

Executive Summary of the Minutes Board of Directors Meeting January 23-24, 2014

Proceedings:

Meeting Called to Order at 8:00 a.m. (local time) by Chair, Daniel Arndt. Despite snowstorms causing significant travel delays, a quorum was noted.

Minutes from September 26-27, 2013 Board meeting were reviewed and approved after corrections.

Comments from the Board Chair:

- New report included in Board materials "*Use of Committees and Advisory Groups in FY 2013*". This annual report is submitted to HRSA.

Update from Chief Executive Officer:

- Transplants – 3% better than budget and 5% better than previous year.
- Council Meeting – Held in Minneapolis from Oct. 17-20, 2013. More than 1,192 registered to attend this year, from 39 countries.
- The System Capacity Initiative (SCI) begins their 5th year. Year four focused on the work force adding Social Workers as a working group.
- Facilities Update – New site has been acquired. Base building construction contract bids are complete. The move in date has been set for January 1, 2016.
- Be The Match Plaza – Drawings and renditions of the "Be The Match Plaza" were presented. Work is underway to design the Plaza which will be adjacent to the new building.

Chief Financial Officer's Report – Financial summary as of December 31, 2013 was reviewed.

- External Audit – The Board approved the independent auditors report for FY 2013 prepared by Deloitte; which was reviewed in detail and recommended to the board for approval by the Audit Committee during their meeting on January 3, 2014. No significant findings were noted.

Chief Medical Officer's Report – The "22nd Edition of NMDP Standards" was reviewed. A change to the revision in §7.2300 was recommended. The Board approved the recommendation. The 22nd Edition of NMDP Standards was accepted without further consideration.

- Licensure of HPC-A (Hematopoietic Progenitor Cells). The NMDP plans to complete a *Biologics License Application* for HPC-A to meet the FDA requirements.

Legal Update –

- Be The Match Foundation Bylaws Revision – Proposed amendments to the BTMF Bylaws were reviewed and approved.
- Audit Committee Charter – Proposed changes to the Audit Committee Charter were recommended by the Audit Committee. Board reviewed and unanimously approved.
- Rules & Requirements for Public Session and Process for Submission of Written Comments –The NMDP proposed formalizing the Public Session process to better prepare the Board, NMDP staff, meeting facility staff, and the Agenda for the public session. Board reviewed and unanimously approved.

Phoenix Initiative Update – An impact assessment was presented. Accomplishments since the September, 2013 Board meeting include the following:

- Case Management enhancements launched on October 16, 2013;
- Enhancements to Legacy systems were deployed on November 6 and December 4, 2013;
- EmTrax® query demos were conducted at the Council Meeting and Cord Blood Advisory Group meeting.

Risk Management – An overview of the risk management function at the NMDP was presented. The current top five operational risks were identified: Medical Practice & Licensure, Repository Inventory Management System, ISBT 128 Implementation, and Search Strategy Advice & Custom Search Support.

Strategic Planning – Strategic Planning Task Force met on Wednesday, January 22, 2014.

- Group engaged in four scenarios and discussed actions to be taken by the NMDP to continue to meet the needs of the future.

Board Development Committee – Goals for the Nomination process for 2014 were identified. A review of the needs for the FY 2015 Board was discussed. The bi-annual Board Self-assessment survey will be conducted by phone interviews in March with an outside consultant.

HRSA Release dated October 2, 2013. Seeking comment on the proposed change in the definition of *human organ* in § 301 of the National Organ and Transplant Act of 1984, as amended (NOTA) to explicitly incorporate hematopoietic stem cells (HSCs) within peripheral blood in the definition of “bone marrow.” This would clarify that the prohibition on transfers of human organs for valuable consideration applies to HSCs regardless of whether they were recovered directly from bone marrow (by aspiration) or from peripheral blood (by apheresis). This amendment will also conform § 301 to the provisions of the Stem Cell Research and Therapeutic Act of 2005, as amended. Deadline for comments - December 2, 2013.

Next meeting - Thursday & Friday, June 5-6, 2014 – San Francisco

Meeting Adjourned