

**Breast Cancer Research Council Meeting Minutes
December 13, 2010: Council Meeting
Oakland, CA**

Members Present: Terri Burgess, Moon Chen, Ysabel Duron, Laura Fenster, Jim Ford (via phone), Kathy Kamath, Cacilia Kim, Michael Moffett, Sora Park Tanjasiri, Jeanne Rizzo, Donna Sanderson, Naz Sykes

Members Absent: Lisa Barcellos, Susan Braun, Carlina Hansen

Staff: Mary Croughan, Lyn Dunagan, Senaida Fernandez, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

I. Call to Order: Jeanne Rizzo called the meeting to order at 8:15am and initiated introductions.

II. Approval of Minutes: The council reviewed the minutes from three recent meetings.

MOTION: Moon Chen moved (Donna Sanderson seconded) that the council approve the May 14 minutes. The motion passed with six abstentions.

MOTION: Terri Burgess moved (Donna Sanderson seconded) that the council approve the September 20 teleconference minutes. The motion passed with four abstentions.

MOTION: Donna Sanderson moved (Terri Burgess seconded) that the council approve the October 18 teleconference minutes. The motion passed with three abstentions.

III. LOI Recommendations: Larry Fitzgerald presented a summary of the topics, groups, and the approvals and contingencies of the letters of intent received for Cycle 17. Council members were reminded that all application information was confidential. Chair members of the LOI committees presented summaries of their meetings, and members discussed the outcomes, reinforcing the involvement of advocates, and next steps in communications with the applicants. In cases where an investigator submits multiple LOIs and one or more of those LOIs are approved for full application, the council decided to have staff provide feedback to the investigator and allow the investigator to choose which project or projects to pursue. All contingencies were approved.

MOTION: Ysabel Duron moved (Sora Park Tanjasiri seconded) that the council accept the slate of approved LOIs as recommended by the committees. The motion passed unanimously.

IV. CBCRP Conference Awards: Terri Burgess reviewed the two applications, and Moon Chen summarized the committee's discussion and recommendations. Members discussed advocate involvement, the applicants' dissemination plans, and distinction

from previous events. The committee recommended funding both applications, with contingencies.

MOTION: Moon Chen moved (Sora Park Tanjasiri seconded) that the council award funding for the application, “5th International Workshop on Breast Cancer Risk Assessment.” The motion passed unanimously.

MOTION: Moon Chen moved (Terri Burgess seconded) that the council award funding for the application, “7th International Symposium on the Intraductal Approach.” The motion passed with two abstentions.

V. Annual Report Review: Katherine McKenzie presented the draft of the Annual Report to the state legislature. Because the timeline for internal approvals at UC changed, staff was unable to obtain council approval before submitting the report to UC; however, substantive changes can be added before the report is delivered to the legislature. Henceforth, only a five-year report is mandatory. Members discussed the report, provided feedback and minor edits, and encouraged the Outreach Committee to evaluate the report for elements that should be communicated more broadly.

MOTION: Terri Burgess moved (Moon Chen seconded) that the council approve the Annual Report with amendments. The motion carried.

VI. Symposium Evaluation: Katherine presented the report from the attendee surveys. She reviewed the goals and structure of the symposium and discussed lessons learned from the survey results, including the response that council members as session moderators improved attendees’ satisfaction. Members discussed the evaluation and acknowledged the Outreach Committee and staff for their work in planning and executing the symposium.

VII. Evaluation Committee Report: Terri Burgess presented several items from the committee’s recent activities.

- A. Council Exit Interviews:** Departing council members were interviewed for evaluation purposes, and results were summarized in a report from staff. Terri pointed out emerging themes. Members discussed the report, including naturally-formed mentor relationships and the duties/guiding principles for the council.
- B. RGPO Reorganization:** The ad-hoc evaluation and priority-setting/evaluation committees are merging into a single committee to evaluate the impact of the UC/RGPO organization changes. The committee solicited a proposal from consultant, Janna Cordeiro, to work with the committee and evaluate the changes on a phased approach. Problems will be communicated to UC in real time, as they are identified. Mary Croughan noted that this proposed evaluation structure will be used by the new Evaluation and Dissemination unit for all of the Research Grants Program Office. Mary reported that the new structure needs final approval within UC before she can present a final org chart to the council. The reorg will

be in place on February 1. New council members were invited to join any of the council committees.

VIII. Special Research Initiatives Update: Catherine Thomsen updated the council on projects underway and presented an evaluation of the initial SRI implementation, including an overview of the initial vision, goals, and development of the strategy. She reviewed the lessons learned and recommendations. Members discussed the strategy process and the history of the SRI development.

IX. Core Funding Update: Larry Fitzgerald reviewed the process of elements along the Cycle 17 timeline. Council members will receive programmatic materials in March, to prepare for the June 10 funding meeting. Members received copies of the 2010 Compendium of Awards.

X. Community Initiatives Update: Senaida Fernandez presented an overview of outreach and technical assistance efforts leading up to the February 14 deadline for CRC applications. She also presented an update of the CRIBS project, an NIH grant in partnership with Commonweal.

XI. Committee Meetings: Members and staff broke into committee meetings.

XII. Director's Report:

- A. Outreach:** Mhel Kavanaugh-Lynch updated council members on external meetings attended by staff and asked members to let her know if they knew of events that would benefit the program. Larry Fitzgerald summarized his recent trip to AACR.
- B. Legislative Issues:** Mhel reported on the latest issues with the state budget, the Department of Finance, and the expected deduction to next year's allocation.

XIII. Committee Reports:

- A. Outreach Committee:** Ysabel Duron reported on the committee's discussions surrounding the Program's 20th anniversary and the annual Tax Check-off. Council members discussed additional thoughts for outreach efforts.
- B. Evaluation Committee:** Terri Burgess reported that the committee has identified four evaluation priorities: the RGPO reorganization; the IDEA LOIs; advocate involvement – a survey for awardees to report on dissemination practices; and advocate involvement – to improve advocate participation in research.

XIV. Announcements: Ysabel Duron announced the availability of a 2011 art calendar as a fundraiser for her organization, Latinas Contra Cancer. Jeanne Rizzo announced an upcoming Breast Cancer Fund/Commonweal event hosting Margaret Kripke at Fort Mason.

XV. Adjourn: The meeting adjourned at 4:15pm.