

**Breast Cancer Research Council Meeting Minutes
December 2, 2011: Council Meeting
Oakland, CA**

Members Present: Lisa Barcellos, Susan Braun, Terri Burgess, Ysabel Duron, Carlina Hansen, Kathy Kamath, Jeanne Rizzo, Donna Sanderson, Naz Sykes

Members Absent: Cynthia Gomez, Cacilia Kim, Sora Park Tanjasiri

Staff: Mary Croughan, Senaida Fernandez, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katie McKenzie, Lisa Minniefield, Catherine Thomsen

Guests: Steve Beckwith, John Morgan (LOI Review), Marj Plumb (SRI Presentation), Klaus Porzig (LOI Review), Tracey Woodruff (SRI Presentation)

I. Call to Order: Terri Burgess called the council meeting to order at 8:21am and initiated introductions.

II. Approval of Minutes: The council reviewed the minutes from the October 7th meeting.

MOTION: Jeanne Rizzo moved (Donna Sanderson seconded) that the council approve the October 7th minutes. The motion passed unanimously.

III. LOI Recommendations: Prior to breaking out into small groups, Larry Fitzgerald reminded the council that LOI scores were only a guide for their discussions and scores do not need to be changed. After the council reconvened, the chairs of the LOI committees presented summaries of their meeting. Members discussed the scoring scales, how they determined the recommendations, reinforcing the involvement of advocates, and next steps in communications with the applicants. LOIs that were submitted in one category but were better suited in another funding mechanism will be invited to apply for the other award type.

MOTION: Susan Braun moved (Donna Sanderson seconded) that the council accept all of the committees' recommendations for the LOIs to accept for a full application. The motion passed unanimously.

IV. Conference Award Applications: Naz Sykes summarized the committee's discussion and recommendations to approve the two applications. The members discussed the applications and dissemination plans.

MOTION: Terri Burgess moved (Ysabel Duron seconded) that the council award funding for the application, "Increasing California Capacity to Partner in Global Breast Cancer Research". The motion passed unanimously.

MOTION: Donna Sanderson moved (Carlina Hansen seconded) that the council fund the application, "3rd Biannual National Latino Cancer Summit" with contingencies. The motion passed with one abstention.

V. SRI Update: Tracey Woodruff, the Principal Investigator, and Marj Plumb, the Co-Investigator for the new phase of the Special Research Initiatives, joined the meeting to update the council. Tracey noted that at the first in-person meeting of the Steering Committee, the group chose the name *California Breast Cancer Prevention Initiatives*. She presented a summary of the final draft of the Strategy Development Plan, which included descriptions of who will be involved and the process by which they will create the products to follow up on the first SRI topics and to pursue the prevention topics.

MOTION: Terri Burgess moved (Carlina Hansen seconded) to accept the Strategy Plan as presented. The motion passed with one abstention.

Meet-a-Member: During lunch, Carlina Hansen and Terri Burgess gave their Meet-a-Member presentations.

VI. Core Funding Update: Larry Fitzgerald presented a draft of the Cycle 17 Compendium noting that he will make additional updates and changes. He also reviewed the process of notifying the applicants that their LOIs has been approved. The group discussed the challenge of having only three (instead of four) review committees this cycle. Council members will receive programmatic materials to review in March to prepare for the June 8th funding meeting. Mhel reminded the council that they are all welcome to attend a peer review committee meeting.

VII. Community Initiatives Update: Senaida Fernandez presented an overview of the Community Initiatives technical assistance efforts. There are two webinars scheduled for December 12 and January 12 to assist potential applicants with the CRC application process. She also reported on the feedback that was given to the Pre-Application Research Plan applicants. Senaida then presented a brief summary on the CRIBS project noting that the application process was a success accepting 12 of the 22 applications received. The trainings will be held in Oakland at Preservation Park which will include two in-person meetings per month from January through May 2012.

Mary Croughan announced that she sent in a nomination for an Innovation and Impact Award. The award presented by the University is to acknowledge people who are actively involved in community engagement. Mhel and Senaida were nominated for their efforts on the CRIBS Project.

VIII. Committee Reports

- A. **Evaluation:** Terri Burgess reported on the evaluation of the responsiveness to the Cycle 17 memo to applicants regarding the requirement for advocate participation in their research. The data showed that most investigators included advocates; however, most did not include a budget line item for the advocates. The Advocacy Involvement Committee will work more on the guidelines for reimbursing advocates. Terri added that Catherine and Senaida proposed a draft plan to evaluate the Advocacy Involvement. It was accepted by the Evaluation Committee and will move forward.

Terri also reported on data Janna Cordeiro collected on the Impact of RGPO Reorganization on CBCRP. Janna's contract will be extended through 2013 to ensure she is able to complete this work.

The council discussed the concern that the program does not have the tools to evaluate the social media piece of the Reorganization. Mary added that the Communications Department has begun working with the Program. The council discussed the value of a content management system.

- B. **Outreach:** Ysabel Duron reported on the meeting the committee had with Andy Evangelista, a coordinator for the communications department, concerning the tax check off. They discussed creating a consistent campaign, to maintain awareness, as well as possibly suggesting a dollar amount when asking people to donate money. The dates for the 2013 Symposium have been narrowed down to May 2-4th or 17-19th and the staff is looking into venues in the Los Angeles area. Themes and taglines for the event were discussed and the theme that was decided was *Two Decades: Research to Action*.
- C. **Advocacy Involvement:** Donna Sanderson reported on the morning's meeting. The council agreed with the wording changes to the memo that will be sent to applicants with approved LOIs. Donna presented draft criteria of advocates appropriate for inclusion in research projects and the group discussed the language and qualifications. The advocate criteria will be modified and presented back to the council for their approval.

IX. Director's Report: Mhel Kavanaugh-Lynch reported on her trip to accept an award from the National Coalition of Cancer Survivorship (NCCS) and showed slides of the event. Steve Beckwith attended the event with Mhel and briefly commented that she did a wonderful job accepting the award on behalf of the program. Ysabel, who also attended the event, nominated the program for the award.

Mhel also gave an update on the state account shortfall. The UCOP Budget Office worked with the Department of Finance and Department of Public Health and found that there was no evidence of a shortfall after all. The University asked the Board of Equalization to reconcile the Governor's Budget with the deposits.

Mhel reminded the group that the council has three vacancies for two scientists and a practicing breast cancer specialist. She asked the members for suggestions and the group discussed possible candidates.

X. Announcements: Jeanne Rizzo announced the Institute of Medicine's report *Breast Cancer and the Environment: A Life Course Approach* will be released on December 7, 2011. Mhel provided information about a conference call on the report.

Terri Burgess adjourned the meeting at 4:15pm