to get to designation. He said the first milestone should be for LCRC to get stabilization of state funding. **Dr. McDade** said he was not able to attend the committee meeting but has been reviewing the emails. He became disheartened when others expressed that sharing indirects is not a possibility. **Dr. McDade** added there are some differences in opinions and the committee will have to look into them further.

Dr. Hollier asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
March 29th, 2017, 3pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

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 School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Mr. Walter Leger, Jr, Senior Partner, Leger & Shaw Attorneys and Counselors
Dr. William McDade, Executive Vice President & Chief Academic Officer, Ochsner Health System

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

Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Mr. Terrance Ginn, Deputy Commissioner for Finance & Admin, BOR
Ms. Pamela Ryan

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, LCRC
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Thomas Wiese, Associate Professor, Xavier University
Dr. John Cole, Chairman, Hematology/Oncology, Ochsner Health Systems
Ms. Stephanie Wiebke, Business Manager, Xavier University
Mr. Richard Granen, Business Manager, LSUHSC
Ms. Tonia Moore, Director, TFL
Ms. Sarah Gillen, Chief Operating Officer, LPHI
Mr. Ryan Graffagnini, Fiscal Operations Manager, LCRC
Ms. Irina Hampton, Legislative Auditors Office (via telephone)
Ms. Joanna Westbrook, Legislative Auditors Office (via telephone)
Mr. Stephen Wright, Government Affairs, Tulane University

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 February 23, 2017 Board meeting.

A motion was made by **Ms. Suggs** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the February 23, 2017 Board minutes.

Dr. Hamm called for the Finance Update.

Mr. Davisson reported to the Board that Ms. Reeder, Mr. Graffagnini and he have made three trips to Baton Rouge for meetings to try to reconcile tobacco tax collection figures from the Department of Revenue with those disbursed to the LCRC by the Department of Treasury. LCRC was able to verify the accuracy of the revenue figures as

reported by Revenue, but is unable to match these with the funds released to LSU for the LCRC. Treasury is working to explain their calculations.

Mr. Davisson reported that he had a meeting with Commissioner Jay Dardenne. This meeting focused on current LCRC budget issues and the projected decline in revenue collections. The discussion focused on three principle topics: First, the possibility for changing where LCRC funds are budgeted in the state budget. Such a change, out of LSU's budget, would allow a more regular disbursement of tax collections; second, re-establishing three million dollars of previously appropriated capital outlay funds, inadvertently dropped; and third, the potential for backfilling the LCRC budget to make up for the decline in tax collections. Mr. Davisson reported that Commissioner Dardenne seemed agreeable to making changes where the LCRC allocation is budgeted and hopeful that the capital outlay funds would be included in the FY18 capital budget. He was less encouraging to the prospects for supplementing LCRC budget allocation to make up all or a portion of the revenue reduction. Mr. Davisson stated there was a meeting with Government Relations representatives from all of the partners to stay on top of all of the current budget issues.

There was extensive discussion on how to make LCRC sustainable going forward. The Board agreed to establish a Sub-Committee to develop potential strategies for moving the LCRC towards its goal of NCI designation.

A motion was made by **Ms. Suggs** and seconded by **Dr. Sartor**.
RESOLVED, with all in favor, to establish a Sub-Committee of the Board, comprised of one representative from each partner, to develop an analysis of the key components of what it would take for the LCRC to get NCI designation.

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson reported to the Board that, after 12 years of employment with the LCRC, Mr. Ryan Graffagnini will be leaving the LCRC for employment in the private industry. The Board applauded and thanked Mr. Graffagnini for his contributions.

Dr. Hamm called for the Update on the Tobacco Free Living Task Force.

Mr. Davisson presented the draft RFP for the pilot projects. He noted the Board had previously approved funding for the pilot projects. **Dr. Sartor** asked that Mr. Sensenbrenner review the second paragraph.

Dr. Hamm called for the Tobacco Free Living Program Update.

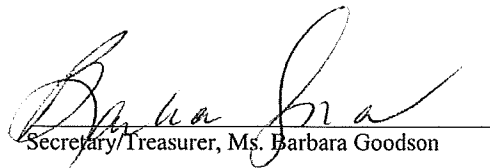
Ms. Moore reported next week Lafayette will introduce a Smoke-Free Ordinance to their City Council. She added there are five authors of the bill and this is the third time it will be introduced. The vote will take place April 8th. Ms. Moore also reported there will be five bills related to tobacco control introduced this Legislative Session.

