

**New Mexico Bioscience Authority (BSA) Board of Directors**

**Regular Meeting**

**March 16, 2018, 11:30 am-1:00pm**

400 Gold Ave SW, Suite 1200

Albuquerque, New Mexico

**Present:** Richard Larson (Chair), Jeffrey Arterburn, Greg Byrnes, Christos Christodoulou, Dale Dekker, Thomas Kieft , Suzanne Quillen , Stuart Rose, Wayne Savage

**Absent:** Immo Hansen, Daniel Hicks, Julia Wise

**Others Present:** Ryan Cangiolosi, Catherine Penick, Becky Welch

#	Agenda Items	Board Actions
1.	Call to Order and Confirmation of Quorum	The Chair called the meeting to order at 11:35 AM in the conference room on the 12 <sup>th</sup> floor of the Simms Building at 400 Gold Ave SW, Suite 1200. <i>A quorum was confirmed.</i>
2.	Approval of Previous Minutes	The Chair asked if there were corrections or amendments to the minutes from the previous board meeting of February 16, 2018. There were no corrections or amendments.  <b>MOTION</b> by Dale Dekker : <i>Move to approve the minutes of the February 16, 2018 meeting</i> Seconded and carried without dissent.
3.	Chair’s Administrative/Executive Committee Report:	a. <u>BioVenture Partnership Event</u> – The March 7 Bioscience Authority/UNM Clinical and Translational Sciences Center jointly sponsored Bioventure Partnership Event, was a great success with more than 125 people in attendance. The event, which included presentations from faculty members who have launched successful startups and idea pitches from 3 scientists,

New Mexico Bioscience Authority Board of Directors Meeting Minutes: February 16, 2018 Regular Meeting

		<p>was supported by US Bank and was featured in both UNM Newsbeat and the Albuquerque Journal.</p> <ul style="list-style-type: none"> <li>b. <u>Vacant Board Position</u> – The board discussed possible recommendations. Chair Larson will reach out to those individuals identified to assess interest before making a recommendation to Legislative Council.</li> <li>c. <u>NMBSA Webpage</u> – “Go-live” for the NMBSA webpage is on hold because we have not yet received EDAct funding from the City of Albuquerque Economic Development Department.</li> </ul>
4.	Governance Committee Report (Larson)	Chair Larson reported that the 501(c)3 Application submission is on hold until we receive EDAct funds.
5.	Partnership Committee Report (Dekker)	Director Dekker met with David Campbell and Synthia Jaramillo from the City of Albuquerque to discuss the City’s participation in the Community Ready Program which will not launch until the EDAct contract is final and funding is released. Director Dekker also reported that he connected with Central New Mexico Community College to begin discussions regarding a workforce ready program for the biosciences and will work with Director Savage to make contact with Doña Ana County Community College to do the same.
6.	Real Estate Committee Report (Byrnes)	Director Byrnes is proposing NM Bio and NMBSA collaboration to host an event for legislative leaders. This would be a “learning session” for bioscience-related bills in preparation for the 2019 legislative session. The biotech companies in attendance would pick up the fees for the event.
7.	Finance Committee Report (Larson)	<ul style="list-style-type: none"> <li>a. <u>Legislative funding update</u> – The Governor line itemed the \$250K appropriation from the General Fund for the NMBSA</li> <li>b. <u>EDAct Funding</u> –The next possible date for Albuquerque City Council approval of the EDAct contract/award is March 19. After that it will take a couple of weeks to finalize the agreement. We will need to provide W9, pay equity form and insurance documents. Once EDD obtains all the required internal signatures the City Purchasing Department will issue a contract number and process a PO. We are likely looking at mid-April until funds are</li> </ul>

		released. Chair Larson informed the Board that the University of New Mexico has agreed to be the fiscal agent for the EDACT contract for a 5% fee. This will come back to board for approval.
8.	Adoption of NM BSA Logo and Letterhead	<p>Director Dekker and the Partnership Committee redesigned the logo and presented it to the committee along with proposed letterhead which were provided to the board by email prior to the meeting. The Chair asked for comments or suggested changes. It was suggested that a contact telephone number be added to the letterhead once the Bioscience Authority establishes and staffs a phone line.</p> <p><b>MOTION</b> by Jeffrey Arterburn :  <i>Move to adopt the Logo and Letterhead presented by the Partnership Committee.</i>                  Seconded and carried without dissent.</p>
10.	Adoption of Signature Authority Policy and Matrix	<p>The Chair asked for comments or suggested edits to the proposed Signature Authority Policy and Matrix which was provided to the board by email prior to the meeting. Chair Larson proposed that this document should be reviewed at least annually. Chair Larson also suggested that <u>“Note 2 Automatic Delegation”</u> be eliminated and a statement added to <u>“Note 1 Dual Signatures”</u> to read: “In cases where a transaction requires the signature of both the President/BoD Chair and Secretary/Treasurer, the absent officer will communicate, either in writing or electronically, to whom they have delegated their signature authority. The delegate must be a member of the Board of Directors.” <u>“Note 3 Bioscience Development Fund”</u> will then become Note 2.</p> <p><b>MOTION</b> by Christos Christodoulou:  <i>Move to adopt Signature Authority Policy and Matrix with the following changes:</i></p> <ol style="list-style-type: none"> <li>1. <u>“Note 2 Automatic Delegation”</u> be eliminated.</li> <li>2. A second sentence added to <u>“Note 1 Dual Signatures”</u> to read: “In cases where a transaction requires the signature of both the President/BoD Chair and Secretary/Treasurer, the absent officer will communicate, either in writing or electronically, to whom they have delegated their signature authority. The delegate must be a member of the Board of Directors.”</li> <li>3. <u>“Note 3 Bioscience Development Fund”</u> becomes Note 2.</li> </ol>

		Seconded and carried without dissent.
11.	Announcements	<p><b>Greg Byrnes-</b> Director Byrnes is proposing that NMBio and NMBSA collaborate on hosting an event for legislative leaders. This would be a learning session for bills coming up in 2019 NM Legislative session. The biotech companies would pick up the fees for the event.</p> <p><b>MOTION</b> by Dale Dekker :  <i>Move to approve collaborating with NMBio on a special event for legislative leaders for the purpose of discussing potential legislation related to biosciences in the 2019 legislative session.</i></p> <p>Seconded and carried without dissent.</p> <p><b>Dale Dekker</b> - Dale Dekker will send two articles to forward from Trade and Industry Magazine related to Bio/Pharma and Medical Devices. The Bio/Pharma related article is titled, <i>“How Continuous Processing is Impacting US Drug Manufacturing Facilities. New system increases safety and efficiency in pharmaceutical manufacturing, but has high upfront costs and specific facility requirements”</i>. The Medical Device related article is titled, <i>“Medical Device Site Selection Trends”</i>.</p> <p><b>ACTION ITEM:</b>          Provide staff with electronic copies of both articles for distribution to the Board.          (Dale Dekker)</p>
12.	Adjourn	Meeting adjourned at 12:10 pm.

Approved by the New Mexico Bioscience Authority Board of Directors May 18, 2018.