

Breast Cancer Research Council Meeting Minutes
March 9, 2012: Council Meeting
Oakland, CA

Members Present: Lisa Barcellos, Susan Braun, Terri Burgess, Ysabel Duron, Cynthia Gomez, Jon Greif, Cacilia Kim, Jeanne Rizzo, Naz Sykes

Members Absent: Carlina Hansen, Kathy Kamath, Donna Sanderson, Sora Park Tanjasiri,

Staff: Mary Croughan, Senaida Fernandez, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katie McKenzie, Lisa Minniefield, Catherine Thomsen

Guests: Julia Arno (Contracts and Grants Director), Janna Cordeiro (CBCRP consultant), Brenda Dixon-Coby (Outreach Committee meeting only)

I. Call to Order: Terri Burgess called the council meeting to order at 9:20am and initiated introductions.

II. Approval of Minutes: The council reviewed the minutes from the December 2nd meeting.

MOTION: Susan Braun moved (Jeanne Rizzo seconded) that the council approve the December 2nd minutes. The motion passed with two abstentions.

III. Programmatic Review Preparation: Larry Fitzgerald presented the programmatic review process including goals/principles, timelines, dates, locations, and triage process. He also presented the review manual stating that the deadline to submit any changes to it is the end of April. He reviewed the scoring system concluding the programmatic review is just as important as the scientific review. He noted that there will be two programmatic review committees and asked the council to sign up for the committee that interests them. Katie reminded the council that if they attend a scientific review meeting to be sure their committee will not be reviewing the same applications.

IV. Core Funding Update: Larry presented an overview of the scientific and programmatic review committees. He discussed the applications that were submitted, the approved LOIs, the organization of the peer review committees, and how the reviewers are chosen.

The Evaluation and Outreach Committees broke out into their individual meetings.

Meet-a-Member: During lunch, Ysabel Duron gave her Meet-a-Member presentation.

V. Director's Report: Mhel Kavanaugh-Lynch gave an update on the state account shortfall. The UC Budget Office requested that the Board of Equalization show documentation of the money that was deposited into the account. The BOE acknowledged the CBCRP had not been overpaid. The CBCRP should be reimbursed for the approximate \$2.5M. Mhel reported that the program has two new council members and will be searching for two scientist positions, two advocates and a non-profit member for the 2012-15 terms. The council discussed the qualifications they want in future members and possible recommendations.

Mhel also noted that the program is hosting the ICRP Annual Meeting in April at Cavallo Point. The council is invited to attend the first day of the meeting.

Mhel announced that some staff from CBCRP/RGPO were honored with Innovation and Impact Awards given by the University. She also presented a summary of the RGPO Centers of Excellence work groups: Database RFP Project, Post Award Policies/Procedures, and Pre-Award Policies/Procedures.

VI. Committee Reports:

- A. **Advocacy Involvement:** Catherine Thomsen updated the council on the changes the committee made to the qualifications that are required of advocates who will be named in research projects. The council discussed broadening the language to include advocates who may not meet all of the criteria. Catherine also summarized recommendations for Advocacy Involvement requirements in the Cycle 19 application materials. A Letter of Commitment from the scientist and advocate will also be required. The committee will modify the language and create templates so the criteria are clear to the applicants. The council determined that an advocate and organization must be named at the LOI stage.
- B. **Evaluation:** Terri Burgess reported on the Program Plan that was written by the staff in collaboration with the council. There were some key goals in the plan that weren't met due to competing priorities and insufficient time. The group discussed the impact of the RGPO reorganization on the program's ability to meet its goals. They also discussed hiring consultants to help move projects forward.
- C. **Outreach:** Cacilia Kim gave an update on the Symposium planning process. The theme of the Symposium is *From Research to Action: Two Decades of Change*. The group discussed possible keynote speakers, the structure of the conference, topics that will be discussed, and a dance party that will be planned for the end of the meeting. Katie McKenzie commented on the Tax Check Off campaign. The committee will debrief on its effectiveness at the end of the campaign.

VII. Special Research Initiatives Update: Catherine Thomsen informed the council that a Prevention Initiatives webinar is scheduled for Monday, April 30th and recommended they read the SRI update.

VIII. Community Initiatives Update: Senaida Fernandez gave a brief CRC update and asked the council to read through the CRC/CRIBS update.

IX. Council Nominations for Chair/Vice Chair: Terri Burgess opened the floor for nomination for Chair and Vice Chair. Jeanne Rizzo nominated Susan Braun (Naz Sykes seconded) for Chair. Susan nominated Terri to be Vice Chair. The council discussed delaying the nominations until the September/October meeting.

X. Announcements: Ysabel Duron passed out flyers to remind the council of the dates for the National Latino Cancer Summary that will be held on San Francisco: July 23-25, 2012.

Terri Burgess adjourned the meeting at 4:39pm