

**Breast Cancer Research Council Meeting Minutes
December 4, 2009: Council Meeting
Oakland, CA**

Members Present: Roxanna Bautista, Lisa Barcellos, Susan Braun, Terri Burgess, Moon Chen, Laura Fenster, Jim Ford, Karren Ganstwig, Shelley Hwang, Klaus Porzig, Jeanne Rizzo, Donna Sanderson, Mary Alice Yund

Members Absent: Chris Bowden, Barbara Brenner, Carlina Hansen, Sherie Smalley

Guests: Steven Beckwith, Janna Cordeiro

Staff: Lyn Dunagan, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

I. Call to Order: Jim Ford called the council meeting to order at 8:18am and initiated introductions.

II. Minutes: The council reviewed the minutes from September 25, 2009.

MOTION: Terri Burgess moved (Mary Alice Yund seconded) that the council approve the September 25 minutes. The motion passed unanimously.

III. Director's Report

A. Discussion of Non-advocate Review Meeting: Jim Ford presented an overview of the non-advocate review process (NAR). Klaus reported on the actual NAR meeting, when he and Jeanne Rizzo met with the committee. Mhel Kavanaugh-Lynch summarized the NAR committee's final report.

Mhel shared three presentations that were delivered during the NAR committee meeting, including an analysis of the peer review costs and two possible conceptual models for a new unit (IRA). She also described the upcoming phase of business process analysis that arose out of the NAR's activities, during which the council will be invited to submit feedback.

The council discussed their concerns about charge-backs for centralized services that exceed the savings realized by previous staff cuts and council-mandated changes to the peer review process. They also discussed the NAR committee's final report.

B. Expenditure Report: Mhel presented the current year to date expenditures, which include the RGPO Administrative charge-backs. The council discussed the report.

IV. Outreach Committee Report

A. Joining Forces Conference Award: Klaus presented an overview of the application and summarized the committee's concerns and recommendations. The council discussed the applicant's responsiveness to previous feedback.

MOTION: Susan Braun moved (Jeanne Rizzo seconded) that the council fund the application. The motion passed unanimously.

B. 2010 Symposium: The committee recommends the title: “From Research to Action: Tools for Change” because of its consistent message of action, such as the development of new statistical models, advancement of chemicals policy, and environmental causation arising from the Special Research Initiatives. The council agreed with the committee’s recommendation.

Klaus presented the revised symposium schedule. Members discussed focus topics and options for gathering both targeted feedback and personal stories during the symposium. The committee will consider the council’s comments.

The committee is also considering a guest with broader public appeal and presented suggestions. Klaus reviewed committee suggestions about event content and ideas for retaining attendees through Saturday evening. The council discussed options for special invitees, content, and other ideas for communicating the CBCRP’s impact and influence in the national breast cancer research arena. Katherine McKenzie suggested additional potential invitees and asked for feedback.

V. Non-advocate Review with Dr. Beckwith: Steve Beckwith joined the meeting to discuss the Non-advocate Review (NAR) committee’s final report.

VI. Special Research Initiatives Update: Catherine Thomsen reported on the progress of the currently underway projects. The chemicals policy group is generating interest in the research community, including interest from some of the journals. The RFP is under development for the statistical models initiative.

VII. Annual Report Review: Katherine McKenzie presented a draft of the Annual Report to the Legislature and requested feedback before December 14, at which point it will be submitted to UC officials.

VIII. Programmatic Review Process: Larry Fitzgerald presented an overview of the goals, principles, process, and timeline of the programmatic review.

IX. Priority Setting Presentations: Committee members presented data analysis and recommendations for several of the priority-setting criteria, in advance of the March 2010 priority-setting retreat.

A. Translation: Shelley Hwang presented an overview of the development and criteria for the award, as well as a portfolio analysis and committee recommendations for translational funding.

B. Collaboration: Jim Ford presented data analysis and committee recommendations for collaborative funding.

C. California-Specific: Shelley Hwang presented an overview of the criteria, its implications to other populations and geographic regions of the world, and the committee's recommendations for continuing its support.

D. Policy: Jeanne Rizzo described the criteria and the committee's challenges in collecting evaluation data. The committee discussions mirrored the 2004 priority-setting discussions about a health policy initiative, reiterating the subject's priority to the program. The committee therefore recommends discussing and developing a health policy initiative at the retreat. The council discussed the previous plan for the health policy initiative, its timeline relative to the SRI, options for how to proceed, and the staffing needs for moving the initiative forward. Mhel will send the original, 2004 health policy initiative discussions to the council, with a draft implementation plan. The priority-setting committee will review, make recommendations, and provide assistance.

E. Translation: Terri Burgess presented an overview and data analysis of research on the critical path for practical application. The committee recommends continuing the current translational award mechanism.

Terri summarized all the priority-setting recommendations for council discussion.

X. Director's Report (Continued):

Mhel will alert the budget committee when/if an ORGS budget is submitted to the UC Regents (possibly February). She has forwarded to all council members the legislative council opinions from 1996, and the Klein report that recommended consolidating services. She will advise the council as the Business Process Analysis progresses, once it gets underway.

The council discussed sending a letter to Steve Beckwith to memorialize the agreements from today's meeting. The council formed an ad-hoc re-org committee (Lisa Barcellos, Susan Braun, Barbara Brenner, Laura Fenster, Jim Ford, Klaus Porzig, Jeanne Rizzo) that will be willing to meet with Steve outside of the scheduled council meetings and represent the full council.

Mhel will distribute the 2004 health policy initiative report and draft action steps.

She also shared the news that she is writing a grant application with Commonweal and Marj Plumb for developing an infrastructure for community and academic partnerships. She is excited about the opportunity.

Mhel gathered suggestions for locations for the council's priority-setting retreat.

XI. Adjourn: The meeting was adjourned at 3:47pm