

**BOARD MEETING MINUTES**

**WEDNESDAY, September 20, 2023, 3:00PM- 5:00PM**

**NORTHWEST MUSEUM OF ARTS AND CULTURE AND ZOOM**

Board Members Present: Dr. Francisco Velázquez (Board Chair), Dr. Allison Glasunow (Finance Committee Chair) via Zoom, Dr. Darryl Potyk (Governance Committee Chair), Alison Paulson via Zoom, Alex Jackson, and Dr. David Vachon

Staff Members Present: Erin Williams Hueter (Executive Director), Thaddeus O’Sullivan (HSSA’s Contracted Attorney), and Gaylene Lewin (HSSA’s Contracted Accountant)

1. **Welcome- Dr. Francisco Velázquez (5 minutes)**
	1. The meeting was called to order at 3:38pm.
	2. The June 2023 Board Minutes were approved with two changes to section seven to clarify language. Darryl Potyk moved to approve the minutes as amended, Alex Jackson seconded, the motion passed unanimously.
	3. Action Items:
		1. Vote on Approval of Grant Applications
			1. ILB LLC’s Bioscience Business Job Growth Matching Grant Request in the amount of $500,000. Match is for Phase II SBIR Grant from the US Department of Agriculture to fund the commercialization of their work to convert organic waste such as food waste and biosolids into biopolymers.
				1. David Vachon motioned to approve the request, Alex Jackson seconded, and the motion passed unanimously.
			2. Iasis Molecular Sciences Grant Writing Assistance Micro Award Application for up to $10,000. IMS is applying for a Phase II SBIR Grant for their project titled Clinical Ecosystem Surfaces for Improved Disinfection Outcomes and Preventing Health Care Associated Infections.
				1. Alison Paulson motioned to approve the application, Alex Jackson seconded, the motion passed with all members voting to approve except for David Vachon who abstained.
			3. Evergreen Bioscience Innovation Cluster’s Human Capital and Infrastructure Matching Grant Request in the amount of $200,000 for the second phase of planning for the Evergreen Bioscience Innovation Building.
				1. The Grants Committee did not recommend funding the project, and no motions were made to approve the application.
			4. Octopodo Application for a Grant Writing Assistance Micro Award of up to $10,000 to write to an unknown entity to support the development of the Octopodo Social Network.
				1. The Grants Committee did not recommend funding the project, and no motions were made to approve the application.
		2. Decision on Equipment Purchased for EWU’s Translational Research Grant
			1. No Action will be taken.
		3. Opening Application Process for Access to Care Grants
			1. Francisco Velázquez motioned the RFP be released immediately following the meeting. David Vachon seconded the motion, and it passed unanimously.
		4. Finalizing Updates to Bylaws
			1. David Vachon moved the bylaws presented to the Board to be approved. Alex Jackson seconded, and the motion passed unanimously.
		5. WSU Sleep Study No Cost Contract Extension
			1. Darryl Potyk moved to approve the request for a one year no cost extension. Alex Jackson seconded, and the motion passed unanimously.
		6. Photon Biosciences No Cost Contract Extension
			1. Darryl Potyk moved to approve the request for a one year no cost contract extension. David Vachon seconded, and the motion passed unanimously.
		7. Iasis Molecular Sciences No Cost Contract Extension
			1. Darryl Potyk moved to approve the eighteen month no cost contract extension request. Alex Jackson seconded. All members present voted yes with David Vachon abstaining. The motion passed.
2. **Board Chair's Report- Dr. Francisco Velázquez (5 minutes)**
	1. The Chair expressed gratitude to the Committee members for their wonderful work over the last quarter.
3. **Executive Director's Report- (5 minutes)**
	1. The Board was referred to the written report supplied by Erin Williams Hueter.
	2. Erin Williams Hueter recommends approving all three requests for no cost contract extensions from WSU for their Night Shift Cancer Indicators Study, to Photon Biosciences and to Iasis Molecular Sciences.
		1. WSU Sleep Study No Cost Contract Extension
			1. Darryl Potyk moved to approve the request for a one year no cost extension. Alex Jackson seconded, and the motion passed unanimously.
		2. Photon Biosciences No Cost Contract Extension
			1. Darryl Potyk moved to approve the request for a one year no cost contract extension. David Vachon seconded, and the motion passed unanimously.
		3. Iasis Molecular Sciences No Cost Contract Extension
			1. Darryl Potyk moved to approve the eighteen month no cost contract extension request. Alex Jackson seconded. All members present voted yes with David Vachon abstaining. The motion passed.
