

Breast Cancer Research Council Meeting Minutes
March 15, 2013: Council Meeting
1111 Franklin St. Oakland, CA

Members Present: Terri Burgess, Ysabel Duron, Jon Greif, Kathy Kamath, Cacilia Kim, Melanie Marty, Arash Naeim (via teleconference), Marta Nichols, Sharima Rasanayagam, Ted Schettler

Members Absent: Cynthia Gomez, Karuna Jaggar, Naz, Sykes, Sora Park Tanjasiri

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

Guests: Janna Cordeiro (CBCRP consultant)

I. Call to Order: Terri Burgess (filling in for Naz Sykes) called the council meeting to order at 8:13am.

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

MOTION: Melanie Marty moved (Sharima Rasanayagam seconded) that the council approve the December 14th minutes. The motion passed with one abstention.

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 and reviewed the scoring system. The members signed up for a review committee of their interest. Larry asked the council to recommend out-of-state reviewers. Mhel encouraged the new members to sit in as an observer to one of the scientific review committees.

IV. Core Funding Update: Larry gave an overview of the scientific and programmatic review committees. He discussed the applications that were submitted, the organization of the peer review committees, and how the reviewers are chosen. He also presented the draft Cycle 20 Call for Applications. Larry highlighted the proposed grant cycle calendar and Mhel followed up explaining why the cycles are changing. The group discussed the potential cycles and dates.

V. Council Nominations for Chair/Vice Chair: Terri Burgess explained the selection process and asked the council to nominate members for Chair/Vice Chair. Kathy Kamath re-nominated Naz Sykes for Chair; Cacilia Kim nominated Cynthia Gomez for Chair; Ysabel Duron nominated Jon Greif for either Chair or Vice Chair; Sharima Rasanayagam nominated Ted Schettler for Vice Chair but he declined the nomination; Melanie Marty nominated Karuna Jaggar for Vice Chair.

MOTION: Terri Burgess moved that she and Naz speak to the nominees and solicit their input if they would be willing to serve as Chair or Vice Chair. Then

the staff will request that they submit a candidate statement for the next Council meeting. The motion passed unanimously.

VI. Council Member Recruitment: Mhel Kavanaugh-Lynch announced that it's time to solicit nominations for new council members. There are six slots open: two scientists, two advocates, and two industry representatives. She discussed the qualities and criteria of prospective members. Members were asked to screen potential nominees and then send suggestions to Mhel.

VII. Special Research Initiatives Update: Catherine Thomsen updated the council on the California Breast Cancer Prevention Initiatives (CBCPI). The Steering Committee and Strategy Advisors held their first in-person meeting in February. Melanie Marty and Senaida Fernandez both attended and spoke briefly on their insights of the meeting. Mhel Kavanaugh-Lynch facilitated the prevention group and discussed their direction. The recommendations and finalized minutes from the meeting will be distributed to the council. Catherine answered questions members had about the ongoing research awards.

VII. Community Initiatives Update: Senaida Fernandez briefly reported on the technical assistance calls and emails. She also updated the council on the CRIBS program, giving a short summary of the project.

IX. Symposium Update: Katie McKenzie overviewed the preliminary program for the symposium, including the themes, goals, and scheduled sessions and activities. She also informed the council of their responsibilities at the event.

Meet-a-Member: During lunch, Kathy Kamath gave her Meet-a-Member presentation.

After lunch, the Evaluation and Advocacy Involvement Committees broke out into their individual meetings.

X. Committee Reports:

A. Advocacy Involvement: Cacilia Kim reported on the advocacy involvement for Cycle 19 and on the series of webinars Catherine held to help PIs address the new requirements. The committee plans to gather data from the advocacy involvement portion of the applications. Cacilia also reviewed the sessions scheduled at the symposium that are focused on Advocacy Involvement. The group discussed the committee's ideas to mandate applicants to identify an advocate at the LOI stage of the application process and changed the language for the Cycle 20 Call for Applications. The committee is also launching the online advocate registration.

B. Evaluation/Priority-Setting: Kathy reported that the committee is reviewing the Program's current priorities using the translation criterion as a guide. The committee identified 14 possible priorities and will send a survey out to its members to determine which of the priorities the group should focus on. Once that data has been established the

committee will evaluate the information to determine how to move forward in the priority setting process.

C. Finance: Marta Nichols reported on the committee's discussion on CBCRP's funding resources. They also discussed the key annual financial activities and what the staff needs to focus on to be certain the program is allocating the money appropriately. The committee determined their scope: to oversee the non-grant funding activities (symposium expenses, website and publication costs, and support for general ad-hoc funding issues). The committee will do an annual review of the non-grant budget to ensure that spending addresses the needs of the program. The committee will report back to the council at the third meeting of each grant cycle (the meeting between the LOI and Funding meetings).

XI. Director's Report: Mhel Kavanaugh-Lynch reported on the Inter-Agency Breast Cancer and the Environment Coordinating Committee Report (IBCERC). The committee came to a consensus and called on the government to prioritize prevention in breast cancer and put more funds into the research. CBCRP was mentioned several times in the report as a program that has successfully prioritized prevention and addressed issues of the environment and breast cancer. The Prevention Initiatives team compiled a list of the recommendations from the report and provided it to the strategy advisors and steering committee members. Ysabel Duron, who was one of the IBCERC committee members, also offered her perspective on the report. Mhel overviewed a newly introduced piece of legislation establishing a minimum amount of contributions that the program must obtain in order to remain on the tax form. Each year the minimum amount has risen so the Program could be at risk of losing funding. If passed, the bill will maintain the current minimum contribution amount through 2017. Mhel announced that Lyn Dunagan is back with CBCRP and will be managing the account shortfall issue. There will be more information at the next council meeting.

XII. Announcements: Ysabel Duron announced that she will retire from her broadcasting job as of April 14, 2013.

Kathy (filling in for Terri Burgess) adjourned the meeting at 4:15pm