

**Breast Cancer Research Council Meeting Minutes**  
**March 18, 2005: Council Meeting**  
**Long Beach, CA**

**Members present:** Debra Oto-Kent, Jim Ford, Lisa Wanzor, Michael Figueroa, Christine White, Dorothy Bainton, Kathy Walters, Moon Chen, Janet Howard-Espinoza, Carol D'Onofrio, Kurt Snipes, John Morgan, Amy Kyle, Vicki Boriack

**Members not present:** Kim Pierce, Jackie Papkoff (Friday only)

**Staff:** Mhel Kavanaugh-Lynch, Walter Price, Larry Fitzgerald, Janna Cordeiro, Katherine McKenzie, Lyn Dunagan, Jill Stark, Natalie Collins, Roslyn Roberts

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

The meeting was called to order at 10:25am. Action items were reviewed and introductions were exchanged. Kurt Snipes was welcomed as the new ex-officio member representing Every Woman Counts.

### **II. Minutes**

Corrections to January 28 minutes:

- Correct spelling of Carol D'Onofrio
- Add Moon Chen to list of attendees

**MOTION:** Carol D'Onofrio moved (Amy Kyle seconded) that the minutes from January 28, 2005, be approved as amended with the above changes. The motion passed unanimously.

### **III. Director's Report**

- Mhel conveyed Dr. Gruder's regards to the council. He's available as needed, but feels that his presence is no longer necessary to the group's progress.
- Mhel welcomed Natalie Collins, who replaced Cathyn Fan as the CRC Outreach and Technical Assistance Coordinator.
- The CBCRP offices will be moving from one side of the floor to the other, which will result in regained office for senior staff, improved data wiring, and newer cube furniture.
- Walter Price celebrated his 65<sup>th</sup> birthday on March 17.

**A. Program Initiatives:** Mhel reported that she and Carol D'Onofrio are discussing the possibility that Carol may become Interim Scientific Lead for Program Initiatives, in which case, Carol would leave the council and join the staff.

**B. Council Member Recruitment:** Six members are serving their third years. If Carol joins the staff, then the council will need to recruit seven new members. The council was asked for its input on desired qualities that they might seek in potential new members, and the group concluded that the staff should send out a

broad mailing. The council was encouraged to contact Mhel if they have anyone they would like to nominate for the council.

- C. Tax Check-off Campaign:** We are still minimizing the expense of our fundraising efforts and using what we learned from the market research. We've asked our contacts at various newsletters to include a plug for us; we've written and distributed radio PSAs; we've purchased advertising on the BART system; we set up a special website, [endbreastcancer.org](http://endbreastcancer.org), specifically for the tax check-off program; and we'll be working on creating a volunteer network over the next year. Council members were invited to send their suggestions to Katie McKenzie.

#### **IV. Old Business**

- A. CRC Cycle 11 update:** Walter Price reported on the growing range of diversity in the Community Research Collaboration applications. He presented an overview of the applications received—the most ever, to date—and outlined the six technical/outreach assistance workshops scheduled in June throughout the state.
- B. Programmatic review:** Larry Fitzgerald gave an overview programmatic review process and offered suggestions regarding application scoring. Council members received their materials and assigned applications.
- C. Mock review:** The staff conducted a mock review of two applications, and then the council members broke into their committees to conduct sample reviews. Afterwards, the council members discussed and resolved the concerns that arose during the mock review.
- D. Tally of Cycle 11 applications:** Larry Fitzgerald reported that the Program received 199 applications, including 20 CRCs and four IDEA-competitive renewals. The applications have been divided into five review committees. The Program will be conducting two surveys at the conclusion of the review committees, of both the California advocate observers and the scientific reviewers, to get their feedback on the changes to the Program's funding. The information will be presented to the council at the June meeting.

#### **V. New Business:**

- A. Council profiles:** Debra Oto-Kent initiated a new idea to help council members get to know each other and nurture further collaborations and partnerships: at each meeting, one or two council members will be invited to discuss their work. She presented a video and slideshow about the Health Education Council.
- B. Procedure for election of council chair and vice-chair:** Council members reviewed the eligible candidates. Nominations for chair: Christine White and John Morgan (John Morgan declined the nomination). Nominations for vice-chair: Lisa

Wanzor and Kathy Walters. Nominees will submit a one-page statement to Mhel Kavanaugh-Lynch, and the council will vote at the next meeting.

**C. Joining Forces Conference award application:** Walter Price presented an overview and background for a Joining Forces application from Laura Esserman, M.D., “Improving the Quality of Breast Cancer Treatment and Care: Three Working Groups and a National Conference.” The group is seeking seed money to get underway. After some discussion, the council members agreed that they are interested in seeing an application at the June meeting.

**D. Committee reports**

**Translation:** Christine White reported on the committee’s progress in defining translation and how translational research falls into two categories, “bench to bedside,” and theoretical, non-basic science to application of same. Larry Fitzgerald has drafted some conclusion, and the group will soon be able to make a recommendation to the full council for a TRC-type grant. The committee is having trouble fusing the basic science and community/non-traditional into one document, and will engage Carol D’Onofrio and Amy Kyle for feedback and suggestions.

**Outreach:** Katie McKenzie reported on the symposium planning progress. The plenary session is mostly recruited: Bob Hiatt will moderate; Lovell Jones, William Wright, and Sandra Millan-Underwood have agreed to speak. We’re still missing the environment expert, and we’ve run out of back-ups for that slot. The committee has discussed solutions, including having Bob Hiatt speak in the environmental role, as well as be the moderator; a second option would be to ask Rachel Morello-Frosch, who does research in environment/social justice and has worked with Bay Area communities. The council identified alternative keynote lunch and environmental/social justice plenary speakers for the symposium, and recommended inviting Christy Russell in addition to Ken Olden for the keynote address. They also recommended that Katie consult Barbara Brenner on the selection of Rachel Morello-Frosch and other candidates for environmental speaker on the plenary panel.

**CRC awards:** In the weeks since the last meeting, the members of the former Collaboration committee and staff discussed the Council's vote to increase the CRC Full awards and have together come up with a plan for administration of the \$750,000 limit (for CRC Full awards). The CRC Full award limit will be \$600,000 for three years; in the last fiscal year, the groups will have the opportunity to apply for a one-year award of \$150,000 to help with dissemination of the research findings. The \$150,000 dissemination award would be similar to the IDEA-competitive renewal, in that specific criteria would have to be met, and the application would go through the same rigorous peer-review process as other applications.

**Evaluation:** Lisa Wanzor announced that the Priority Setting and Evaluation committee is focusing their efforts on evaluation projects. Natalie Collins reported on the emerging themes of the CRC evaluation report, which is still expected for completion in June. The committee is also brainstorming ideas for improvements to the symposium evaluation survey and exit interviews for departing council members.

The meeting ADJOURNED at 4:00 p.m.