

**Breast Cancer Research Council Meeting Minutes
November 30, 2007: Council Meeting
San Francisco, CA**

Members present: Crystal Crawford, Laura Fenster, Karren Ganstwig, Diane Griffiths, Shelley Hwang, Angela Padilla, Gordon Parry, Klaus Porzig, Catherine Quinn, Sherrie Smalley, Maria Wetzel, Mary Alice Yund

Members absent: Roxanna Bautista, Chris Bowden, Jan Schnitzer

Staff: Janna Cordeiro, Lyn Dunagan, Larry Fitzgerald, Claudia Grossman, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

I. Call to Order

The meeting was called to order at 9:33am with opening instructions from Chair Angela Padilla and brief introductions from each council member.

II. Minutes

The council reviewed the minutes from the last meeting.

MOTION: Maria Wetzel moved (Klaus Porzig seconded) that the council approve the May 11 minutes. The motion passed with 8 votes for approval and 3 abstentions.

III. Old Business

A. Symposium Wrap-up: Katherine McKenzie presented an overview of general goals for the symposium and a breakdown of the attendees, sessions, and specific goals for the 2007 symposium. The primary goals (to inform, form collaborations between researchers and advocates/community members, and provide a public forum for input on the Program) and attendees' satisfaction with the event were evaluated with a survey after the symposium, and council members were presented with a summary of the evaluation.

The goals for the 2009 symposium are to maintain the variety of session topics; maintain the breaks in the meeting schedule; improve the lay presentations and their connections to the outcomes of the Program's funding; and improve the CBCRP Listens Session by making it easier for the attendees to interact with the council, give feedback, and feel that they've been heard by the Program.

Council members discussed adding an introductory biology session for non-researchers, which would help the lay audience keep up with the increasingly complex scientific research. Mary Alice Yund volunteered to work with the Outreach Committee to develop this session.

B. Outreach Committee Report: Klaus Porzig reported on the committee's discussion of the timeframe for the 2009 symposium. The consensus is to keep the event in September, but to push the event to later in the month, to avoid holidays and other major

breast cancer events. The 2009 symposium will be held in northern California, possibly in Oakland or San Jose, because of the proximity to major airports. The committee decided to keep the 2007 meeting's session format, which includes concurrent sessions and allows attendees to focus on sessions most relevant to them. Specific details will be announced when they are determined.

Because of the Program's declining funding level, the symposium's expense is becoming an increasingly critical factor. The committee is considering dropping back to a two-day format, and will consider other options for funding the event, such as charging a registration fee for professionals or applying for funding from an outside source.

Council members discussed their impressions of the event and their hopes that the Program can continue to utilize the symposium as an outreach tool to communities of color and under-served groups.

C. Priority Setting Committee: Angela Padilla reported on the committee's discussion of the 10 priority criteria and the Program's mission statement. They decided to continue using both, though some debate about the purpose of the mission continues. The committee plans to collect data this year, and they will be leading substantive discussions as the council moves through this ambitious process. The priority-setting process will culminate in Spring 2009.

IV. Translation Committee LOI Recommendations: Gordon Parry presented the committee's recommendations for the 29 Letters of Intent that were received in advance of the application deadline. The committee's impression is that applicants now know what the Program is looking for, because both quality and programmatic appropriateness were improved. He briefly described the nine projects that the committee recommended for advancement to the application process.

MOTION: Gordon Parry moved (Diane Griffiths seconded) that the council approve the committee's list of 9 LOIs be invited to submit full applications. The motion passed unanimously.

Some remaining projects were strong enough that the committee asked staff to encourage these LOI applicants to submit applications under the IDEA mechanism for funding consideration.

V. Overview of Call for Applications (Cycle 14): Larry Fitzgerald presented an overview of the schedule, application process, and prospects for 2008, including the broad areas of council involvement, historical data as an estimate of the potential workload, and an overview of Proposal Central, the online application processing and review vendor. In January, he will present greater detail of the programmatic review process, the council will participate in the mock review, and members will select their committee assignments. Materials will be presented to the council in March.

VI. Director's Report:

Council memberships: Mhel Kavanaugh-Lynch updated the council on the search to fill the three remaining council positions, and reminded members that it's not too early to start thinking about new candidates: two advocates and one industry representative will be cycling out at the end of this council year, and the biotechnology spot is always challenging to fill.

Annual report to the legislature: Mhel reminded the council that the Program is required to provide an annual report to the state legislature. The council may either produce this report, or ask the staff to prepare the report. Additionally, the Program produces a biennial report for the public, *Advances in Breast Cancer Research*, which greatly overlaps with the legislative report. The *Advances* includes images and other features that make the information more appealing to the public, but that the University feels would be out of place in a legislative document.

MOTION: Klaus Porzig moved (Diane Griffiths seconded) that the staff prepare the annual report to the legislature. The motion passed unanimously.

The staff will present a draft of the annual report to the legislature when complete. Discussion regarding the council's relationship with the legislature, especially as regards building long-term relationships and improving funding will continue at a future meeting.

Upcoming Changes at UCOP: Mhel outlined some of the pending issues at UCOP. There is a hiring freeze, including consultants and contractors, which is creating challenges that affect staffing, planning, and the possibility of reducing some of our activities, if we lose staff that we can't then replace. Other changes may occur that could add further complications. She will keep the council apprised as further issues arise.

Working Lunch: Council members shared further introductions, and Angela Padilla presented her background during the "Meet a Council Member."

VII. Special Research Initiatives Update: Catherine Thomsen presented an overview of the progress to date, including collecting stakeholder input through several statewide meetings and teleconferences, synthesizing and rating and ranking the large list of ideas that developed from these meetings, and assembling the report on the state of the science. The Program developed a resource database to gather information on useful data, capacity, institutions, individuals, and communities. Council members who attended sessions discussed their perspectives on the progress. Catherine will share her notes from the Strategy Team meeting. SRI will further develop some of the ranked ideas and pursue background research on existing cohorts. A final list of ideas will be presented to the council in March.

The meeting ADJOURNED at 2:30 p.m.