

**Breast Cancer Research Council Meeting Minutes**  
**October 27, 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, Yamini Ranchod, Tasha Stoiber, Sharon Pitteri, Ujwala Rajgopal

**Members Absent:** Angelique Richardson, Melanie Smitt

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

**Guests:** Nancy Chamberlain (C&G-CBCRP tech support)

**I. Call to Order:** Rati called the council to order at 10:03 am and initiated introductions of all Council members.

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

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

**III. CLASP-BC Programmatic Review:** Katie gave an overview of the CLASP-BC programmatic review process including the purpose, council roles, and scoring criteria. She also reminded the members of how to access Smart Simple, then the three applications were presented. After the group discussed each application and their scoring rationales, Katie presented the scientific review scores with a high level summary of the reviewers' comments.

MOTION: Michele moved (Phyllis seconded) to fund the second application that was presented. The motion passed unanimously.

**IV. LOI Overview and Refresher:** Katie presented a thorough overview of the LOI process. She went over the scoring parameters, funding timeline for both the LOI review and programmatic review. She described both funding mechanisms in detail and announced who was in each review committee. Members were given the LOIs to review, review manual and scoresheet. Katie encouraged the group to be aware of bias's when doing the reviews. The presentation was recorded and will be accessible to members if they want to refer to it while they are in the midst of their LOI reviews.

**V. Community Initiatives Update:** Senaida presented a brief update on the QuickStart program. The program will be back for another round in 2022. Currently staff are conducting outreach webinars and planning for in-person outreach for early next year.

**VI. Directors Report:** Mhel briefly reported on UCOP's plan to return to work as well as the search to replace Nick Anthis' PO position. The staff are hoping to get someone hired by the end of 2021.

**VII. Announcements:** none

**Adjourn:** Rati adjourned meeting at 12:00 pm.