Dr. Hamm asked for any new business.

Dr. Hamm called for discussion on any old business.

Dr. Hamm asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson

Louisiana Cancer Research Center
Board of Directors Meeting
February 23rd, 2017, 2pm
The meeting of the Board of Directors was held at
Louisiana Cancer Research Center
1700 Tulane Avenue
10th Floor Conference Room

The following members of the Board of Directors were present:

Dr. Lee Hamm, Senior Vice President and Dean, TUHSC, Chairman
Dr. Larry Hollier, Chancellor, LSUHSC, Vice-Chairman
Dr. Steve Nelson, Dean, LSUHSC School of Medicine
Dr. Oliver Sartor, Medical Director, TUHSC
Ms. Carroll Suggs
Dr. Gene D'Amour, Special Assistant to the President, Xavier University
Ms. Pamela Ryan
Mr. Walter Leger, Jr., Senior Partner, Leger & Shaw Attorneys and Counselors
Dr. William McDade, Executive Vice President & Chief Academic Officer, Ochsner Health System

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

Ms. Barbara Goodson, Deputy Commissioner of Administration, Secretary/Treasurer
Mr. Terrence Ginn, Deputy Commissioner for Finance & Admin, BOR

Also present were:

Mr. Sven Davisson, Chief Administrative Officer, Louisiana Cancer Research Center
Ms. Deborah Reeder, Chief Financial Officer, Louisiana Cancer Research Center
Mr. Paige Sensenbrenner, LCRC Legal Counsel
Dr. Augusto Ochoa, Director, LSUHSC Cancer Center
Dr. Prescott Deininger, Director, Tulane Cancer Center
Dr. Thomas Wiese, Associate Professor, Xavier University (via telephone)
Ms. Stephanie Wiebke, Business Manager, Xavier University
Mr. Richard Granen, Business Manager, LSUHSC
Dr. Edward Trapido, Chair, TFL Steering Committee
Mr. Joe Kimbrell, Chief Executive Officer, LPHI
Mr. Daniel Cochran, Chief Financial Officer, LPHI
Ms. Tonia Moore, Director, TFL

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

Ms. Suggs nominated **Dr. William McDade** to serve as a member of the LCRC Board of Directors, as Ochsner's representative.
RESOLVED, with all in favor, **Dr. William McDade** was elected to the LCRC Board of Directors.

Dr. Hamm requested approval of the minutes from the December 13, 2016 Board meeting.

A motion was made by **Ms. Suggs** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the December 13, 2016 Board minutes.

Dr. Hamm called for the Finance Update.

Mr. Davisson reminded the Board that in FY16 the tax revenue collections decreased by 15% when the projection was to only decrease 3-5%. From the FY16 actual collections came the midyear projections for FY17. The

Revenue Estimating Conference (REC) is projecting tax revenue collections to decrease by 22% from that estimated previously for FY17. For FY18, the REC is projecting a 23% decline from the initial FY17 budget. In addition there is a bill in the legislature that has the potential to take 3% from statutory dedications to service the state bond debt. For the current fiscal year, the reduction in projections would be a decrease of \$3.7M for both programs (\$2.2M for the research programs and \$1.5M for Cessation). Mr. Davisson stated there has been suspicion there may be an error with the calculation of the LCRC tax. He added Ms. Reeder and himself have been working with **Ms. Goodson** and hope to meet with Department of Revenue soon, for further clarification. Mr. Davisson said he will also meet with Government Affairs representatives from all of the partners. Ms. Reeder stated that fortunately the LCRC has some operating reserves that will help but they will decline rapidly. She added the bigger problem is FY18, when LCRC could potentially face a cut of \$4.2M. **Dr. Sartor** asked if there was potential for negotiation on the terms of the contract with Entergy Thermal for utility services. Mr. Sensenbrenner said he would review the contract. Mr. Davisson said LCRC is looking at all contracts and other ways for cutting costs. Ms. Reeder said those type of studies will be helpful for the short term but the reality is LCRC has to start looking at other sources of funding.

Dr. Hamm called for the Chief Administrative Officer's Report.

Mr. Davisson presented LCRC's Tobacco-Free Campus policy, which evolved from the previous Smoke-Free Environment Policy. The new policy is consistent with LCRC's mission.

A motion was made by **Dr. Sartor** and seconded by **Ms. Ryan**.
RESOLVED, with all in favor, to approve the Tobacco-Free Campus Policy.

