

Breast Cancer Research Council Meeting Minutes
March 4, 2011: Council Meeting
Oakland, CA

Members Present: Lisa Barcellos, Susan Braun, Terri Burgess, Ysabel Duron, Laura Fenster, Carlina Hansen, Jim Ford, Kathy Kamath, Cacilia Kim, Michael Moffett, Sora Park Tanjasiri, Jeanne Rizzo, Donna Sanderson

Members Absent: Moon Chen, Naz Sykes

Staff: Senaida Fernandez, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen Mary Croughan (afternoon only)

Guests: Brenda Dixon-Coby (committee meeting only), Lyn Dunagan (committee meeting only), Roy McCandless (committee meeting only), Janna Cordeiro (committee meeting only)

I. Call to Order: Jeanne Rizzo called the meeting to order at 8:17am and initiated introductions.

II. Approval of Minutes: The council reviewed the minutes from the December 13, 2010 meeting.

MOTION: Teresa Burgess moved (Ysabel Duron seconded) that the council approve the December 13th minutes. The motion passed with three abstentions.

III. Programmatic Review: Larry Fitzgerald presented the programmatic review process including goals/principles, changes, timelines, organization of committees, materials and scoring system emphasizing that the programmatic review is just as important as the scientific review. Mhel proposed the Council consider changing the manual regarding the scoring process.

MOTION: Teresa Burgess moved (Ysabel Duron seconded) that the Council change the Programmatic Review Manual to change the scoring for the two responsiveness categories to 0 equals non-responsive with a mandatory committee discussion and still keep the 1, 2, and 3 scoring. The motion passed unanimously.

MOTION: Jim Ford moved (Lisa Barcellos seconded) that the language in the Programmatic Review Manual be changed in the Triage section on page 3. The language will now read: Not all applications will be discussed. This gives the committees flexibility in determining which applications will be discussed. The motion passed unanimously.

Mhel announced that at lunch the Council will be recognizing former CBCRP staff members who have been reassigned to centralized units. There were certificates signed by the Council recognizing their contributions to CBCRP.

IV. Core Funding Update: Larry Fitzgerald presented an overview of the scientific review committees, dates, locations and process including the award types which have changed this year. There were 81 total applications submitted which was half from last year due to the LOI process. There will be 4 review committees scheduled from April 27-May 7th; two smaller ones by teleconference (iLinc) and two larger in-person meetings at the Westin SFO. Both Larry and Mhel strongly suggested that new council members attend a meeting.

V. Special Research Initiatives Immigration Programmatic Review:

MOTION: Susan Braun moved (Sora Park Tanjasiri seconded) that the Council fund one application: Immigrant Experience & Breast Cancer Risk in Asians. The motion passed unanimously.

Terri Burgess presented the Chemicals Policy Project, a funded research project that was presented at the Symposium by Sarah Janssen and Megan Schwarzman. This project developed the framework to make chemicals testing policy relevant to breast cancer. The Executive Team requested that they create a lay report to be able to disseminate this information to a lay audience. The PIs came back with a proposal that before they write the lay document and fact sheet it is critical to write three scientific peer reviewed articles. After those papers are accepted, they would be a part of the scientific literature and referenced in the lay document.

MOTION: Terri Burgess recommended (Carlina Hansen seconded) that we fund this small supplement not to exceed \$100,000. Also, the staff will work with the team on three issues: translation into multiple languages, ensuring that enough hours are allocated, and their briefing plan as well as finalizing the budget. The motion passed with one abstention.

Council members and staff broke into Evaluation and Outreach Committees

VI. RGPO Re-Organization Update: Mary Croughan presented an update on the completion of the Re-Organization that was implemented on 2/1/11. RGPO is in a transition period. She also talked about the search for directors for both the C&G and E&D units. Mary discussed a potential cancer research/cigarette tax initiative for the June or November ballot which would increase the cigarette tax by \$1. If it passes, some of those funds will go to both CBCRP and TRDRP. Mary reported on the budget changes for UC. Of the anticipated \$500 million cut, RGPO's portion of that is \$34 million but will not affect CBCRP funds.

