

**Breast Cancer Research Council Meeting Minutes
November 18, 2005: Council Meeting
San Francisco, CA**

Members present: Kim Pierce, Angela Padilla, Jim Ford, Lisa Wanzor, Christine White, Kathy Walters, John Morgan, Amy Kyle, Felicia Hodge, Maria Wetzel

Members not present: Moon Chen, Kurt Snipes, Mark Pegram, Anuja Mendiratta

Staff: Mhel Kavanaugh-Lynch, Walter Price, Larry Fitzgerald, Janna Cordeiro, Katherine McKenzie, Natalie Collins, Courtney Bennett, Carol D’Onofrio, Roslyn Roberts, Lyn Dunagan, Sylvia Santana

Guest: Marj Plumb

I. Call to Order

The meeting was called to order at 9:09a.m. Council members introduced themselves. Kathy Walters presented information about her work in the “Meet a Council Member” feature.

II. Minutes

Council members discussed reservations about actions taken during meetings for which there was no quorum, such as the June 17 meeting, during which the minutes for May 20 were approved by the attending members.

MOTION: John Morgan moved (Jim Ford seconded) that the June 17 minutes be approved, with the amendment that the minutes reflect that a quorum was not obtained. The motion passed with seven affirmative votes and three abstentions.

The staff redistributed the council’s Rules of Operation and the minutes from the May meeting. Rule 13 of the council’s Rules of Operation state that the minutes are considered approved without corrections or revisions if none are received within ten days of the date of mailing to council members. Discussion about amendments to the rules of operation may be raised in a future meeting.

III. Director’s Report

- A. CBCRP overview:** Mhel presented an overview of the CBCRP within the context of the University of California, including changes within the structure of UCOP, and the benefits and barriers afforded by the association. She also presented an overview of the staffing structure within the CBCRP, including the four divisions managed by senior staff, and reported that UCOP’s HR department has finally approved reclassification of senior staff positions, which has been pending their consideration for 14 months.

- B. Council appointments:** All but one open seat (the industry specialist) was appointed over the summer; however, Bill Goodson, the medical specialist, resigned when he decided to apply for a grant. We are currently looking at candidates and hope to have those slots filled by the next meeting.
- C. Tobacco tax propositions:** Mhel summarized the two new propositions to raise the tobacco tax in California by \$1 per pack and presented estimates of their impact on CBCRP funding. Both propositions are now in the signature-collecting phase, and one might be ready for the November 2006 ballot. The University has no formal position on either proposition.
- D. “Forum”:** Mhel reported her participation in KQED’s *Forum* radio show.
- E. Tax Check-off Fundraising:** Katherine McKenzie presented an overview of past tax check-off fundraising campaigns and planned changes for the upcoming campaign, including evaluation, where possible, of the campaign’s effectiveness. She requested help from council members in telling their friends, tax preparers, and local businesses that are particularly interested in breast cancer fundraising; and identifying key contacts at partner groups to help us get the word out, including mailings, exhibit opportunities, newsletters in which we might submit an article or advertising—anything to help us reach beyond our list. The outreach committee is taking up the idea of a “road show” to educate the public about the tax check-off contribution option, including targeting advocacy groups, health clubs, and the foundations at big biotech companies.
- F. Core Funding update:** Larry Fitzgerald presented an overview of cycle 11 and summarized the changes and the timeline for cycle 12.
- G. Community Initiatives update:** Natalie Collins presented an update of the cycle 12 CRC concept papers. A record number (35) of concept papers have been received; 28 are new, seven are resubmissions of previously unfunded research ideas. She presented an overview of the CRC outreach efforts, a timeline for the funding process, and summarized the communities represented in the new concept papers. The community initiatives team will host a grantsmanship workshop in January. The council members discussed finding new ways of articulating the community-driven research model to the academic research community, and will consider forming a new subcommittee to explore those ideas.
- H. Program Initiatives update:** The Program Initiatives group has changed its name to the Special Research Initiatives (SRI). Mhel Kavanaugh-Lynch and Carol D’Onofrio presented an overview of the development process and the plans for the next six months, including background research and research on organizational models. A draft of the key findings was presented to the council for their comments and feedback, and the council discussed the five phases of the SRI Strategy Development Plan. Council members voiced their feedback on the list of

potential steering committee members. Mhel encouraged any post-meeting comments by email or phone.

IV. Old Business

A. CRC Evaluation: Marj Plumb presented an overview of her evaluation of the CRC awards, including the history of the awards, their impact, and her analysis of the outcomes. Recommendations and other areas of evaluation, including methods of implementation and collaboration, and post-project leverage will be discussed at a later date. Natalie Collins announced that the dissemination award has been drafted and will be offered to eligible grantees.

B. Committee reports

- **Translation:** Christine White directed council members to the report in their packets. The committee is recommending inviting one-page letters of intent (with supporting documents) for translational research. Up to ten projects will be invited to apply for one or two \$750,000 awards.
- **Outreach:** Katherine McKenzie presented an evaluation of the 2005 symposium, including attendee populations, goals, and reactions. The committee recommends the following sites for 2007: Long Beach, Santa Monica, or San Diego.
- **Evaluation:** The committee's report was postponed until the next meeting.

V. New Business:

A. 2006 Council Meeting Calendar: The council determined that the 2006 meeting dates will be as follows: January 19 – 20: location TBD, March 2 – 3: San Francisco, May 12: Oakland (funding meeting), June 8-9: location TBD.

B. Annual Report to the Legislature: Mhel Kavanaugh-Lynch described the required Annual Report to the Legislature.

MOTION: Lisa Wanzor moved (John Morgan seconded) that the staff prepare the report for the Legislature. The motion passed unanimously.

The meeting ADJOURNED at 3:55 p.m.