

**Breast Cancer Research Council Meeting Minutes**  
**March 18, 2022 Council Meeting**  
**Zoom Meeting**

**Members Present:** Abigail Arons, Michele Atlan, Colleen Carvalho, Rati Fotedar, Phyllis Howard, Bryan Goldner, Chris Meda, Ana Navarro, Clara Omogbai, Sharon Pitteri, Svetlana Popova, Ujwala Rajgopal, Yamini Ranchod, Angelique Richardson, Tasha Stoiber

**Members Absent:**

**Staff:** Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Senaida Poole, Sharima Rasanayagam

- I. Call to Order:** Ana called the council meeting to order at 9:04 am.
- II. Approval of Minutes:** The council reviewed the minutes from the November meeting.

MOTION: Michele moved (Abigail seconded) that the council approve the November minutes. The motion passed unanimously.
- III. Community-Led Conference Awards:** Colleen gave an overview of the goals of this award and provided details of the application that was submitted. The group briefly discussed the application and scoring rationale. The committee recommended the Council select the application submitted by the Breast Cancer Action.

MOTION: Ana seconded to accept the Outreach Committee's funding recommendation. The motion passed unanimously.
- IV. Programmatic Review Preparation:** Katie announced the committee assignments. She also showed the members how to do the review in Smart Simple. She went over the timeline, review tools, criteria and scoring, and when the committee meetings meet and present their recommendations. The group discussed the review and process.
- V. Council Member Recruitment:** Mhel gave a brief overview of the process for recruiting new council members then asked the group for recommendations for the following openings on the council. The group discussed what criteria they feel is important for recruiting new members. The staff will add the specific language to the letter before sending it out the stakeholders.
- VI. Priority-Setting Committee Update:** Sharon reviewed the background of the committee including the types of data that is collected and the major steps in the priority-setting process. The committee took a thorough look at the language of the program goals and did some wordsmithing to the data questions and recommended the council to approve those edits.

MOTION: Clara seconded to accept the committee's recommended edits. The motion passed unanimously.

- VII. Diversity, Equity, and Inclusion Committee Update:** Ana updated the council on the Ad-hoc committee that was formed to address concerns in the grantmaking process. Their charge is to analyze demographic data on applicants and grantees, review steps in the grantmaking process, explore tools available from PEAK grantmaking, and make recommendations for actionable changes in the process. One theme the committee is pursuing is looking at the question that asked about ethnic background in the applications to we are looking into the possibility of disaggregating the category that is under black African-american. The council will get work done in this area and bring it the council soon.
- Mhel presented on the diversity supplement which allows investigators/PIs with existing grants or newly funded grants to apply to get in addition to the grant to add a high school or college students or community member who is interested in pursuing research. Of the nine applications in the prefunding stages, six of them applied for the diversity supplement.
- VIII. Director's Report:** Mhel announced that CBCRP is fully staffed and there are a few retirements coming up in RGPO. She also reported on the preliminary governor's budget and the climate change funds that RGPO is to receive. The May council/funding meeting will be in-person.
- IX. Announcements:** none.
- X. Adjourn:** Rati adjourned meeting at 11:21 am.