

Breast Cancer Research Council Meeting Minutes
October 17, 2003
Oakland, CA

Members Present: Jackie Papkoff, Elaine Ashby, Vicki Boriack, Dorothy Bainton, Debra Oto-Kent, Kathy Walters, Kim Pierce, Christine White, James Ford, Kathryn Phillips, John W. Morgan

Members Absent: Diana Chingos, Georjean Stoodt, Michael Figueroa, Carol D'Onofrio, Janet Howard-Espinoza

Staff Present: Janna Cordeiro, Laurence Fitzgerald, Charles Gruder, Marion Kavanaugh-Lynch, Katherine McKenzie, Roslyn Roberts

Staff Absent: Walter Price

Guests: Maureen Harrington, Department of Health Services

I. Call to Order and Introduction:

The meeting was called to order by Chair Debra Oto-Kent at 9:20 AM.

II. Approval of Minutes of June 30, 2003:

The minutes were unanimously approved as written.

III. Priority Setting Presentations:

Janna Cordeiro, presented an overview of funding allocations in breast cancer research from various breast cancer funding agencies including the NCI, the DOD, and The American Cancer Society, CBCRP and the UK. She outlined the CSO as the mechanism utilized in categorizing grants. The CSO (Common Scientific Outline) is a categorization scheme developed by a collaborative of cancer research funders in the United States and the UK to allow uniformity in the categorization of portfolios, pointing out areas of possible collaboration and identifying areas of duplication or gaps. The Council discussed the similarities and differences between the funding portfolios of the various agencies and requested further detail on the subcategories.

To address questions regarding the career development criteria, and identify training gaps in breast cancer research, Janna summarized the CBCRP's career development awards and presented information from other funding organizations and their respective investments in career development grants within California. These findings will assist in identifying the training gaps in breast cancer research.

IV. Director's Report

New CBCRP Publications:

There are several new publications, all available on the CBCRP web site. Still in production is a lay summary of the California Cancer Registry's Report on Breast Cancer in California along with the incorporation of the slide presentation at the symposium being developed as a publication entitled "Ten Years of Progress". Hard copies of these publications are available upon request.

Cycle X Call for Applications:

Mhel requested council members review the Cycle 10 Call for Applications and suggested that they encourage their colleagues to apply. She reminded the council that award types were

divided into primary and complementary award types and reiterated that the CBCRP Staff is available to field any questions or comments regarding the process.

Cycle X Timelines:

Mhel provided an overview of the Cycle X Timeline and reported that the Review Committee schedules were confirmed. She encouraged council members to attend a CBCRP Scientific Review committee to observe the process.

CBCRP Website:

CBCRP received a grant from Google which allows the Program three months of free advertising. Mhel presented the council with an overview of the advantages of the grant which includes the information gained about what key words are being used to drive the public to our web site, how they maneuver through the site and how long they spend there in addition to receiving 3,000 to 6,000 hits per day. Approximately 55% of visitors to the CBCRP web site are accessing our research portfolio and reading grant abstracts, reviewing published journals, and viewing institutions and organizations that we fund. Tied for second is the publication section. In addition, Mhel reported that the on-line donation feature is now working.

Fundraising Update:

Mhel reported that the grant application submitted to The California Endowment was still under consideration. This grant, if approved, would provide \$220,000 over a two year period to support the Community Research Collaboration Outreach Program. Secondly, donations through the tax check-off, which is the main thrust of our fundraising effort, decreased in this year. The fundraising consultant, Laura Talmus and Associates will lead a market research endeavor to determine whether the Program should continue to focus on the tax check off. Results of focus groups followed by a market survey should be presented at the January council meeting.

Annual Report

The council was requested to review the 2003 Annual Report to the Legislature and Advances in Breast Cancer Research and make a decision as to whether the same reports should be done this year and whether the Council wishes to delegate this task to staff again. The Council discussed and agreed that the same two reports should be produced and requested that the staff undertake this task.

V. New Business

A. 2003-2004 Work Plan/Goals for the Year

Collaboration Committee

Debra Oto-Kent reported for the Collaboration Committee by providing some historical information. The Collaboration Committee, formerly known as the BCEDP Collaboration Committee, has focused on the legislatively mandated collaboration between the CBCRP and the Department of Health Services.

The committee is looking to evaluate and expand its mission beyond collaboration with the Cancer Detection Program, "Every Woman Counts". The revised purpose of the committee is to promote collaboration among existing and potential research partners, consistent with CBCRP funded priorities, mechanisms, and evaluation outcomes. The Collaboration committee has requested a joint meeting with the Outreach committee to discuss the possibility of overlap between the two committees.

Accomplishments over the past year include participation in the design and implementation of a workshop for the 2003 "From Research to Action" Breast Cancer Symposium. In addition, the committee developed a process and procedure for ongoing communication between CBCRP and the Cancer Detection Program, "Every

Woman Counts". An electronic newsletter is now a means to disseminate information to funded state-wide partnerships highlighting research projects that may have relevance to the Program.

Outreach Committee

Katie McKenzie explained the purpose of the CBCRP Outreach Committee and provided an overview of previous Outreach activities. She reported on the two major accomplishments for the Outreach Committee, which included the planning and implementation of the 2003 Symposium and publication of the CBCRP Newsletter. Potential activities for Outreach in the upcoming year include the sponsorship of a White Paper regarding critical issues in breast cancer research; sponsor a Controversy or Consensus-Building Forum. The Outreach Committee will also work in conjunction with the Collaboration Committee to discuss the possible overlap of the two committees.

Priority Setting Committee

Committee member, Jackie Papkoff described the role of the Priority Setting Committee, which is to plan and oversee the priority-setting process, distill information collected through the priority-setting presentations, and help focus discussions and create activities that will help us set priorities. Accomplishments for 2002-2003 included the development and implementation of strategies for the Annual and Tri-Annual priority setting process and making recommendations for changes to the Call for Applications and outreach strategies for Cycle X to the full council.

Activities for the upcoming year include the presentation of various data collected for the Tri-annual process and the planning and implementation of the Priority-Setting retreat scheduled for March, 2004.

Evaluation Committee

Debbie Oto-Kent described the purpose and background of the Evaluation Committee which was formed to develop a formal evaluation of the CBCRP's funding efforts. Some major accomplishments include the investigation of standard methods to evaluate the outcomes of research funding and developing a long-term plan for evaluation of CBCRP. A number of evaluation reports summarizing outcomes and major findings have been published. Plans for 2003-2004 include the review of findings from a preliminary study of IDEA Awards and the development of additional data collection strategies. The committee will implement new evaluation activities and oversee reports. Other plans include overseeing the outcome evaluation of completed Community Research Collaborative Awards.

The four committees convened to discuss their goals and work plans for 2003-2004. All committees reconvened and presented a brief overview of their respective work plans.

Review of 2003-2004 Calendar

The council reviewed the proposed 2003-2004 calendar and offered suggestions and comments regarding the final schedule.

Adjournment:

The meeting was adjourned at 4:30 pm.