

**Breast Cancer Research Council Meeting Minutes**  
**January 28, 2005: Council Meeting**  
**Sonoma, CA**

**Members present:** Debra Oto-Kent, Jackie Papkoff, Vicki Boriack, Michael Figueroa, Lisa Wanzor, Dorothy Bainton, Carol D’Onofrio, Kathy Walters, John Morgan, Janet Howard-Espinoza

**Members not present:** Georjean Stoodt, Amy Kyle, Kim Pierce, Jim Ford, Christine White

**Guests:** Eric Mandell (representing Georjean Stoodt)

**Staff:** Mhel Kavanaugh-Lynch, Charles L. Gruder, Walter Price, Larry Fitzgerald, Janna Cordeiro, Katherine McKenzie, Lyn Dunagan, Jill Stark, Cathyn Fan, Roslyn Roberts

### **I. Call to Order**

The meeting was called to order at 10:19am. Action items were reviewed and introductions were exchanged. Informal discussion favored setting future January meetings in Sonoma, due to extremely favorable rates.

### **II. Minutes**

Corrections to November 19 minutes:

- Correct spelling of Marcia Wallace throughout
- Correct spelling of Farzaneh Tabnak
- Correct the name of “Every Woman Counts” (formerly BCEDP)

**MOTION:** Caron D’Onofrio moved (Lisa Wanzor seconded) that the minutes from November 19, 2004, be approved as amended with the above changes. The motion passed unanimously.

### **III. Old Business**

**A. Symposium:** Katherine McKenzie opened the discussion for selecting speakers that would complement Marcia Wallace, and solicited council suggestions for a keynote speaker. The Outreach committee came up with a list of possibilities, narrowed down to: Harold Freeman, Otis Rawley, Marissa Weiss, Lisa Newman, and LaSalle Lefall, listed in order of the committee’s recommendations. Feedback and other suggestions were requested and discussed. The council together ranked their speaker preferences: (1) Harold Freeman, (2) Kenneth Olden, (3) Marissa Weiss. Those possibilities that remain would only be contacted if none of the first three were available.

The Outreach committee next seeks council feedback and discussion about their recommendations for plenary speakers (primary and backup) and the plenary session format. The format for the plenary discussion will be a 15-minute talk by

each speaker, followed by open discussion with the attendees. The council discussed the committee's recommendations as well as the matrix of speakers and key issues, and decided that the priority list will include Bill Wright, Nancy Krieger, Lovell Jones, Sandra Hernandez, and Bob Hiatt (moderator). The others (as presented in the council materials) will form the secondary/backup list. Moon Chen volunteered to become a backup moderator to Bob Hiatt. Council members will be invited to join the Outreach committee's conference call with the final panelists in order to help reinforce the symposium's goals with the panel speakers.

The council briefly discussed concerns about the symposium postcard; the staff will address their concerns in future mailings.

#### **Side Notes:**

Repeating business with the Sonoma Mission Inn: The rates and service for the Sonoma Mission Inn have been outstanding. Mhel Kavanaugh-Lynch recommended, and the council agreed, returning to this venue for future January meetings.

Coordinated Baseball Outing: Janna reported that there is a Giants v. Oakland As at SBC Park on May 20 (the night of the funding meeting) and suggested a group outing. Please indicate interest on the sign-up sheet, and she'll try to coordinate a group rate.

#### **IV. Director's Report**

**A. Program Initiatives:** Mhel reported that progress has not been as swift as she'd like. The largest issue is with HR; the one person who came closest to matching our requirements wanted a salary far beyond our means. Mhel will meet with HR to review the job description, the wording of the advertisements, and the placement of the ads. Concurrently, she'll look at alternatives for accomplishing the work that we want this person to do.

She is in discussion with a contact at the Institute of Medicine, which has a similar program, for suggestions and other contacts for possible consultants or vendors.

