

Breast Cancer Research Council Meeting Minutes
November 20, 2020: Council Meeting
Zoom

Members Present: Abigail Arons, Michele Atlan, Colleen Carvalho, Rati Fotedar, Sharon Lum, Dolores Moorehead, Ana Navarro, Clara Omogbai, Svetlana Popova, Tasha Stoiber, Joan Venticinque, Veronica Vieira

Members Absent: Chris Meda, Sharon Pitteri, Ujwala Rajgopal, Melanie Smitt

Staff: Mhel Kavanaugh-Lynch, Victoria Lee, Katherine McKenzie, Lisa Minniefield, Senaida Poole

I. Call to Order: Ana called the council to order at 1:00 am and initiated introductions of all council members.

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

MOTION: Michele moved (Colleen seconded) to approve the October meeting minutes. The motion passed with one abstention.

III. LOI Committees: Mhel briefly overviewed the review process and then the committees went into break out rooms to discuss the LOIs and determined their recommendations. There were three committees that reviewed 33 LOIs. All of them can be invited if they meet the criteria. The council decided to invite 23 IDEA and 2 Translational LOIs to submit a full application.

IV. LOI Invitation Decisions:

MOTION: Joan moved (Veronica seconded) to accept the LOI recommendations to invite to submit a full application. The motion passed unanimously.

Rati did her Meet-a-Member presentation.

V. CBCPI: Immigration RFP/RFQ Outreach: Senaida requested the council reach out to community organizations and academics that are working in the area of immigration that might be interested in a webinar to learn more about the Immigration RFP. It's scheduled to be released in early 2021. The RFP will have a request for a Science Convener and a request for a number of teams that the Convener will work with around the different aspects of immigration and breast cancer risk. Council will send recommendations via email.

VI. PBC: Batch 1 RFPs Review: Mhel gave a summary on the background for the three rounds of Program Initiatives. She reminded the group that they approved the first four concept papers for the PBC (Preventing Breast Cancer). The program revised two of them into RFQs for the council to review:

1. Investigating Industry Influence Over Scientific Information on Breast Cancer and the Environment: Exploring the UCSF Industry Documents Library (“Industry Influence”); and
2. Californians Linking Action with Science for Prevention of Breast Cancer (CLASP-BC): Phase 1

Mhel provided a detailed synopsis of the first RFQ to include its aims, budget and removal of the dissemination phase of the project. The program recommended the Council give contingent approval to this RFQ. The CBCRP is recruiting a Diversity, Equity, and Inclusion (DEI) panel to review the RFPs and RFQs. Its charge will be to assist in editing the language to be more inclusive, less biased and encouraging to underrepresented applicants. They will also suggest how to distribute the funding opportunities in order to better reach under-represented applicants. After the panel has completed its review, CBCRP will notify the group of any proposed changes before the RFQ is released.

MOTION: Abigail moved (Dolores seconded) to accept the first RFQ as requested. The motion passed unanimously.

Katie provided a high level overview of the second RFQ that would be built on the CBCRP-sponsored *Paths to Prevention: the California Breast Cancer Primary Prevention Plan* by leveraging existing community cancer and chronic disease prevention efforts and focusing on identified risk factors for breast cancer. Since there were changes made to the RFQ since it was initially approved back in June 2020, CBCRP asked the Council to only review and provide feedback on this RFQ. The RFQ will come back to the Council for final review at a later time.

VII. Director’s Report: NA

VIII. Announcements: We shared pictures of Sharon Pitteri’s newborn and toddler.

Ana adjourned meeting at 4:00 pm.