

Breast Cancer Research Council Meeting Minutes

June 27, 2003

San Diego, CA

Members Present: Ellen Mahoney, Sandy Walsh, Anna Wu, Jackie Papkoff, Elaine Ashby, Vicki Boriack, Georjean Stoodt, Craig Henderson, Diana Chingos, Janet Howard-Espinoza, Dorothy Bainton, Michael Figueroa, Debra Oto-Kent

Members Absent: Robert Kaplan, Irene Linayao-Putman

Staff Present: Janna Cordeiro, Laurence Fitzgerald, Charles Gruder, Walter Price, Marion Kavanaugh-Lynch, Katherine McKenzie, Roslyn Roberts.

Guests: William Wright, Janet Bates, Peggy Reynolds, Thu Quach, Musa Mayer, Bob Milikan, Ngina Lythcott, Terri Burgess.

I. Call to Order and Introduction:

The meeting was called to order by Chair Anna Wu at 9:07am.

II. Annual Priority Setting Activities (Attachment 1)

Ex Chair Terri Burgess provided historical data regarding the concept of the priority setting process. Janna Cordeiro, CBCRP Coordinator of Special Projects, provided a summary of the annual priority setting assessment by identifying the five steps in the priority setting process. The steps are: review the mission statement, long term outcomes, priority criteria, award types and priority areas; review the data collection questions; gather and analyze data focusing on whether or not the Program is receiving the type of applications desired; identify and make decisions for the upcoming year; and incorporate changes in the Cycle X Call for Applications.

Dr. Kavanaugh-Lynch, Program Director, presented annual assessment data which incorporated a review of the Program's portfolio and application summary. She reiterated CBCRP's funding decisions for Cycle IX and discussed current and proposed outreach activities and changes.

III. Approval of March 14, 2003 and May 29, 2003 Minutes (Attachment 2)

Minutes from the March 14th meeting were corrected as follows: Council Member Janet Howard Espinoza was listed as absent. The minutes were corrected to reflect her attendance. A motion was made to approve the minutes of March 14th with the necessary corrections and the minutes of May 29th.

IV. Outreach Committee Report (Attachment 3)

Ellen Mahoney reported on the Outreach committee's progress including the publishing of the CBCRP Bulletin. She requested that all articles be submitted as soon as possible.

Katherine McKenzie reviewed council responsibilities for the upcoming breast cancer symposium scheduled for September 12-14, 2003 and provided instruction and materials for council participation for the Cornelius L. Hopper Awards.

V. New Business (Attachment 4)

Election of Council Chair and Vice Chair

The council elected Debra Oto-Kent as Chair and Elaine Ashby as Vice Chair.

VI. Tri-Annual Priority-Setting Activities

Members of the California Cancer Registry(CCR) staff presented data on the status of breast cancer incidence, mortality, treatment and screening in California. Additionally, three guests attended who have been asked to comment on a soon to be released CCR report on the status of breast cancer in California. The commentators attended the meeting to hear the presentation from the CCR staff and the discussion from the Council members.

VII. Director's Report

Dr. Kavanaugh-Lynch gave a brief Director's Report focusing on her effort to appoint new council members to fill vacant seats in the following categories:

Non For Profit:	(Two Seats)
Advocate:	(One Seat)
Industry:	(One Seat)
Scientist/Clinicians	(Three Seats)

She emphasized the importance of the role existing council members are expected to play in mentoring newly appointed members.

Adjournment:

The meeting was adjourned at 4:30 pm.