

Breast Cancer Research Council Meeting Minutes
October 26, 2018: Council Meeting
1111 Franklin St. Room 5320, Oakland, CA

Members Present: Lisa Eli (via Zoom), JoAnn Loulan, Ghecemy Lopez, Sharon Lum, Ana Navarro, Robert Oshima, Thu Quach, Tasha Stoiber, Joan Venticinque, Veronica Vieira (via Zoom), Patricia Wu

Members Absent: Francine Halberg, Dolores Moorehead, Stina Singel

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

I. Call to Order: Joan called the council to order at 9:00 am and initiated introductions of all Council members .

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

MOTION: JoAnn moved (Patty seconded) to approve the May meeting minutes AS AMENDED. The motion passed unanimously.

III. Renewal of Confidentiality/Conflict of Interest Agreement: Mhel overviewed the RGPO Confidentiality/COI Agreement, detailing the rationale and each present member of the Council was given a copy to read and sign. All members need to renew the agreement annually.

IV. Core Funding Update:

- A. Cycle 24 Draft Compendium. Katie reported out on the number and type of grants funded in cycle 24. She noted that the Council chose not to fund Translational in cycle 24, and to not include call for Translational awards for cycle 25. Katie noted that Council has asked that Staff support them in evaluating prospects of balancing funding in future cycles. She provided a highlight and summary of the priorities, organizations, and xxx that were funded in Cycle 24.
- B. Application Review and Timeline. Katie walked the Council through the timeline for Cycle 25. By November 1st, will distro LOIs and materials necessary to review; scoring will be completed by November 27th; the Council will review LOIs as a group on November 30th Council meeting. Programmatic review will occur March – June, with funding meeting taking place on June 7th, 2019. Community led conference awards will be decided in the March meeting. Standard conference awards will be decided in the November meeting.

V. LOI Review:

- A. Manual and Instructions. Katie gave background on why we ask for letters of intent: to reduce workload of everyone involved; to reduce the cost of review. Katie went through the timeline. By Nov. 27th, members will need to have their

scores in. She gave an overview of the components of the LOI application, and reviewed the five criteria and what scores mean for each criterion. Katie oriented Council to the elements of the review manual.

- B. **IDEA and Translational Sample Ballots.** Katie reviewed the elements of scoring and explained what a score means for each of the five criteria for IDEA and Translational.

VI. SRP GRANT SUPPLEMENTS POLICY: Mhel provided background on the RGPO-wide proposed policy. Thu motioned, and Ghecemy seconded, that Staff are able to award supplements to grants, with amounts for each supplement not to exceed \$25,000 and a cap of \$100,000 dollars spent per year. If exceeding the \$100,000 cap, Staff must bring the requests to Council. Mhel will report out once per year what has been awarded.

VII. Committee Reports & 2018-19 Preview:

- A. **Advocacy Involvement:** Joan gave background on the Advocacy Involvement committee; summary of accomplishments over the past couple of years; and high level summary of focus for the coming year.
- B. **Outreach:** Katie gave an update on Outreach committee. She provided background on the committee, and noted that in the last year they focused on conference awards, and that's where the committee will start again this year. In the past, the committee has also looked at what additional communications could be put out for CBCRP. The committee has looked at the conference awards as a way to get multiple populations involved in research, and has revised the conference award types to include community-led awards as well as standard award. The committee works with the Advocacy Involvement committee to increase participation of more advocates across the state.
- C. **Evaluation/Priority-Setting:** Senaida gave background on the charge of the Evaluation & Priority Setting committee; a summary of accomplishments over the past couple of years; and high level summary of focus for the coming year.

LUNCH: Meet-a-Member: Ana Navarro

VIII. Supplement Proposal: Primary Prevention: Nick presented the overview of the supplement submitted by the group that is developing the CA BC Primary Prevention Plan. Council asked for additional detail about the type of call for applications that solicited this group's proposal. Staff explained that it was a request for qualifications and is a cooperative agreement, and added in context about the group's performance to date.

- MOTION:** Thu moved (Ghecemy seconded) to approve the supplement. The motion passed unanimously.

IX. Policy Initiative Update: Nick presented an update on the initiative including the two PRAG meetings that were held in July and October. Representatives from the second policy topic, the Green Chemistry Project attend the July meeting to present their research and proposal for dissemination plan that was approved by the council at the October meeting. Nick then presented the two draft policy topics, 1). Alcohol awareness and 2). Barriers to care for women metastatic breast cancer. He also provided a brief update on the first topic, Barriers to Breast Cancer Care in California. He then presented a thorough update on the background, purpose and progress up to date on the Green Chemistry project.

X. Community Initiatives Update: Senaida gave an update on the CRC pre-application research plan, technical assistance, and webinars that are scheduled for January and February 2019. She also announced that there will be another round of QuickStart for 2019. She then presented a pilot for collaboration between TRDRP and CBCRP to extend existing technical assistance program for community-scientist teams.

XI. PI-3 Update: Nick provided background for the program initiatives, detailing the steps in each initiative: collect ideas, prioritize, and compete and fund. He noted the focus areas and timeline for the PI-3 and provided additional updates and next steps which include the Global Challenge that was launched in September. Nick then presented the details about the Challenge including who's eligible to apply, what types of ideas we are looking for, the application process, scoring criteria, and judging process. He then requested that the council help get the word out about the Challenge and sent them the toolkit. He then asked the council how they would like to keep informed about the PI-3 and provided ideas for the group to consider. Veronica Vieira volunteered to be the council representative to attend steering committee meetings and then report back to the council informing of them of important updates.

XII. UCOP Restructuring and RGPO Staffing: Bart Aoki, RGPO Executive Director, updated the Council on progress to date. Bart provided background on the restructuring efforts, including the analysis prepared by the Huron Group. Provost Brown is passionate and committed to building an academic affairs unit that provides exceptional value to the state and supports the university in service of maintaining top quality research. Bart shared the thorough second evaluation that the Huron Group is currently undertaking. By end of calendar year, Huron Group plans to complete a draft report. The most important factors to support are fairness and lack of bias in grant-making, when determining the location of RGPO.

XIII. Director's Report: Mhel provided a brief budget report summarizing how much money the Program has to spend for the current cycle.

Joan adjourned meeting at 3:35 pm.