

Breast Cancer Research Council Meeting Minutes
October 18, 2019: Council Meeting
Zoom Teleconference

Members Present: Michele Atlan, Colleen Carvalho, Rati Fotedar, Sharon Lum, Ana Navarro, Sharon Pitteri, Svetlana Popova, Thu Quach, Ujwala Rajgopal, Melanie Smitt, Tasha Stoiber, Joan Venticinque, Veronica Vieira

Members Absent: Abigail Arons, Chris Meda, Dolores Moorehead

Staff: Bart Aoki, Nick Anthis, Mhel Kavanaugh-Lynch, Katherine McKenzie, Senaida Poole

I. Call to Order: Ana called the council to order at 12:00 pm and initiated introductions of all Council members.

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

MOTION: Joan moved (Veronica seconded) to approve the June meeting minutes. The motion passed unanimously.

Renewal of Confidentiality/Conflict of Interest Agreement: At the new member orientation on October 14 Mhel overviewed the RGPO Confidentiality/COI Agreement, detailing the rationale and each new member, including Ana was given a copy to read and sign. The rest of members signed and scanned their forms to Lisa prior to this meeting. All members need to renew the agreement annually.

III. Core Funding Update:

- A. Cycle 25 Draft Compendium. Katie reported out on the number and type of grants funded in cycle 25. She provided a highlight and summary of the priorities, organizations, and what grants were funded in Cycle 25.
- B. Application Review and Timeline. Katie walked the Council through the timeline for Cycle 25. By October 28th, the LOIs and materials necessary to review will be distributed; scoring will be completed by November 13th; the Council will review LOIs as a group at the November 15th Council meeting. Programmatic review will occur March – May, with funding meeting taking place on June 5th, 2020. She also reviewed the review process for the Conference awards.

IV. LOI Overview: Katie gave background on why we ask for letters of intent: to reduce workload of everyone involved; to reduce the cost of review. Katie went through the timeline. By Nov.13th members will need to have their scores in. She gave an overview of the components of the LOI application, and reviewed the five criteria and what scores mean for each criterion. Katie oriented Council to the elements of the review manual.

V. Committee Reports & 2019-20 Preview:

- A. Advocacy Involvement:** Joan gave background on the Advocacy Involvement committee; summary of accomplishments over the past year; and high level summary of focus for the coming year.
- B. Outreach:** Katie gave an update on the committee. She provided background on the committee, and noted that in the last year they focused on conference awards, and that's where the committee will start again this year. The committee has also looked at what additional communications could be put out for CBCRP. The committee has looked at the conference awards as a way to get multiple populations involved in research, and has revised the conference award types to include community-led awards as well as standard award. The committee works with the Advocacy Involvement committee to increase participation of more advocates across the state.
- C. Evaluation/Priority-Setting:** Senaida gave background on the charge of the Evaluation & Priority Setting committee; a summary of accomplishments over the past couple of years; and high level summary of focus for the coming year.
- D. Policy:** Nick presented an update on the initiative including the reason and main focus for the initiative as well as the PRAG. Nick then presented the policy topics #3 and #4, 1). Increase awareness, among the public and medical community, of alcohol as a risk factor for breast cancer and 2). Barriers to care for women metastatic breast cancer.

VI. Community Initiatives Update: Senaida gave an update on the CRC pre-application research plan, technical assistance, and webinars that are scheduled for January and February 2020. She also updated the group ongoing implementation and evaluation of QuickStart for 2019.

VII. Program Initiatives Update: Nick updated the council on the Global Challenge and the progress on the PI-3.

- A. Hormones in Beef:** Nick presented the background information and timeline on the RFP that was initially released last November. It was revised and released again in September. Nick summarized the scope and made note of the changes to the RFP.
- B. Workgroups:** Nick presented the background on the Program Initiatives and briefly summarized its recent and upcoming activities. He informed the group on the working groups that were formed to develop the topics that were ultimately selected by the Steering Committee. Six working groups will each create concept papers to address the topics. Nick also presented the next set of potential topics. Nick asked the group to share the Community Survey.

VIII. Director's Report: Mhel reported on some administrative news happening in RGPO. She then presented background information on the Huron Report and informed them of the

recommendations that RGPO decided to adopt. The full Huron Report was sent to the entire council for the review.

IX. Announcements: none

Ana adjourned meeting at 2:22 pm.