

Breast Cancer Research Council Meeting Minutes
November 15, 2019: Council Meeting
1111 Franklin St. Oakland, CA

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

Members Absent: none

Staff: Nick Anthis, Lyn Dunagan, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Senaida Poole

I. Call to Order: Ana called the council to order at 9:30 am and initiated introductions of all council members.

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

MOTION: Joan moved (Michele seconded) to approve the October meeting minutes. The motion passed unanimously with one abstention.

III. LOI Recommendations: Katie briefly overviewed the review process and then the members discussed the scoring scales and how they determined the recommendations. There were three committees that reviewed a total of 35 LOIs. The group as a whole decided to invite 24 of the LOIs to submit a full application.

IV. Conference Awards: Thu presented summaries of each of the three applications that were submitted. The Outreach Committee recommended that one application be funded.

MOTION: Thu moved (Chris seconded) to accept the committee's recommendation and fund the conference Award application. The motion passed unanimously.

Sharon Lum did her Meet-a-Member presentation.

V. PI-3 Update

- A. Veronica updated the council on the recent and upcoming activities for the PI-3, including the last Steering Committee meeting on November 13. The committee reviewed the initial drafts of concept papers including the budgets for each of the seven papers. The budgets will be finalized at the December 6 meeting. Nick presented the results from the Community Survey and summarized the answers from the 92 responses received.
- B. Water and Beef Programmatic Review: Nick overviewed the Pilot RFP for the two projects. He went over the timeline and described each project in detail, including the programmatic review process and scoring criteria. Katie presented the instructions for

using the Program's new database Smart Simple. The council will be reviewing in the new system for the first time.

VI. Community Initiatives Update: Senaida gave an update on the technical assistance that is offered to potential applicants. She also informed the group on the collaboration with TRDRP. And there is webinar planned to help assist applicants navigate the new Smart Simple database. She also updated the group on the QuickStart Training Program that ended in August. CBCRP is searching for more grant opportunities to continue training program.

VII. Committee Reports

- A. **Policy:** Nick gave an overview on the Policy Initiative, including the history, the charge, the components and oversight of the initiative. He also summarized the two recent projects that the council approved at the November council meeting, "What are the Barriers to Care for Women with Metastatic Breast Cancer" and "Are there policy interventions that could: 1. Increase awareness, among the public and medical community, of alcohol as a risk factor for breast cancer? 2. Translate that increased awareness, particularly among adolescent girls and young women, into behavioral change and risk reduction?" Nick is in the midst of recruiting new PRAG members. Members will meet in early 2020 discuss new topics
- B. **Advocacy Involvement:** Joan briefly updated the council on the project the committee will be working on in the coming year. They will be concentrating on the data materials that are available on the website for advocates.
- C. **Evaluation/PS:** Senaida overviewed the projects the committee is working on, including updating the data related to translational award and an analysis of the Advocacy Involvement reporting forms data.

VIII. Director's Report: Mhel reported to the group that the program has a full council, including an ex-officio member. She also touched on the program's new database and talked about how great the new system is. She gave a quick overview of the program's budget. She also summarized the programs that are funded through the four different cigarette taxes and about the legislation to add "other tobacco products"

IX. Ana adjourned meeting at 2:33 pm.