

Breast Cancer Research Council Meeting Minutes September 29, 2021 ~ Council Meeting ~ Zoom

Members Present: Abigail Arons, Michele Atlan, Colleen Carvalho, Rati Fotedar, Bryan Goldner, Phyllis Howard, Chris Meda, Ana Navarro, Clara Omogbai, Svetlana Popova, Ujwala Rajgopal, Yamini Ranchod, Tasha Stoiber

Members Absent: Angelique Richardson, Melanie Smitt

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

I. Call to Order: Rati called the council to order at 2:03 pm and initiated introductions of all Council members.

B. Renewal of Confidentiality/Conflict of Interest Agreement: Mhel gave an overview of the RGPO Confidentiality/COI Agreement highlighting the most pertinent information. The members were asked to read, sign, and scan their forms and send them to Lisa. All members need to renew the agreement annually.

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

MOTION: Ana moved (Michele seconded) to approve the June meeting minutes with the two changes. The motion passed with one abstention.

III. Vice Chair Vote: Colleen is unable to take on the responsibility of being Vice Chair. Clara kindly agreed to accept the nomination.

MOTION: The council moved to elect Clara as Vice Chair. The motion passed unanimously.

IV. Core Funding Update: Katie presented an update on the number and type of grants funded in Cycle 27. She walked the council through the application review and funding timeline for Cycle 28. She informed the group that they will sign up for a LOI committee at the October meeting. They will receive their committee assignments soon after along with score sheet and LOI's. The reviews will need to be completed by the November meeting. She reminded the group that LOI scores do not go into Smart Simple and they will be discussed at the November meeting. She announced the deadlines for full applications and when the council will begin reviewing the selected LOIs that will also be peer reviewed. Katie also highlighted the program initiatives RFPs the council will need to consider in October and November.

V. Diversity, Equity, and Inclusion Supplement Proposal: Ana started her presentation by providing background on the scope of the committee She also talked about the data

collection, and why the committee wanted to consider the diversity supplement as a mechanism to include increase diversity in the individuals participating in the program. She went over the requirements and budget for the supplement. The committee requested edits to this proposal and clarified that that the mechanism can be approved and then edits can be made to the language later. They asked that any edits be sent to Lisa by October 13. The group discussed the proposal then the committee motioned for an approval.

MOTION: The DEI committee moved (Ujwala seconded) to approve the supplement mechanism. The motion passed unanimously.

VI. Director's Report: Mhel announced that Nick Anthis' former position is now posted and ready to receive applications. She encouraged the council to share the link to his position to their stakeholders who might be interested in applying. She detailed the work Nick was charged with that the rest of the staff will intermittingly be taking on until we get a new program officer. She also updated the council on the program moving back into the office and what that means for in-person meetings. The group also discussed future meeting dates.

VII. Announcements: None

VIII. Adjourn: Rati adjourned meeting at 3:43 pm.