

Breast Cancer Research Council Meeting Minutes
June 1, 2001
Oakland, California

Members Present: Susan Blalock, Teresa Burgess, Akua Jitahadi, M. Ellen Mahoney, Irene Linayao-Putman, Tammy Tengs, Anna Wu, I. Craig Henderson, Georjean Stoodt, Sandy Walsh, Hoda Anton Culver, Mary Ann Jordan, Barbara Brenner

Members Absent: Robert Carlson

Staff Present: Charles Gruder, Mhel Kavanaugh-Lynch, Katherine McKenzie, Walter Price, Laurence Fitzgerald, Roslyn Roberts, Janna Cordeiro, Sandra Basic, Sharon Simms, Ben Freeman, Mary Daughtry, Sarah Bradley, William Leigh, Judith Fitzpatrick.

I. Call to Order and Introduction

The meeting was called to order at 9:00 a.m. by Chair, Mary Ann Jordan

II. Approval of April 14, 2000 Minutes

Typographical errors in the minutes were pointed out. Michele Rakoff and Hoda Anton Culver were omitted from the list of members present. Under the list of Programmatic Committee members, Irene Linayao-Putman's name was misspelled

Motion: A motion from Mary Ann Jordan was made to approve the minutes as corrected. The motion was seconded by Barbara Brenner and passed unanimously.

III. Cycle VII Funding (*Attachment 2*)

The Council met in 5 different Programmatic Review Committees to review applications and develop funding recommendations. The Council then re-convened and each committee presented its recommendations.

Based on the Council's discussions the attached list represents the selected grants recommended for funding in Cycle VII. (List Attached)

Motion: A motion was made by Barbara Brenner to fund the grants as indicated in the funding model. The motion was seconded by Ellen Mahoney and passed unanimously.

The discussion as to whether the committee should provide seed money to the Non-funded CRC grants was revisited. Based on the advice of the CRC Review Committee, those CRC grants having high scores in community benefit and community involvement but low scientific merit would be issued seed money to develop scientifically stronger proposals.

Motion: Terri Burgess motioned that the committee fund the two top grants (Promotoras and Marin County) up to \$10,000.

Hoda Anton-Culver seconded the motion based on its modification that a letter be sent stating that the grant did not get funded, however we are prepared to offer a planning grant of \$10K contingent upon your agreement to work toward submission of a new application for the next cycle.

Barbara Brenner offered an amendment to the motion that the offer not be extended to the Marin Breast Cancer Watch because Marin has a lot of funding from CDC.

The amendment was accepted by Terri Burgess who opened up the question of other CRC grants who could benefit from receiving \$5,000 to \$10,000. Ellen offered, in addition to the \$10,000, they should be offered technical support and encouragement to help develop grants. Hoda seconded the amendment to the motion.

Terri stated that the council should hear from the Committee. Tammy pointed out that the committee did not discuss the other grants.

Anna Wu requested a revision to the motion stating that staff could work with the committee on the allocation of total dollars.

MOTION: It was moved and seconded that the Council offer up to \$10,000 in technical support and encouragement to the six un-funded CRC applications for further development based on sufficient community involvement to make it a promising community-based project. The motion carried.

The Council discussed options for choosing applications to place on a “pay-if” list. One “pay if” application was selected from each committee (except Pathogenesis) to arrive at a list of five top-priority pay-if applications. Other applications currently marked “pay-if” will be considered by the Council only if funds become available.

Motion: Terri moved to allow the BCRP staff to select from among the five application listed as first choices for the pay-if list according to balance, responsiveness and priority issues The motion was seconded and carried.

Five of the grants recommended for funding were selected to be designated and paid from **Tax Check-off funds**: 7AB-1000, 7IB-0049, 7FB-0123, 7WB-0021 and 7BB-1500, totaling \$1,363,107.00. Staff were instructed to divide tax check-off funds among these grants and complete full funding of these grants with BCRP funds.

Joining Forces Conference Award (*Attachment 3*)

The Council discussed the submitted Joining Forces Conference Award application. There was consensus that, although the conference was of interest, it did not meet the criteria specified for Joining Forces Conference Awards.

