

**Breast Cancer Research Council Meeting Minutes**  
**March 1, 2024 Council Meeting**  
**Oakland City Center Conference Center 500 12<sup>th</sup> St. Oakland**

**Members Present:** Bryan Goldner, Sharon Pitteri, Svetlana Popova (Zoom), Hisashi Tanaka, Lori Petitti, Barbara Perry, Clara Omogbai (Zoom) Lesley Taylor, Christopher Clinton Conway, Erika Bell, Kelly Shanahan (Zoom), Svasti Haricharan (Zoom)

**Members Absent:** Phyllis Howard, Maura Dickler, Salma Shariff-Marco, Thomas Jascur

**Staff:** Katherine McKenzie, Lisa Minniefield, Senaida Poole, Sharima Rasanayagam

- I. Call to Order:** Sharon called the council meeting to order at 10:03 am and initiated introductions.
- II. Approval of Minutes:** The council reviewed the minutes from the December meeting.

MOTION: Christopher moved (Barbara seconded) that the council approve the December minutes. The motion passed unanimously.
- III. Review Program Initiatives RFPs:** Sharima presented the two RFPs the program requested the council review and approve for release in the coming months. She overviewed ideas behind initiatives, the aims, components, funding, and timelines for each award.

MOTION: Kelly moved (Lori seconded) that the council approve the release of the Testing Primary Preventions RFP. The motion passed unanimously.

MOTION: Erika moved (Bryan seconded) that the council approve the release of the CLASP-BC Phase2 Planning and Full Award RFPs. The motion passed unanimously.
- IV. Review Policy RFQ: Light Pollution:** Sharima presented an overview of the RFQ that was developed by the PRAG and requests the council review and approve for release. She overviewed the aim, structure, timeline, and the group discussed the language in the proposal.

MOTION: Barbara moved (Sharon seconded) that the council approve the release of the RFQ with contingencies. The motion passed unanimously.
- V. Programmatic Review Orientation:** Katie reviewed the process, timeline, review tools, criteria, and scoring, going through each step of the review process for the Cycle 30 Programmatic Review for Core Funding, Shift Work Initiative, Fertility Preservation Policy Initiative, CLASP-BC Phase 2 Pilot, and Community-Led Conference Award. The group discussed the process and asked questions. She asked the council to send her names of potential advocate reviewers.

Bryan did his Meet-a-Member Presentation during lunch.

- VI. CRC Grantee Presentation:** CRC grantees Dalia Magana and Candice Adam-Medefind presented, *Not a cancer “fight”*: *Centering Latinas’ breast cancer narratives through a community-based collaboration*.
- VII. Council Member Recruitment:** Katie gave a brief overview of the process for recruiting new council members then asked the group for recommendations openings on the council. The group discussed what criteria they feel is important for recruiting new members. The staff will edit specific language in the letter before sending it out the stakeholders.
- VIII. Chair/Vice Chair Nominations:** Sharon nominated Erika to be the Chair and she accepted the nomination. Erika nominated Bryan to be Vice Chair and he accepted the nomination.

MOTION: Sharon moved to elect Erika Bell for Chair and Bryan Goldner for Vice Chair. The motion passed unanimously.
- IX. Finance Committee Report: Finance:** Christopher summarized the tobacco tax and tax check-off revenue received including upcoming projected funds. He also presented all the other sources of revenue CBCRP receives, as well as CBCRP total expenditures, including operational expenditures, grants expenditures. He summarized the resource allocation in detail concluding with how much the program can spend on grants this cycle.
- X. Priority-Setting Recommendations Update:** Sen presented an update on the implementation of the council’s priority-setting recommendations. Sen summarized the 36 recommendations that came out of the 2023 Priority-Setting Retreat. They noted the progress the staff made in the last year, including overviewing the CBCRP Virtual Conference Series, and the development and planning for funding strategies, PI-4 Initiatives, planning grants, and the 24-25 Call for Applications. They also presented upcoming activities planned for the upcoming cycle. Sen plans to present an update to the council at each meeting on the progress made since the last update.
- XI. Virtual Conference Report:** Katie presented a summary of the *Occupational and Consumer Product Exposures and Breast Cancer Virtual Conference* that took place in January 2024. She detailed each of the plenary sessions and concurrent break out sessions, and shared the results from the post conference survey.
- XII. Director’s Report:** Katie briefly presented to the group on the Fire Fighters Initiative that Sen is managing.
- XIII. Announcements:** none.
- XIV. Adjourn:** Sharon adjourned meeting at 3:11 pm.