Mr. Davisson reminded the Board of the presentation at the last Board meeting on the new branding package that included a glimpse of the new LCRC logo. For approval by the Board, he then presented the complete package with the new logo, an Identity at a Glance, and complete style guide with samples of templates for letterhead and presentations. The consensus of the Board was to not move forward with the package as presented. Mr. Davisson will continue to work with the designer on additional options.

Mr. Davisson gave additional updates. He said LCRC is still working with LSU on occupying the vivarium. The target date for occupancy is July 1st. Mr. Davisson added for the new floor, the clinic and vivarium there will need to be cost recovery because the expenses of the building will increase. He reported the 5th and 6th floor furniture is being installed and the move-in is imminent. Mr. Davisson said a meeting to discuss a plan for the use of the clinic space is planned for March 1st.

He gave the Board an update on staffing issues for the LCRC Admin office. There are currently 4 vacancies within Admin, in addition to one employee out on medical leave and another just finishing maternity leave. The Administration office is running on 3 full-time people, 2 contractors (IT and EHS) and 1 half-time person. Mr. Davisson said that given the budget projections, a moratorium has been put on all new hires. In addition, all contracts are being reassessed.

Mr. Davisson reported he has been working on getting an agreement with the partner institutions for samples distributed from LCRC's Biospecimen Core Laboratory.

He reported that he has had several strategic discussions recently with LCRC's Scientific Leadership to start looking at funding. Mr. Davisson and the Scientific Leadership are also reviewing the current definition of the LCRC's programs and how they fit within the current funding LCRC receives, and what are the strengths of the programs. Mr. Davisson added the Finance Committee also had a spirited discussion on how the LCRC should move forward. He said these discussions will continue and will be brought back to the Board for further input. There was further discussion on how to move LCRC forward. **Dr. Nelson** reported there have been informal discussions about UMC leasing the LCRC building and tying it into UMC, which could be defined as the main part of the cancer center, where all partners would work together. He said most of the money for an NCI designated cancer center is the clinical revenue and a problem for the LCRC is there is no clinical partner. There was further discussion on the idea. **Dr. McDade** pointed out that not everyone who takes care of patients in the city is on board with such an idea. He suggested finding a way to jointly merge programs in a way that allows clinical revenues to flow through all of the partners. **Dr. Hollier** and Mr. Davisson will do some research to see if the concept would be viable.

Dr. Hamm called for the Update on the Tobacco Free Living Task Force.

Dr. D'Amour reported the Task Force Retreat was held on February 3rd. There were 39 attendees from all of the partners. All of the attendees talked about their research activity related to cancer and smoking cessation. Then there were discussions about common strengths across the partners. Finally, there were conversations about what might the LCRC programs begin to focus on that would help acquire more grants and ultimately NCI designation. **Dr. D'Amour** said the next step forward is the pilot projects. Mr. Davisson added the LCRC is working on finalizing the pilot projects RFP.

Dr. Hamm called for the Tobacco Free Living Program Update.

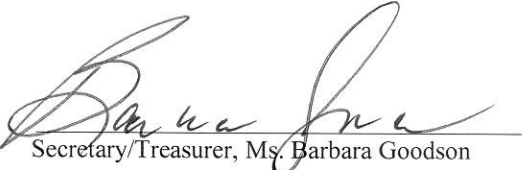
Ms. Moore presented the Board the 2015 Youth Tobacco Survey results as requested. She reported TFL just wrapped up a letter of support from the Louisiana Department of Health and the Department of Education Superintendent to begin the next survey for 2017. Ms. Moore stated in January there was a 10-year anniversary celebration for Louisiana's Smoke-Free Air Act. She added the call to action is to close some of the loopholes in the act. Ms. Moore said the National Conference on Tobacco or Health will be in March. Five of TFL's staff member's abstracts were accepted and Ms. Moore will be doing a panel presentation at the conference. Ms. Moore informed the Board that she was selected to be a part of the new Baton Rouge Mayor's Health Transition Team to provide information on tobacco use, as well as other public health aspects. Lastly, Ms. Moore said there will likely be a Tobacco School District Bill come up in the Legislature during the fiscal session this year. This bill would prohibit tobacco use in the 70 school districts across the state. She added TFL is partnering with the Louisiana Department of Health on the bill.

Dr. Hamm asked for any new business.

Dr. Hamm called for discussion on any old business.

Dr. Hamm asked for public comment. There was none.

With no further business, the meeting adjourned.


Secretary/Treasurer, Ms. Barbara Goodson