

**Breast Cancer Research Council Meeting Minutes**  
**September 28, 2012: Council Meeting**  
**1111 Franklin St 5<sup>th</sup> floor**  
**Oakland, CA 94608**

**Members Present:** Terri Burgess, Ysabel Duron, Cynthia Gomez, Jon Greif, Karuna Jaggar, Cacilia Kim, Melanie Marty, Arash Naeim, Marta Nichols, Sharima Rasanayagam, Naz Sykes

**Members Absent:** Kathy Kamath, Ted Schettler, Sora Park Tanjasiri

**Staff:** Senaida Fernandez, Mhel Kavanaugh-Lynch, Katie McKenzie, Catherine Thomsen, Lisa Minniefield, Mary Croughan

**Guests:** Janna Cordeiro (consultant)

**I. Call to Order:** Terri Burgess called the council meeting to order at 8:09am.

**II. Approval of Minutes:** The council reviewed the minutes from the June 8<sup>th</sup> meeting.

**MOTION:** Cynthia Gomez moved (Jon Greif seconded) that the council approve the June 2012 minutes. The motion passed with 5 abstentions.

**III. Renewal of Confidentiality/Conflict of Interest Agreement:** Mhel Kavanaugh-Lynch presented the new RGPO Confidentiality/COI agreement and each member of the council was given a copy to read and sign. All members need to renew the agreement annually.

**IV. Nomination and Election of Council Chair/Vice Chair:** Jon Greif nominated Terri Burgess for Chair. Terri declined stating that she is ready to step down as current Chair. Terri Burgess nominated Naz Sykes for Chair. Jon Greif nominated Terri Burgess for Vice Chair. Both nominations were accepted.

**MOTION:** Jon Greif motioned (Arash Naeim seconded) that the council elects Naz Sykes (Chair) and Terri Burgess (Vice-Chair). The motion passed unanimously. Terri will simultaneously act as Vice Chair and Chair Emeritus.

**V. Priority-Setting & Evaluation Committee Report:** Terri Burgess gave a brief overview of the RGPO reorganization that Janna Cordeiro is evaluating. Janna presented a draft Executive Summary of the committee's report. She reviewed the process, end results, and the committee's recommendations. The council discussed ongoing communications needs.

**VI. Director's Report:** Mhel Kavanaugh-Lynch reviewed the State Account Deficit and updated the Council on the progress of resolving the issue. The council discussed how long it has taken to resolve this issue and suggested a letter be sent to the state with a strict deadline to resolve this. Naz Sykes and Cacilia Kim will draft a letter and send to the council for review.

Mhel announced that the Governor signed the bill to allow CBCRP and other organizations tax check off contributions for another five years. There is a minimum amount that CBCRP must raise in tax check offs to remain eligible for the forms. Mhel mentioned the possibility of having a license plate to generate funds.

Mhel responded to a query at the last meeting about the possibility of funding collaborations with researchers outside of California. She noted that the Program's legislation requires investigators work and reside in California but some funds can be used outside of the state.

Mary Croughan updated the council on current RGPO activities, including new hires and Centers of Excellence (COE). Mhel announced that CBCRP staff will present at several upcoming conferences and meetings.

**VII. Core Funding Update:** Mhel presented the timelines for Cycles 19 and 20 explaining how short the time is between the two cycles. She explained the triage process at the scientific review level and how that determines the number of applications the council reviews. Mhel reviewed the LOI process and members were asked to sign up for a committee. She presented the draft LOI Manual with the updated advocacy inclusion. She explained the criteria used to score the LOIs. The council did not request any changes to the manual. She presented the draft Compendium of Awards and asked the council to send edits by October 12<sup>th</sup>.

The council broke for the Outreach, Priority-Setting/Evaluation and Advocacy Involvement Committees to meet.

**Meet-a-Member:** During lunch, Naz Sykes gave her Meet-a-Member presentation.

**VIII. Outreach Committee Report:** Naz Sykes reported on the symposium planning including the status of approval of Continuing Medical Education (CME), speakers, and scholarships for advocates. She also mentioned the possibility of having advocate guides, council members serving as moderators for the panels, application changes, and poster judging.

**IX. Priority-Setting/Evaluation Committee Report:** Terri Burgess reported that the increased advocacy requirements in Cycle 18 implemented last year already had a positive impact on the inclusion of advocate's applications. The Evaluation Committee will continue to evaluate efforts to strengthen the role of advocates. She noted that Senaida's involvement in the Evaluation COE will allow the program to continue to monitor important measures. Senaida had presented a timeline for the 5-year Priority-Setting process to the committee.

**X. Ad-Hoc Advocacy Involvement Committee:** Cacilia Kim gave background on why the committee was formed, summarized the information collected, and the work done to date on application forms, instructions and scoring criteria. FAQs have been created to aid applicants with finding qualified advocates for their research and to guide their applications.

**XI. Community Initiatives Update:** Senaida Fernandez gave a brief update on the optional CRC research plans. Technical assistance continues for potential applicants.

Senaida also updated the council on the CRIBS project. The teams submitted mock applications and a mock review was scheduled for October 26<sup>th</sup>. The structure of the review was the same as the CRC peer review; however, the applicants were there to observe.

**XII. Special Research Initiatives Update:** Catherine Thomsen updated the council on the California Breast Cancer Prevention Initiatives (CBCPI). To prepare for a meeting in January with the Steering Committee and Strategy Advisors, the CBCPI staff is conducting interviews and targeted scans of the literature to identify new questions and potential research topics in the environmental and disparities areas. Next year they hope to have research topics developed into concept proposals. Catherine also updated the council on SRI's ongoing research awards.

**XIII. Announcements:** Sharima Rasanayagam announced Breast Cancer Fund's fundraiser, Peak Hike 2012 on Saturday, September 29<sup>th</sup>.

Terri Burgess adjourned the meeting at 3:49pm.