

Breast Cancer Research Council Meeting Minutes
September 29, 2006: Council Meeting
Los Angeles, CA

Members present: Moon Chen, Crystal Crawford, Diane Griffiths, Amy Kyle, Anuja Mendiratta, Gordon Parry, Mark Pegram, Catherine Quinn, Lisa Wanzor, Maria Wetzel

Members absent: Felicia Hodge, Angela Padilla, Kurt Snipes

Staff: Natalie Collins, Janna Cordeiro, Brenda Dixon-Coby, Lyn Dunagan, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Walter Price, Roslyn Roberts, Sylvia Santana

I. Call to Order

The meeting was called to order at 10:06a.m. After general introductions, Mark Pegram conducted a “Meet a Council Member” presentation. Lisa Wanzor described the general vision of the council’s year, including upcoming events, anticipated funding changes wrought by the new translation award and Prop 86, and new council members. Mhel Kavanaugh-Lynch presented an update of the new council seats.

II. Minutes

Council members noted that the translation committee was not inactive, but simply had nothing to report in the last meeting.

MOTION: Maria Wetzel moved (Mark Pegram seconded) that the June 9, 2006, minutes be approved as amended. The motion passed unanimously.

III. Director’s Report

A. Program Update: Mhel presented an update of Proposition 86, which will triple the program’s funding budget if the measure passes, and presented two spending options for the council’s consideration. The council discussed the proposition’s chances during the election and the impact the proposition could have both on smoking and on our funding. It was decided to hold off on strategic planning until November to see if the proposition passes.

B. Special Research Initiatives: Mhel announced that the program has successfully recruited an analyst to replace Courtney Bennett. The SRI brochure has been finalized and printed. The *State of the Science* document is nearing completion of its first draft, and it is expected to be finished by the end of December. We will also produce a lay-friendly summary version which will be available at the stakeholder meetings schedule tentatively for March and April 2007. . The steering committee will begin reporting to the council meeting via phone conference call. Susan Shinagawa will be calling in later. The program is working with a vendor to provide web-based strategic planning software that will allow stakeholder input for developing the strategies for the SRI, and the program continues to work with a recruiting firm to recruit candidates for the lead scientist position.

C. External Relations: Katherine McKenzie presented an overview of the External Relations team's educational, awareness, and fundraising goals, as well as the team's efforts to support the program's other communication needs, including a corporate video, radio promotions, mailings, exhibits, etc. As part of the program's efforts to raise its profile with audiences other than researchers and institutions, the team has designed a new brochure. She invited feedback from the council members about the new brochure.

D. Core Funding – Cycle 13 Preview: Larry Fitzgerald presented an overview of the schedule and expectations for the upcoming cycle 13 funding process, including deadlines for the various funding mechanisms and changes to the application processes.

E. Community Initiatives: Natalie Collins reported on the progress of the outreach and technical assistance for community-based participatory research, including on-site meetings and visits to organizations and universities, extensive follow-up and assistance to help teams during either post-funding or re-submission phases, and consultation services (provided by Marj Plumb) to help teams be more successful. The CRC team is planning to gather all of the CRC teams for in-person networking sessions so that the teams can share their experiences and challenges.

VI. Old Business

A. Report from SRI Steering Committee: In a phone conference call, Susan Shinagawa reported that steering committee has met regularly by phone, and has also met in person this past June. The steering committee determined that the strategy team should be developed before the science advisors are recruited, and so have developed a strong list of candidates. The strategy team candidates have shown great enthusiasm for the project, and the steering committee expects to finalize the strategy team list soon. She described the construction of the three groups that will lead the review of the *State of the Science* document, and she added that the steering committee will be meeting face-to-face again in December in Boston. The council offered its support to the SRI steering committee. After the phone call ended, the council discussed their role in helping the steering committee. Council members are invited to participate in the town hall meetings.

B. Programmatic Review Analysis: Larry Fitzgerald presented further analysis of the programmatic review process comparing the relative importance of the scientific merit and programmatic scoring in making the final funding selections. The council decided to keep the same process, including keeping the top two-thirds of applications scored during the scientific review for consideration in the programmatic process.

V. Committee Reports

Lisa Wanzor spoke about the need for council members' participation in committees and subcommittees, and that committee meetings outside of the full council meeting are crucial to the success of council projects.

A. Evaluation committee: Lisa Wanzor reported that the committee is developing a way to evaluate the process of the new translation awards. Additionally, the committee discussed future strategic planning and decided to wait until after the November election to begin devising a plan.

B. Outreach committee: Moon Chen reported on the committee's progress in planning for the 2007 symposium. Six workshops have been identified. The committee has identified Melissa Etheridge as a favored potential keynote speaker. Council members were encouraged to continue providing input and suggestions. He presented the committee's recommendations for a tag line.

MOTION: Maria Wetzel moved (Gordon Parry seconded) that 2007 symposium shall be named, "From Research to Action: Breaking New Ground".

C. Translation committee: Mark Pegram reported that the translation award criteria are in place, and he presented committee's recommendations for approving the slate of LOI (letters of intent), which are due October 18. Following the discussion, it was decided that the translation committee will review and score the LOIs and then present their recommendations to the council at the next meeting. The full council will then choose a final list of LOIs to extend an invitation to submit a full application. Other council members are welcome to be ad-hoc reviewers for the LOIs. Council members will not need an abstract book.

VI. 2006-2007 Calendar

Council members reviewed the proposed calendar of meeting dates and locations, and discussed improvements in communication between staff and council members. Staff was asked to use more specific language in subject headers of urgent communiqués. The council decided to defer to staff to set meeting locations.

VII. Joining Forces Award

Larry Fitzgerald presented a letter of intent requesting support for the Susan Love Foundation's 5th Annual Intraductal Conference. Council members discussed the aims of the conference and the positive direction achieved in previous conferences. The council decided to encourage a full proposal, with attention paid to the budget. Larry will communicate this to the applicant.

Announcements

The November 16-17 council meeting is scheduled for San Francisco at the Monaco Hotel.

The meeting ADJOURNED at 3:25p.m.