

Breast Cancer Research Council Meeting Minutes
January 31, 2014: Council Meeting
1111 Franklin St. Oakland, CA

Members Present: Maria Caprio, Marjorie Green, Jon Greif, Karuna Jaggar, K. Alice Leung, Janice Mathurin, Melanie Marty, Arash Naeim (via iLinc), Marta Nichols, Sharima Rasanayagam, Ted Schettler, Naz Sykes, Kristiina Vuori, David Wellisch

Members Absent: Cynthia Gomez

Staff: Sharan Campleman, Lyn Dunagan, Senaida Fernandez, Mhel Kavanaugh-Lynch, Katie McKenzie, Lisa Minniefield

Guests: Janna Cordeiro, Mary Croughan, Heather Sarantis, Patrice Sutton, Tracey Woodruff

I. Call to Order: Naz Sykes called the council meeting to order at 8:30am and initiated introductions

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

MOTION: Naz moved (Melanie seconded) that the council approve the October minutes. The motion passed with one abstention.

MOTION: Naz moved (Jon seconded) that the council approve the Conference Award conference call minutes. The motion passed with one abstention.

III. Programmatic Review Preparation: Katie presented the programmatic review process including goals/principles, timelines, dates, locations, and triage process. She also presented the review manual and reviewed the scoring system, making note of the scoring range changes. The members signed up for a review committee of their interest. Mhel encouraged the new members to sit in as an observer to one of the scientific review committees.

IV. CBCPI Concept Proposal Presentations: Mhel briefly overviewed the planning process of the CBCPI and introduced the team who is leading the development of the initiative. Tracey Woodruff updated the council on the progress of the project. Two concept proposals were accepted by the council in June 2013 and she proposed four more to the group. Tracey outlined each proposal; the group discussed the details, and voted on each one.

MOTION: Jon moved (Marta seconded) that the council accept concept proposal, “Animal studies - Concurrent effects of environmental exposures and stress on the development of mammary cancer” and direct the CBCPI team to develop a RFP. The motion passed unanimously.

MOTION: Jon moved (Marta seconded) that the council accept concept proposal, “Racial/Ethnic Disparities in Consumer Product Availability, Access, and

Use” and direct the CBCPI team to develop a RFP. The motion passed unanimously.

MOTION: Sharima moved (Marjorie seconded) to accept concept proposal, “Occupational Chemical Exposures in California and Breast Cancer Risk” and direct the CBCPI team to develop a RFP. The motion passed with one abstention.

MOTION: Melanie moved (Jon seconded) to accept concept proposal, “Chemical Safety Testing to Reduce Breast Cancer Risk” and direct the CBCPI team to develop a RFP. The motion passed with one abstention.

Meet-a-Member: During lunch, Jon and Sharima gave their Meet-a-Member presentations.

V. Core Funding Update: Katie updated the council on the conference award the Program funded to support the poster session of the UCSF Breast Oncology Program Scientific Retreat. The event will be held at the Jewish Community Center of San Francisco on February 6-7, 2014 and is free and open to the public. Katie also updated the council on the LOIs that were submitted into full applications, which consisted of 35 IDEA and five Translational awards. She announced the dates of the scientific review committees, provided a list of the reviewers and applications to be reviewed. The group will finalize the draft Call for Applications at the April meeting and then Katie will set up the application cycle.

VI. Community Initiatives Update: Senaida gave an update on the Community Initiatives activities stating that she had been doing technical assistance calls and webinars leading up to the December deadline to submit a CRC application. There were 13 applications submitted and they will be scientifically reviewed on February 20th in San Francisco. She also updated the group on the CRIBS project that ended in August 2013 and provided some highlights from the final report that was sent to the NIH. The success of the program triggered a new training initiative called Quick Start. The team applied for a five year grant from the NIH and will be notified in May 2014. A recommendation was brought to the council proposing to provide one year of funding for the program. If the program is funded training will begin in 2015 making a one year gap between the implementation of CRIBS and Quick Start.

Senaida overviewed the functions of the Advocacy Involvement Committee asked members to join.

VII. Recommendation from Priority-Setting Committee: The committee requested the Program fund Quick Start, a one year of a training program in community-based participatory research in breast cancer, the environment and disparities. First, Mhel gave an overview of the CRIBS project, the training program that lead up to Quick Start then presented the proposed project. If funded, the proposal will support the team to leverage established networks and curriculum until receiving the anticipated funding from the NIH.

MOTION: Jon moved to accept the Quick Start proposal as outlined by the committee. The motion passed unanimously.

The Quick Start team will apply the leftover funds (\$42,000) from the Conference Awards to help cover the costs of travel and housing for the project.

VIII. Priority-Setting Presentation: Sharima gave an overview of the 2015 Priority-Setting Process for Capacity Building including the background, priority criteria, goal, data collection, and recommendations. The group discussed the changes.

MOTION: Karuna moved (Jon seconded) to approve the changes to the Capacity Building goal as outlined by the committee. The motion passed unanimously.

Jon overviewed the process for the Public Health Outcomes including the background, goal, research priorities, and data collection questions. The committee was at the gathering and analyzing data stage and will present that data and answers to questions three and four at the April meeting. Janna presented basic information on Open Access, the free online resource for research articles. The group discussed having an Open Access policy for all grantees, requiring them to publish their journals in Open Access. The committee is working towards recommending the policy with the 2015 recommendations.

IX. Special Research Initiatives Update: Sharan Campleman updated the council on the Survivorship Consortium and the group discussed the projects.

X. Outreach Committee Report: David presented a summary of the topics that were talked about at the committee meeting. They discussed raising awareness of the funding strategies and research findings to the public to raise the visibility of the CBCRP and increase fundraising which is directly tied to the Program's visibility. The committee came up with some activities to address the goals of visibility and fundraising. They looked at past symposium and economic data to see if holding those large and costly meetings is a good way to be visible to the community. They also looked at being more involved with social media/blogging and will possibly seek help from graduate students/interns that specialize in media relations. They also want to get investigators involved by participating in activities that would raise awareness to the Program. The committee will establish objectives, review and prioritize ideas and bring a plan to the council in June for more discussion.

XI. Director's Report: Mhel reviewed the 2014-15 proposed Governors' Budget and the funds the Program anticipate receiving from each account. She informed the group that we technically didn't collect the minimum amount of money needed to stay on the tax check off program but will remain on the form. She briefly talked about the AB 1287 that recently passed which said the Program's minimum won't go up for two years. Mhel and Mary updated the group on UC's new president, Janet Napolitano, her appreciation for research, and her focus on spending less money.

XI. Council Nominations for Chair/Vice Chair: Mhel announced the nomination selection and election processes typically take place at the second to the last and last meeting of the cycle. Since Naz won't be at the June meeting, the group decided to elect a new Chair that will start in

June instead of in the fall. Naz nominated Jon for Chair. Jon nominated Sharima for Vice Chair. Given that it was an uncontested election, the Council decided to vote the same day.

MOTION: Melanie moved (Janice seconded) that the Council elect Jon for Chair and Sharima for Vice Chair. The motion passed unanimously.

XIII. Announcements: None

Naz adjourned the meeting at 3:05pm.