Motion: Vice Chair Barbara Brenner moved that the Council not fund the Joining Forces Conference Award application. The motion was seconded by Terri Burgess and approved unanimously. Hoda Anton-Culver abstained, pointing out that there is still a need for the mouse model to understand the human model.

Debriefing on Portfolio of Grants

Tom Kean of Strategic Concepts led the discussion on the Committees assessment of the Programmatic Review and funding recommendation process.

- How did you feel about the process?
- How would you change the process going forward?
- How satisfied were you with what was actually funded?

Issues that were discussed included:

Direct applicants to respond more globally to the question of whether or not a particular area is over funded or funded enough.

The Council requested that, in addition to the abstract book containing all the abstracts in one's subcommittee, they receive a book of abstracts (with a list of titles) of all applications being considered by the Council, to be distributed before the funding meeting.

The Council requested a list of grants recommended for funding and the abstracts for each.

More specific instructions to applicants on how to write a lay abstract, including suggestion on how to utilize and involve advocates, what to do in response to the question of how the underserved will benefit and clarification of where scientists fit in their own classifications. An Ad hoc Committee will be formed to look at the application packet to help write instructions for the next cycle. Sue Blalock agreed to serve on this committee.

Strategic Health Concepts will provide a comparison of last year's portfolio with what other agencies are funding in the same Priority Areas.

IV. Director's Report

Mhel announced that Andrea Martin, Executive Director of the Breast Cancer Fund was diagnosed with a malignant brain tumor. She suggested that the Council, as an alternative to sending flowers, dedicate a prayer flag in her name.

Letters soliciting nominations for new Council members were sent out. A response ballot was distributed to Council members to provide feedback on candidates under consideration. Mhel requested that the ballots be returned by the week of June 18th.

Mhel reported that the contract with Communication Works to develop a fund raising and marketing plan had been cancelled and that she is working with Barbara Brenner to identify other consultants.

The Legislative event, which would have allowed Mhel an opportunity to present BCRP, was redesigned and BCRP's role was eliminated.

Mhel announced that the 2001 Advances in Breast Cancer Research is in its final layout and design and is scheduled to go to the printer in the next two weeks.

V. Committee Reports

A. Dissemination Committee

Terri Burgess, Chair of the Dissemination Committee, gave an update on the symposium. She requested that Council members provide feedback on primary and alternate leaders for poster discussions from a list provided of BCRP funded researchers. After some discussion, it was realized that because of a Teacher's Study Committee Meeting scheduled for the same time as the symposium, many of the prospective poster presenters along with some Council members would not be available for the duration of the symposium. Terri suggested that Judith and Katie move forward with the existing list with the exception of Malcolm Pike.

At the April 14th Council meeting, the question of how to logistically review the poster sessions was discussed. It was decided that the council would break up into groups, so that each team would not have to review all the posters. The issue is that awards must be presented during lunch and some of the posters will not be present until Saturday.

Motion: Terri motioned that the poster presenters be notified that if they are to be considered for an award, their posters must be posted or physically brought to the symposium by a certain time on Friday. The motion was seconded and approved unanimously.

Katie ended the Committee's report by announcing that Faith Fancher had accepted the key note speaker invitation and that Amelia Davis is tentatively scheduled to present her art work during the reception. Highlighting new awards or our tax check off awards are some alternative suggestions for reception events.

VI. New Business

A. Election of Chair and Vice Chair (*Attachment 4*)

The order of business moved on with the election of the Chair and Vice Chair.

Motion: Vice Chair Barbara Brenner moved the election of candidates by acclamation. The motion was approved unanimously.

B. 2001-2002 Calendar (*Attachment 5*)

Due to a conflict on December 7th, it has been suggested that the council meeting be moved to November 30, 2001.

The schedule for 2001-2002 is as follows:

September 13 - 16, 2001	Oakland	
9/13 AM	New Member Orientation Meeting	
9/13 PM	Full Council Meeting	
9/14 - 9/16	Symposium	
November 30, 2001	Los Angeles	Meeting
February 1, 2002	Santa Barbara	Meeting
April 19, 2002	San Diego	Meeting
May 31 - June 1, 2002	Oakland	Funding Meeting (2 full days)

VII. Adjournment

The meeting was adjourned at 4:35 p.m.