

**BREAST CANCER RESEARCH COUNCIL MEETING
MINUTES
NOVEMBER 7, 1997
LOS ANGELES, CA
LAX Hilton**

ATTENDEES

Members Present: Shelley Adler, Floretta Chisom, Arlyne Draper, Robert Erwin, Bobbie Head, Liana Lianov, Judith Luce, Carol MacLeod, Maria Pellegrini, Carol Pulskamp, Beverly Rhine, Carol Voelker, Suzette Wright

Staff Present: Mhel Kavanaugh-Lynch, Larry Gruder, Walter Price, Larry Fitzgerald, Garland Giles, Mary Kreger

Staff Absent: Katie McKenzie

Members Absent: Marco Gottardis, Susan Love, Ann Wallace

I. Call to Order and Introductions

The meeting was called to order at 11:15AM.

All Council members and staff introduced themselves.

II. Approval of 9/17/97 Minutes

Clarification: Motion VII was seconded by Floretta Chisom. The minutes were approved.

III. Director's Report

A. Cycle IV Progress

Mhel Kavanaugh-Lynch presented the following brief report on the progress of Cycle IV:

1. Schedule

CIRC's due Mon, Nov. 10. Have received 3 so far. All other applications (except full TRC Awards) are due January 8. Funding decisions will be made at the May 8-9 Council meeting. This meeting will be for 2 days in Oakland, possibly at the Claremont. Applications and draft application reviews will be available for Council members to review the evening prior to the Council meeting.

2. Review Committee Manual

Comments from Council members must be received in BCRP office by Weds. 11/12.

Bob Erwin made the following comments: 1) Pg 2 of manual - 1st para. 2.2.2. last phrase regarding...”emphasize the priority ..” use the word complement rather than duplicate. 2) Underline the word or bold it, and repeat it often if possible. 3) Make the examples match the call.

3. Call for Nominations for Reviewers

Research Administrators will start recruiting for Reviewers. Council members should send in recommendations by the beginning of January.

B. Cycle III Audit

Bureau of State Auditor’s report should be released Nov. 11. Copies will be mailed to all Council members.

C. Staff Activities

A summary of staff activities through January, 1996 was provided to Council members.

IV. Committee Reports

A. Committee on Collaboration with BCEDP

Pulskamp, Draper, Lianov, Wright, Adler

1. The committee asked the question: What kinds of research could be funded to support BCEPD? To answer this question, the committee committed to do a literature search to determine what research in psycho-social and health services fields have been done on early detection/screening (including screening performed for other diseases). This includes:
 - A. Literature on low-income/underinsured and minority populations.
 - B. Research on mobilizing ethnic groups to access screening and to return regularly.
 - C. Hopefully research information can be combined with the work of the translational committee to encourage implementation.
2. The committee will also research what info can be given about women’s health through breast cancer without suggesting mammography.

B. Council Roles and Responsibilities Committee

Chisom, Kavanaugh-Lynch, Erwin, Gruder (for 11/7 only) (Gottardis – not present)

The draft Roles and Responsibilities Matrix has been developed and distributed to the Council. It was discussed by the full Council and compared to the summary of legislation prepared by Carol Voelker and Carol MacLeod.

ACTION: Item #1.D will be split into three items as follows:

- **Develop application process, guidelines and requirements: UC = A, Council = E, Director = B**
- **Develop application evaluation process and guidelines: UC = A, Council = D, Director = B**
- **Develop funding requirements and process: UC = A, Council = E, Director = B**

The Committee agreed to work on the Matrix prior to the next meeting to address the specific functions listed in the legislation and in the Carol Voelker/Carol MacLeod summary to the responsibilities listed in the Matrix.

Council members agreed that the matrix makes it easier to understand and operationalize the legislation and obviates the need for individuals to make their own interpretations.

C. Translation Committee

MacLeod, Fitzgerald, Luce, Price, Draper

See attached report.

No action items were adopted.

D. Dissemination of Research Results

Voelker: Pellegrini, Head, Rhine, Giles.

The committee presented the following brainstorming results:

Who should results go to?

1. BCEDP (monthly meetings, annual conference, etc.) Need list of current funded investigators. State in contract that they can give talks in their area.
2. Community-based breast cancer organizations.
3. Other research institutions
4. Funding organizations
5. Legislators
6. Universities
7. NIH, CDC
8. Media
9. Women's Health (State and National) organizations

How can research results be disseminated?

1. Video Conferences through the UC system
2. Videos of individual researchers doing talks in lay language which would be loaned or distributed.
3. Website and links to other websites.
4. Conferences and conventions
5. Compendium mailing list would be good for dissemination.
6. Again have a major symposium, but have 3; 1 in the Bay Area-UCSF/Stanford, 1 in LA-UCLA/USC and 1 in SD-UCSD.
7. 3 mini Advisory meetings instead of 1 major state-wide advisory meeting. Location would be easier for everyone.
8. Magazine articles
9. CEU's
10. Stipends/grants to BCEDP partnerships to defray the cost of lay abstracts (reporting the research). If conference were given via partnership, stipend would help ease the cost and good exposure for BCRP.

The committee requested a list of currently funded investigators arranged by geography, and a copy of the language form the Conditions of Awards that refers to being available at BCRP's request for giving presentations.

No action items were adopted.

V. Old Business

A. 1997 CA Breast Cancer Research Symposium

The Council discussed the Evaluation summary and report on costs. Comments included:

- amazement at the low cost of symposium considering 700 people participated and compared to known costs for other symposiums.
- Overriding suggestions from the evaluations included: spend more time on research in AM and PM; Posters – time to view them was limited since oral representations were being given and room was dark because of this; Maybe limit the speeches and focus on research results.

ACTION: Staff will review the videotapes of the Symposium and develop an order form offering video coverage of different parts of the symposium to council members to choose what they want to review.

B. 1997-1998 Council Work Plan

The Council discussed various options for the next symposium, including:

1. Are we going to do a symposium once a year or less frequently?
2. Should the next event be State-wide or 3 regional conferences?
3. Suggestion: Next event could be an Advisory Meeting focusing on translation (including public health groups).

It was decided that a Symposium will **not** take place in 1998. At the next meeting, more discussion will take place regarding a state-wide vs. 3 regional conferences.

VII. New Business

A. 1997 Annual Report

ACTION: Council to return comments/suggestions on 1997 Annual Report by end of November.

B. Appointment of New Council Member

The Council discussed what qualifications should be considered in choosing the next member. Suggestions were to place an emphasis on peer review and active grant experience, gender and ethnicity balance.

C. Possible Change in February Meeting

BCEDP scheduled its next meeting for Feb. 6. This conflicts for many council members who wish to attend this because BCRP council meeting is the same day.

MOTION: It was moved that the next BCRC Meeting be held Saturday, February 7 with location to be determined on BCEDP decision of location – Oakland or San Diego (preferred). The motion was seconded by Shelley Adler and passed unanimously.

VIII. Announcements

None.

IX BCEDP Update

Liana Lianov presented a report on the progress of BCEDP:

135,000 women were served by the Program in 1996-1997. This increased to 236,000 in 1997-1998. This has reached the limit of funding available and funds need to be stretched more to serve more women. Currently 900 – 1500 providers are billing BCEDP each month. The BCCCP program received another 5-year award from the CDC, ensuring continued support from that Program. Both Programs are targeting Asian Pacific islanders, African American, and older women. The Program is currently focusing on quality of care, writing mini-contracts with providers to understand the Program's clinical standards.

X. Adjournment

The meeting was adjourned at 3:55PM