

Breast Cancer Research Council Meeting Minutes

December 9, 2022

Oakland City Center Conference Center 500 12th St. Oakland, CA

Members Present: Abigail Arons, Michele Atlan, Erika Bell, Rati Fotedar, Bryan Goldner, Phyllis Howard, Clara Omogbai, Sharon Pitteri, Svetlana Popova, Thomas Jascur

Members Absent: Amanda Heier, Ujwala Rajgopal, Chris Meda, Salma Marco-Shariff, Yamini Ranchod (on leave through March '23)

Staff: Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Sen Poole, Sharima Rasanayagam, Kathleen Erwin

I. Call to Order: Clara called the council to order at 10:35 and initiated introductions of all council members. The new Executive Director of RGPO, Kathleen Erwin attended the first part of the meeting to introduce yourself and meet the council members.

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

MOTION: Michele moved (Rati seconded) to approve the October meeting minutes. The motion passed unanimously.

III. LOI Invitation Decisions: Katie briefly overviewed the review process and suggested to the group to discuss all the TRANS/CRC LOIs and take less time discussing the IDEAs. The members discussed their scoring rationale and how they determined the recommendations.

MOTION: Clara moved (Erika seconded) to accept all the LOI recommendations from the two committees. The motion passed unanimously

IV. Priority-Setting Presentation: Sharon gave a quick synopsis on background of Priority-Setting. She then presented the process and background questions and the recommendations for three program goals: California-Specific, Collaboration, and Policy. The committee requested the council accept the draft recommendations for the three program goals for further consideration at the 2023 Priority-Setting Retreat.

MOTION: Phyllis seconded the recommendation from the committee. The motion passed unanimously.

Sharon Pitteri did her Meet-a-Member Presentation during lunch.

V. Conference Awards: Katie presented a summary of the application submitted for funding. The group discussed the pros and cons of the application. The Outreach Committee recommended funding the application with contingencies. The council added contingencies that the applicants need to complete prior to being funded.

MOTION: Sharon seconded the recommendation with contingencies from the committee and council. The motion passed with one nay vote.

VI. Policy (Disparities) Funding Decision: Sharima highlighted the main points of the application submitted for funding. The group discussed different aspects of the application. After the PRAG reviewed it, they felt the project was strong yet had some concerns. They recommended funding the application with contingencies for which the group discussed.

MOTION: Michele moved to accept the PRAG's funding recommendation with contingencies. The motion passed unanimously.

VII. Community Initiatives Update: Sen provided a brief update on the 2023 QuickStart Training Program. Webinars were offered and in-person outreach will begin after the holidays.

VIII. Committee Reports:

- A. **Priority-Setting:** Sen provided a summary of the committee and what is in store for the coming year. The committee is working hard reviewing and responding to evaluation data and drafting recommendations that will be decided at the Priority-Setting Retreat in April. The committee conducts various annual evaluations when not in priority-setting mode.
- B. **Policy:** Sharima provided a summary of the charge of the committee and the plans for the upcoming year. The committee needs a new Chair and members.
- C. **Outreach:** Katie provided a summary of the committee including the committee's scope and activities planned for the upcoming year. The committee is exploring the idea of hosting a virtual meeting and will continue to make funding recommendations for conference awards.
- D. **Finance:** Mhel gave an overview of the committee: it meets just once a year to examine financial data, make suggestions on the content and format, and present the data to the council.
- E. **Ad-hoc DEI:** Mhel provided the background of the committee, the work they've done in the past 18 months and the plans moving forward. Most members are cycling off in 2023, so the committee is looking for new members to join.

IX. Director's Report: Mhel reported to the group that CBCRP remained strong through the pandemic. She informed the group that RGPO will be carrying out the Climate Initiative. An RFP will be coming out soon and the programs are excited. She also reported that there will possibly be a drop in funding due to the ban on menthol and other flavored tobacco products

X. Announcements: none

XI. Clara adjourned meeting at 3:39 pm.