4. **Finance Committee Report- Dr. Allison Glasunow, Committee Chair (10 minutes)**
	1. Board Chair Fransico Velázquez reported for Committee Chair Allison Glasunow who was participating remotely that there are no items of note from the review of the budget and spending appears to be on track.
	2. Preparations are underway to have a draft 2024 budget to present to the Board at the December Meeting for a vote. In future years the Committee hopes to have a draft prepared by the September Board Meeting so that there is time to reflect, discuss, and make recommendations or changes prior to the final meeting of the year.
	3. Follow Up on EWU’s Translational Research Grant Titled, Ultrasound Biofeedback During Articulation Therapy for Children with Cleft Palate
		1. The Board reviewed a summary prepared by the Executive Director of all Board decisions, contract and amendment dates, report dates, communications, and reimbursement requests and documentation. There was no motion for further action at this time.
5. **Grants Committee Report- Dr. Francisco Velázquez for Dr. Kevin Oldenburg (20 minutes)**
	1. Review of Quarterly Proposal Submissions
		1. ILB LLC’s Bioscience Business Job Growth Matching Grant Request in the amount of $500,000. Match is for Phase II SBIR Grant from the US Department of Agriculture to fund the commercialization of their work to convert organic waste such as food waste and biosolids into biopolymers.
			1. David Vachon motioned to approve the request, Alex Jackson seconded, and the motion passed unanimously.
		2. Iasis Molecular Sciences Grant Writing Assistance Micro Award Application for up to $10,000. IMS is applying for a Phase II SBIR Grant for their project titled Clinical Ecosystem Surfaces for Improved Disinfection Outcomes and Preventing Health Care Associated Infections.
			1. Alison Paulson motioned to approve the application, Alex Jackson seconded, the motion passed with all members voting to approve except for David Vachon who abstained.
			2. David Vachon shared that Iasis would like to use a new Grant Writing Consultant. Board Chair Francisco Velázquez responded that the Grants Committee will address this matter.
		3. Evergreen Bioscience Innovation Cluster’s Human Capital and Infrastructure Matching Grant Request in the amount of $200,000 for the second phase of planning for the Evergreen Bioscience Innovation Building.
			1. The Grants Committee did not recommend funding the project, and no motions were made to approve the application.
			2. The Grants Committee invites EBIC to reapply when they have moved out of the planning phase and into the implementation phase of the project.
		4. Octopodo Application for a Grant Writing Assistance Micro Award of up to $10,000 to write to an unknown entity to support the development of the Octopodo Social Network.
			1. The Grants Committee invites Octopodo to reapply with more detailed information about their project, and the type of grant application they would like assistance with.
	2. Opening Application Process for Access to Care Grants
		1. Francisco Velázquez motioned the RFP be released immediately following the meeting. David Vachon seconded the motion, and it passed unanimously.
6. **Governance Committee Report- Dr. Darryl Potyk (20 minutes)**
	1. Bylaws
		1. David Vachon moved the bylaws presented to the Board to be approved. Alex Jackson seconded, and the motion passed unanimously.
	2. Committee Chair Darryl Potyk advised the group of next steps which include:
		1. Evaluating the skills of the existing appointed Board Members and developing a list of skills that could add value to the work of the group to help guide the selection process for up to five new Board Members appointed by the Board.
		2. Consistently following the Officer re-election process for the Chair, Vice Chair, Secretary and Committee Chairs at the December Board Meeting, and expresses a desire for current Chair Fransico Velázquez to serve for a second term.
7. **Public Comments: None**
8. **Adjourn**
	1. The Board Chair asked if there were any other items for the good of the group.
		1. David Vachon asked to discuss HSSA’s representation on the Life Science Washington Board. The Board agreed that discussions about Life Science Washington and other membership organizations be evaluated as a budgeting decision during this quarter’s process.
	2. David Vachon motioned to adjourn, Alex Jackson seconded, the motion passed unanimously, and the meeting adjourned at 4:46pm. Next Meeting: December 20, 2023, 3pm, Northwest Museum of Arts and Culture