

Breast Cancer Research Council Meeting Minutes
October 7, 2011: Council Meeting
Oakland, CA

Members Present: Lisa Barcellos, Susan Braun, Terri Burgess, Ysabel Duron, Kathy Kamath, Cacilia Kim, Jeanne Rizzo, Donna Sanderson, Sora Park Tanjasiri

Members Absent: Cynthia Gomez, Carlina Hansen, Michael Moffett, Naz Sykes

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

Guests: Carley Flores, Janna Cordeiro, Dana Pong

I. Call to Order: Terri Burgess called the council meeting to order at 8:06am.

II. Approval of Minutes: The council reviewed the minutes from two recent meetings.

MOTION: Susan Braun moved (Ysabel Duron seconded) that the council approve the March 4th minutes. The motion passed unanimously.

MOTION: Kathy Kamath moved (Susan Braun seconded) that the council approve the June 10th minutes. The motion passes unanimously.

III. RGPO Reorganization Update: Mary Croughan gave an update on the RGPO Reorganization presenting three staff organizational charts. Due to more budget cuts and the level of staffing needed, the most recent chart indicated RGPO making further staff reductions by eliminating the Evaluation and Dissemination (E&D) unit. The communications work done by the staff of E & D will be moved to the UCOP Communications Department. The programs will be able to hire contractors/consultants and each program will decide how much to spend on those services. The council expressed their concern for having appropriate expertise available to assist in the transition to a content management system for the website.

IV. Budget Committee Report: Susan Braun reported on the 2009-10 and 2010-11 Budget to Actual Expenses Reports. It was noted that the program under spent in areas such as salaries, honoraria, and communications. She and Mhel discussed the \$2.9 million budget shortfall that the program is contesting with the state.

MOTION: Susan Braun moved (and Jeanne Rizzo seconded) that the CBCRP staff prepare a letter on behalf of the council to Debbie Obley (UCOP Budget Office). The letter will urge Ms. Obley to request an audit if she has not been provided with reasonable accounting information from the DOF by November 1, 2011. The motion passed unanimously.

Susan Braun recommended the 2011-12 budget be approved with the following changes: 1) add \$92,000 for evaluation and outreach contract/consultant services; 2) add \$50,000 to computer

services for website migration to the content management system; 3) increase conference fees to \$5,000; 4) increase memberships to \$4,500.

MOTION: Susan Braun moved (Jeanne Rizzo seconded) that the council accept the draft budget as amended. Motion passed unanimously.

The council broke for the Evaluation and Advocacy Involvement Committees to meet. They reconvened to discuss the committees' overlapping issue: advocate evaluation.

Donna Sanderson reported that the Advocacy Involvement Committee wanted to determine the best ways to encourage researchers to engage advocates and to make their collaboration as productive as possible for all parties. In order to inform the committee's efforts, they are proposing evaluating advocates' and PIs' experiences in previous IDEA and Translational grants activities. These types of tasks are the scope of the evaluation committee, so the group agreed that Catherine and Senaida should meet to develop a draft outline for the two committees to discuss before the next council meeting.

Senaida Fernandez presented an analysis of the effect of the strengthened language regarding the advocacy section of full applications in the memo to Cycle 17 Translational award applicants. The results appeared mixed, but the numbers were small. The next step is to compare the advocacy involvement in Cycles 16 and 17 IDEA/Renewal applications, by March 2012.

Meet-a-Member: During lunch, Lisa Barcellos made her Meet-a-Member presentation.

V. Evaluation Committee Report: Janna Cordeiro reported on the progress of the RGPO Reorganization Evaluation. She presented data from a survey of CBCRP's stakeholders. Terri Burgess summarized the staff and reviewer feedback on review committees, noting that the program will go back to in-person instead of iLinc review meetings. Terri added that the reorganization is taking longer than anticipated, so the evaluation will need to be increased in length and scope.

MOTION: Terri Burgess moved (Donna Sanderson seconded) extending and adding to the scope of the re-organization evaluation. The motion passed unanimously.

VI. Committee Reports:

- 1. Outreach:** Sora Park Tanjasiri summarized the Outreach Committee's work. The committee discussed the program's vision and wanting to make CBCRP more visible at national conferences. The committee also brainstormed planning ideas for the upcoming 2013 symposium and campaign ideas to promote the tax check off.
- 2. Advocacy Involvement:** Donna Sanderson reported on the committee's charge-creating a resource for PIs by providing them with a list of advocates. Catherine Thomsen will draft an online form for advocate organizations who want to register with the program. The form will be presented at the December meeting.

VII. Cycle 18 Update: Larry Fitzgerald gave a brief update of the Cycle 17 funded grants. He also reviewed the 2011-12 Core Funding timeline, the peer reviewed committee costs, and the LOI review committee assignments. The LOI Manual was presented, reviewing the purpose and process of the LOI review. The council discussed the advocacy involvement portion of the manual.

MOTION: Jeanne Rizzo moved (Terri Burgess seconded) that the council approve the Cycle 18 LOI Manual. The motion passed unanimously.

VIII. Community Initiatives Update: Senaida Fernandez presented an update on the CRIBS Project. This summer, the CRIBS team visited 11 cities across California introducing the project and the application process for the Intensive Training program. The program received 22 applications and 12 teams will be accepted. Senaida reached out to advocates from those workshops; they volunteered to be advocate observers for the upcoming CRC review committees. There are two CRC technical assistance webinars scheduled this winter.

IX. Special Research Initiatives Update: Catherine Thomsen announced that the Steering Committee for the second phase of the SRI has been formed and will have its first meeting in November. She also announced that all of the awards from the first phase of the SRI have been given out, totaling almost \$21 million. She responded to Terri Burgess' inquiry about the Survivorship Consortium from the last council meeting; the effect of one study dropping out will not significantly impact the strength of the study.

X. Director's Report: Mhel Kavanaugh-Lynch gave a presentation on the UCOP Communication Group. She gave an overview of the department's functions, the services they will provide, what IR&C will provide, and what tasks each program is responsible for handling internally. She also reported on a request to fund the California Health Interview Survey (CHIS), a biannual health data survey. After discussing the pros and cons, the council decided not to fund it but agreed to write a letter of support. Mhel announced that Cynthia Gomez has been appointed to the council. She will attend her first meeting in March.

XI. Announcements: Jeanne Rizzo announced Breast Cancer Fund's annual campaign, "Prevention is Power". She handed out flyers to the council.

Terri Burgess adjourned the meeting at 4:35pm