**B. Governor's Budget:** Mhel presented an overview of the Governor's budget/appropriation process, the CBCRP's revenue, and the decline in revenue expectations for the coming years. A balancing adjustment to this year's appropriations indicates that the Program's projected income will be \$2 million less than what was received last year, or approximately \$13 million. This is not unexpected; we can keep doing what we're planning to do, and we are continuing to market the tax check-off and work on ways to counter the decline with fundraising and new/alternative sources of revenue (e.g., the ACS plan for another proposition discussed in previous meetings).

Our medium-term plan is to organize our friends, advocacy groups, etc. to form a volunteer pool and create mechanisms for others to spread the word for us.

Mhel also announced that she is going on half-time maternity leave starting next week.

## **V. New Business**

- A. New Applications:** Larry Fitzgerald reported that the Program received a surprisingly large number of applications for Cycle 11—approximately 20 percent more than anticipated. He presented an overview and comparison of this year's applications versus last year's applications, the available funds, and the expected composition of the review committees.
  
- B. Programmatic Review:** Five review committees, with three council members per committee, will reflect the five scientific review committees. Larry presented an overview of the committees' work loads, tertile scoring, the timeline, and the programmatic review process, including the newly revised programmatic review document.

Larry opened the discussion for comments about the programmatic review process.

The council discussed processing ballots electronically or fax, and decided to allow sending ballots via both email and fax. Electronic ballots will be reformatted to remove applicant names in order to maintain confidentiality.

The council discussed the general ballot format, and requested that the order of the ballot and the application booklet match, e.g., organized by type and in the order in which they will be discussed, with a colored paper between the sections. Larry will send out the ballot format to council members for comments, and staff will revise the council's application booklet to match the ballot.

The council also discussed the criteria definitions and the suggested revisions to the criteria scoring. For IDEA-competitive renewals, where the applications keep the original programmatic review score, the council discussed their ideas for determining funding recommendations. The council decided that they would like the application booklet to include the critical path forms, as well as the scientific and lay abstract forms, to inform their funding decisions.

## **C. Committee Reports**

**Translation:** Jackie Papkoff reported a productive committee discussion regarding establishing critical path. The group has something in mind for basic science, but is seeking input on mapping out the social science continuum. Once that part is defined, the group will determine where the Program can have the best impact on the continuum, and create a mechanism that funds it.

The council discussed their thoughts and suggestions, including looking at case studies of successful projects and identifying what led to their success, and the consideration that this mechanism may not necessarily be tied to the regular funding cycle. The council also discussed and agreed that former council members can be ad-hoc members of this committee. Council members who have input on the social science aspect of the critical path for translation are encouraged to contact Larry Fitzgerald.

The committee hopes to present a funding mechanism proposal at the June council meeting so that the Program can offer it for cycle 12 funding.

**Priority-Setting and Evaluation:** Debra Oto-Kent reported on the committee's discussion of several evaluation projects: evaluating the application and funding data; the CRC evaluation, which should be completed in May; the 'CBCRP Listens' event during the symposium, which will gather feedback on the changes to the Program; and a process evaluation, which may be comprised exit interviews for council members and interviews of unfunded applicants to find out why they never re-applied.

**Collaboration:** Vicki presented the committee's recommendation to increase funding and duration the CRC grants, beginning in cycle 12. The council discussed the committee's proposal.

**MOTION:** Vicki Boriack moved (Moon Chen seconded) to increase CRC pilot funding to up to \$150,000 for two years, beginning in cycle 12. The motion passed, with eight for and two opposed.

**MOTION:** Vicki Boriack moved (Moon Chen seconded) to increase CRC full award funding to up to \$750,000 for three years, beginning in cycle 12. The motion passed, with six for, three opposed, and one abstention.

**VI. Announcements:** Next meeting is March 17-18 in Long Beach. The Translation committee will meet Thursday evening; the Evaluation committee will meet Friday morning. The Collaboration committee will join the Outreach committee.

The meeting ADJOURNED at 4:28 p.m.