

**Breast Cancer Research Council Meeting Minutes  
December 14, 2012: Council Meeting  
Elihu Harris State Building Oakland, CA**

**Members Present:** Terri Burgess, Cynthia Gomez, Jon Greif, Karuna Jaggar, Kathy Kamath, Cacilia Kim, Melanie Marty, Arash Naeim, Marta Nichols, Sharima Rasanayagam, Ted Schettler, Naz Sykes, Sora Park Tanjasiri

**Members Absent:** Ysabel Duron

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

**Guests:** Clifton Bowen, Janna Cordeiro, Debora Obley

**I. Call to Order:** Naz Sykes called the Council meeting to order at 8:17am and initiated introductions.

**II. Approval of Minutes:** The Council reviewed the minutes from the September 28<sup>th</sup> meeting.

**MOTION:** Naz Sykes moved that the Council approve the September 28<sup>th</sup> minutes. The motion passed with three abstentions.

The Council broke into committees to determine LOI recommendations.

**III. LOI Recommendations:** After the Council reconvened, the representatives of the LOI committees presented summaries of their meetings. Members discussed the scoring scales, how they determined the recommendations, and reinforcing the involvement of advocates. LOIs that were submitted in one category but were better suited in another funding mechanism will be invited to apply for the other award type.

**MOTION:** Kathy Kamath moved (Jon Greif seconded) that the Council approve the committees' recommendations for the LOIs to accept for full applications. The motion passed unanimously.

**IV. Conference Award Applications:** Sora Park Tanjasiri summarized the three conference awards applications that were submitted, the committee's discussion, and the recommendation to require additional information then to fund the two applications.

**MOTION:** Cynthia Gomez moved that the Council award funding for the applications, "6<sup>th</sup> International Workshop on Breast cancer Risk Assessment" and "Sustainable Education to Eliminate Disparities" with contingencies to be addressed by staff. The motion passed unanimously.

**V. SRI Update:** Catherine Thomsen announced that the California Breast Cancer Prevention Initiatives (CBCPI) Steering Committee will meet for the first time with strategy advisors in February. Council members are invited to attend. Environmental and disparities research questions are still being accepted. She presented a summary of the ongoing SRI awards, highlighting media attention and the Chemicals Testing Grantees Meeting that was held earlier in the week.

**Meet-a-Member:** During lunch, Cacilia Kim and Sora Park Tanjasiri gave their Meet-a-Member presentations.

**VI. Core Funding Update:** Larry Fitzgerald reviewed the timeline for upcoming Core Funding activities. He noted the overlap between cycles to accommodate the changing schedules with the other SRPs. The calendar will be decided on an annual basis doing it two years ahead.

**VII. Community Initiatives Update:** Senaida Fernandez presented an overview of the technical assistance provided in the CRC grant application process. She briefly reviewed the four pre-application research plans that were submitted. Senaida also summarized the final CRIBS Project activities and the overall timeline.

#### **VIII. Committee Reports**

- A. **Outreach:** Cacilia Kim updated the Council on the symposium planning progress: most of the speakers are confirmed, registration for posters is open and by January 2<sup>nd</sup> registration will be open for exhibitors, scholarship applications, and the general public. The committee issued a call for artists and is in the process of printing the preliminary programs. Other travel and logistical information will be available at the beginning of the year. The posters were chosen for the poster discussion session and the committee is still searching for another keynote speaker. Cacilia also noted the committee is working on the tax check off campaign. The committee wants to give input into the UCOP website redesign and asked Council members to join an Ad Hoc Website Design Task Force.
- B. **Advocacy Involvement:** Cacilia Kim noted that Advocacy Involvement (AI) is a theme at the Symposium with a plenary and a breakout session. A fact sheet will be distributed that explains the new advocacy involvement requirements. She also reported that AI webinars will be offered in January and February. Also, starting in the spring advocates will be able to register online as potential partners for CBCRP research applicants. The committee is looking for more members.
- C. **Evaluation:** Terri Burgess presented the final Executive Summary Report on the RGPO Reorganization Evaluation. She also presented the 5-year Priority-Setting calendar highlighting the steps in the process. The committee will continue to gather data, reevaluate program goals, and brainstorm questions that the program would like to be answered. The committee will facilitate Council deliberations and recommendations for how the next 5 years (2015-2020).

**IX. Director's Report:** Mhel Kavanaugh-Lynch updated the Council on the state account shortfall. The Department of Finance found the error and most of the money will be returned. Mhel explained how the calculations were determined: the program was over allocated so the shortfall was \$1.1 million not \$2.9 million. CBCRP will receive an additional \$1.1 million with next year's budget. The Council discussed the need for a Finance Committee.

MOTION: Jon Greif moved (Cynthia Gomez seconded) to recreate the Finance Committee. The motion passed unanimously.

Debora Obley and Clifton Bowen joined the meeting briefly so the Council could thank them for their hard work with getting the account shortfall issue resolved.

Mhel briefly summarized the travel that staff attended in October, reiterated that the Council is welcome to attend the CBCPI meeting in February, and reminded the Council that RGPO is preparing for a new database system.

Naz Sykes adjourned the meeting at 2:51pm