

**Breast Cancer Research Council Meeting Minutes
May 14, 2010: Council Meeting and Funding Meeting
Oakland, CA**

Members Present: Lisa Barcellos, Chris Bowden, Susan Braun, Barbara Brenner, Terri Burgess, Moon Chen, Laura Fenster, Jim Ford, Karren Ganstwig, Carlina Hansen, Shelley Hwang, Klaus Porzig, Jeanne Rizzo, Donna Sanderson

Members Absent: Roxanna Bautista, Sherie Smalley, Mary Alice Yund

Guests: Marj Plumb, Kathleen Erwin (afternoon only)

Staff: Sharon Cooper (morning only), Mary Croughan, Mary Daughtry (morning only), Lyn Dunagan, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

I. Call to Order: Jim Ford called the meeting to order at 1:20pm, following the morning's closed session of funding recommendations, discussions, and selections.

II. Cycle 16 Funding: By unanimous consent, the council approved the slate of research projects selected for funding during the morning's closed session programmatic review.

III. Approval of Minutes: The council reviewed the minutes from March 5, 2010. Mary Croughan corrected the title of her office.

MOTION: Jeanne Rizzo moved (Susan Braun seconded) that the council approve the March 5 minutes as amended. The motion passed unanimously.

IV. RGPO Reorganization: Mhel Kavanaugh-Lynch and Mary Croughan presented an update of the unit's reorganization, including a detailed analysis of costs, the proposed staff structure, and continued standardization of activities across all programs. Following a request by council members, Mary agreed to share all three programs' cost analysis data with all three advisory councils. Council members volunteered to review the categories of administrative costs, in order to assess whether the definitions are still in line with current accounting practices and meeting the definitions set forth in the Program's legislative language. A final proposed structure will be presented to the council at a later date, with the intent that it be put into place by the end of the year.

V. Budget Committee Report: Susan Braun summarized the ad-hoc committee's activities. They reviewed two draft budgets, one that included the centralized administration services, one that did not. The committee recommends approval of the budget without the inclusion of the PARC/PAAC central administration unit.

MOTION: Moon Chen moved (Carlina Hansen seconded) to accept the ad-hoc budget committee's recommendation. The motion passed unanimously.

VI. Elections of Chair and Vice-Chair: By unanimous consent, the council elected Jeanne Rizzo (Chair) and Terri Burgess (Vice-Chair).

VII. Core Funding: Kathleen Erwin joined the meeting for this segment. Larry Fitzgerald reviewed the proposed LOI process for the IDEA mechanism. The IDEA LOI will reduce the oversubscription rate of the IDEA mechanism, and the higher success rate will encourage quality researchers to apply. Council members discussed the criteria and other elements of the proposed LOI. The council approved the proposed LOI process. Larry also reviewed the draft Cycle 17 Call for Applications, to the council's approval.

VIII. Special Research Initiatives: Marj Plumb left the meeting during this segment. Catherine Thomsen reviewed the draft RFQ for the partnership initiative. The council discussed the draft and made suggestions to clarify and emphasize elements of particular importance. The council approved the draft, and members were asked to email Catherine if they had additional suggestions. This RFQ will be released soon; members were reminded to send suggestions for targeted applicants. Catherine presented a proposed outline for the health policy initiative, which the council approved.

IX. Outreach Committee: Moon Chen presented the committee's discussion of the Joining Forces mechanism and made minor suggestions to how the applications would be reviewed, addressing the council's concerns, including changing the name of the award.

MOTION: Terri Burgess moved (Laura Fenster seconded) to accept the committee's recommended changes to the conference award mechanism. The motion passed unanimously.

Moon and Katie McKenzie reported on the ongoing symposium planning, and solicited council members to volunteer for the advocate breakfast.

X. Director's Report: Mhel Kavanaugh-Lynch reported that council nominations have gone out and the program has developed an online form for submitting nominations. She updated the council on the progress of the NIH grant to develop community-academic partnerships, and reviewed the Peer Reviewer Survey. Departing council members were officially recognized.

XI. Adjourn: The meeting was adjourned at 4:45pm.