

**Breast Cancer Research Council Meeting Minutes**  
**April 16, 2021 Council Meeting**  
**Zoom Meeting**

**Members Present:** Abigail Arons, Michele Atlan, Colleen Carvalho, Rati Fotedar, Sharon Lum, Dolores Moorehead, Ana Navarro, Sharon Pitteri, Svetlana Popova, Ujwala Rajgopal, Melanie Smitt, Tasha Stoiber, Joan Venticinque, Veronica Vieira

**Members Absent:** Chris Meda

**Staff:** Nick Anthis, Mhel Kavanaugh-Lynch, Victoria Lee, Katherine McKenzie, Lisa Minniefield, Senaida Poole

- I. Call to Order:** Ana called the council meeting to order at 1 pm.
- II. Approval of Minutes:** The council reviewed the minutes from the November meeting.

**MOTION:** Ujwala moved (Veronica seconded) that the council approve the November minutes. The motion passed unanimously.
- III. CLASP-BC Phase 1 RFP:** Nick provided a brief summary of the Program Initiatives, Preventing Breast Cancer (PBC) that led to the CLASP-BC initiative. He explained that the initiative will be carried out in two phases: Phase 1 that will focus on: understanding the breast cancer concerns and prevention priorities of community leaders, researchers, practitioners, and policy experts across California, engaging community and research leaders, and helping build community-partnered participatory research and dissemination and implementation research capacity and research engagement within these coalitions. Phase 2 will fund the implementation of strategies generated in Phase 1. He presented the CLASP-BC 1 Convener RFP and recommended that the council approve it. The group discussed the RFP prior to making a funding decision. The RFP when approved will be released in May 2021.

**MOTION:** Joan moved (Colleen seconded) to approve the RFP. The motion passed with one abstention.
- IV. Community-Led Conference Awards:** Colleen gave an overview of the goals of this award and provided details of the one application that was submitted. The group briefly discussed the application. The committee recommended the Council select the application submitted by the Illumination Institute.

**MOTION:** Joan moved (Michele seconded) to accept the Outreach Committee's funding recommendation. The motion passed unanimously.

- V. **Programmatic Review Preparation:** Katie announced the three committee groups. She also instructed them to do the review in Smart Simple. There will be a programmatic review webinar on 4/20 to help refresh memories of the process. The committees will meet the first week of June to discuss the applications just before the funding meeting.
- VI. **Council Nominations for Chair/Vice Chair:** Mhel walked the council through the procedures for nomination and election of Chair/Vice Chair. Ana nominated Rati for Chair and she accepted. Michele nominated Colleen for Vice Chair. Clara and Abigail were also nominated for Vice Chair. There will be an official vote for both seats at the funding meeting in June.
- VII. **Council Member Recruitment:** Mhel gave a brief overview of the process for recruiting new council members then asked the group for recommendations for the following openings on the council: two advocates, three scientist/clinicians. The council requested that the staff send them a blurb that they can use to send to their stakeholders encouraging council member recruitment. The group also discussed adding specific language to include: searching for men and people from the non-binary, LatinaX/African American and LGBTQ communities to the recruitment letter. The staff will add the specific language to the letter before sending it out to the stakeholders.
- Veronica did her Meet-a-Member Presentation
- VIII. **Community Initiatives Update:** Senaida gave a summary on the CRC applications that were submitted. She also updated the group on the QuickStart Program. The program was canceled last year due to the pandemic and not enough teams applied for the program to offer it for 2021. Staff will do outreach this year to request applications for a 2022 QS Program.
- IX. **Diversity, Equity, and Inclusion Committee Update:** Veronica updated the council on the Ad-hoc committee that was recently formed to address concerns in the grantmaking process. Their charge is to analyze demographic data on applicants and grantees, review steps in the grantmaking process, explore tools available from PEAL grantmaking, and make recommendations for actionable changes in the process.
- X. **Policy Committee Update:** Nick updated the council on the two projects that are currently in the dissemination phase, *Barriers to Care for Women with Metastatic Breast Cancer* and *Awareness to Alcohol as a risk factor for Breast Cancer*. The committee is now in the process of identifying the major priorities of the committee and what types of research priorities the group wants to fund. They are also going to expand their base policy research teams. Nick also briefly summarized the Alcohol Awareness research project.

- XI. Director's Report:** Mhel announced that CBCRP is moving to the main UCOP Franklin Building in the latter part of 2021. She also reported that the Innovation and Research (I&R) division is collecting stakeholder input as part of a strategic planning process. There were not any updates on the program's budget and Mhel isn't expecting any changes after the May revise. She also reported on the staff shortages within RGPO. .
- XII. Announcements:** Michele, Dolores, and Abigail all announced upcoming events and shared links to those events after the meeting.
- XIII. Adjourn:** Ana adjourned meeting at 3:39 pm.