VII. Council Evaluation Activities:

- A. LOI Evaluation:** Terri Burgess reported on the analysis of the LOI process thus far and while this is a new process for some grants, the data shows that it is working, getting high-quality applications with good scores. LOI analysis for translation grants is clear that the process is successful.
- B. Plan for Evaluation of RGPO Reorganization:** Terri Burgess reported that Janna Cordeiro has been hired as a consultant to devise plan for the evaluation of the RGPO Reorganization. The overall purpose of the evaluation is to measure the impact of the reorganization of the office on the Council's ability to get their job done. Janna will draft a plan that will be presented to the Council and Mary Croughan. Once the Council and Mary Croughan have commented on the plan, Janna will put it in final form and proceed with the evaluation.

VIII. Outreach Committee Report: Sora Park Tanjasiri reported on the tax check off. All of the Council will receive information about the tax check off so they can forward it to their listservs and mailing lists. The committee came up with the slogan "I Checked Mine". The committee also brainstormed ideas for the 2013 Symposium.

IX. Community Initiatives Update:

- A. CRC Outreach and Technical Assistance:** Senaida Fernandez presented a CRC Outreach and Technical Assistance update. Two webinars were held in December and January 2010/11 to help applicants with the application process. She also reported on her recent attendance at the American Psycho Oncology Society meeting in Anaheim (APOS) which was a successful networking opportunity. She met both current CRC grantees and applicants. She also reported that there were 8 CRC applications (5 full/3 pilot). The review committee will meet on May 7, 2011.
- B. CRIBS:** Senaida Fernandez presented an update on CRIBS, first providing background information on the project. There will be 10 one day outreach workshops held this summer and the program will be looking for both academic and community-based organizations to host these one day events. She also announced that the program hired a new Program Specialist, Dana Pong who will help the program connect with organizations as well as with the logistical aspects of the upcoming workshops. Senaida will forward Dana's CV and contact information to the Council so they can contact her with any helpful information on the project.

X. Special Research Initiatives Update: Catherine Thomsen reported that the partners have been selected to work on the second phase of the SRI and soon there will be recruitment for a steering committee. She also reported on the SRI Grantees Workshop and what was presented at that meeting. Catherine presented a brief update of the ongoing RFQ, Program-Directed and RFP awards as well as the Policy Research Initiatives. She also announced the upcoming review committee for Making Chemicals Testing Relevant to Breast Cancer. Katherine McKenzie will help with that committee that is scheduled for April.

XI. Director's Report: Mhel Kavanaugh-Lynch gave a brief update on a budget issue. Last Fall CBCRP was informed of a shortage in the breast cancer fund and that CBCRP was going to have to pay back some of the money that had been allocated to the program.

Mhel Kavanaugh-Lynch also reported on the meetings she recently attended and presentations she gave.

This year CBCRP is in search of 3 scientists/clinicians for the Council. Mhel asked the Council for their input on the criteria they are looking for in new members as well as people they think would be good assets to the council.

XII. Council Nominations: Susan Braun nominated Terri Burgess for Chair (Lisa Barcellos seconded). Jeanne Rizzo nominated Susan Braun (Lisa Barcellos seconded). Both nominations were accepted.

It was also announced that, as is current practice, the past Chair will be staying on another year to be certain of continuity and assistance to the incoming Chair.

Mhel Kavanaugh-Lynch concluded that because there was only one candidate for each position that the nominees need not submit nomination statements to the Council.

XIII. Announcements: Susan Braun announced the dates for the Commonweal training programs in breast cancer and environment in 2011: May 2-4, September 27-29 and November 7-9.

Jeanne Rizzo reported on a commentary in the New England Journal of Medicine on the President's Cancer Panel Report. The article will be forwarded to the Council. She also reported that the Breast Cancer Fund and Commonweal are hosting Margaret Kripke at an event in San Francisco in February..

XV. Adjourn: The meeting adjourned at 4:03pm.