

**Breast Cancer Research Council Meeting Minutes**  
**December 8, 2023 ~ Council Meeting ~ In Person & Zoom**  
**1111 Franklin St. ~ Oakland ~ Lobby 1 Conference Center**

**Members Present In Person:** Bryan Goldner, Thomas Jascur, Sharon Pitteri, Phyllis Howard, Svetlana Popova, Salma Shariff-Marco, Svasti Haricharan, Hisashi Tanaka, Lori Petitti, Barbara Perry, Clara Omogbai, Lesley Taylor

**Members Absent:** Erika Bell, Kelly Shanahan, Christopher Clinton Conway, Maura Dickler

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

**Guest:** Kathleen Erwin (RGPO Executive Director)

- I. **Call to Order:** Sharon called the Council to order at 9:38 am and initiated introductions.
- II. **RGPO Updates:** Kathleen Erwin spoke to the group on her professional background leading up to her position as Executive Director, She talked about the strategic planning that will be implemented in January 2024 on the work RGPO does. She also informed of the group of the Firefighter Cancer Research Fund that RGPO will managing.
- III. **Approval of Minutes:** The Council reviewed the minutes from the May meeting.

MOTION: Phyllis moved (Bryan seconded) to approve the May and October meeting minutes. The motion passed unanimously.

- IV. **LOI Invitation Decision:** Katie went through the LOI timeline. She discussed the LOI review materials including the review criteria. Details are in the Review Manual. She went over the process for discussing and deciding which LOIs to focus on. The group discussed the LOIs focusing on the one's that they either didn't like or weren't sure if it should be accepted. Members explained their scoring rationale for the LOIs that were discussed and made changes to their scores based on the group's conversation.

MOTION: Thomas moved (Barbara seconded) to accept all the LOIs that the group decided to invite to submit a full proposal. The motion passed unanimously.

- V. **Conference Award Recommendation:** Bryan presented on the application submitted reviewing the details of the conference. He pointed out the pros and cons of the proposal.

The Council had a wide range of opinions on whether to fund the \$25K grant the committee recommended for funding.

MOTION: Bryan moved (Phyllis seconded) to fund the award with contingencies, as stated in the motion. The motion passed unanimously.

**VI. Community Initiatives Update:** Sen provided some background on the CRC Call for Applications. They asked that the Council reviews the highlighted language, discuss, and suggests edits (if needed), and approve the language to be included in the 2024-2025 Call for Applications. The new funding mechanism supports the planning phase and writing of a grant proposal to then submit a pilot or full grant application.

MOTION: Lori moved (Thomas seconded) to accept the edits on the proposed language for the 2024-25 Call. The motion passed unanimously.

Thomas Jascur did his Meet-a-Member during lunch

**VII. Program Directed Initiatives Programmatic Review Orientation:** Sen and Katie walked the group through the process of reviewing the Program Directed Initiatives grant applications. Sen presented a high-level summary of the Initiative, including the review timeline, scoring criteria They described the three Initiates, including an overview, funds available, scoring measures, the research questions, and dissemination plans for each one. Katie presented the instructions for accessing SmartSimple to enter their scores.

**VIII. Cycle 29 Funding Report:** Sen gave a summary of the status of funding decisions the Council made for cycle 29, for both the Core Funding and Program Initiative Grants. They presented graphs showing grant funded data, including the 18 Diversity Supplements that were funded since implementing the funding in 2021.

**IX. Demographics:** Mhel informed the Council about the ad-hoc DEI committee that was no longer needed. But before dissolving the committee, they developed metrics that they wanted to look at and for the program to present those metrics on an annual basis. She then presented the demographics for the LOI's submitted from cycles 26-29. The demographics covered race, institutions, gender, sexual orientation, and award type. The program wants to know, are the program processes putting a systematic bias in to funding decisions?

Are the funding success rates very different from one group to another? Are they higher for whites than any other group? The Council asked questions and discussed the data presented.

**X. Virtual Conference:** Katie provided a brief update on the planning of the virtual conference that is scheduled for January 19.

**XI. Committee Reports & 2023-24 Preview:**

- a. **Outreach:** Katie presented the members of the committee and activities they have completed, are in progress, and upcoming projects the committee will taking on in the coming months.
- b. **Advocacy Involvement:** Sen presented the members of the committee. The committee has been inactive since 2020, so they presented on the past accomplishments. It is unknown if there will be any upcoming activities.
- c. **Policy:** On Sharima's behalf, Katie presented the members of the committee. They also presented the completed, the in progress, and upcoming activities.
- d. **Evaluation:** Sen presented the members for the committee and activities they have completed, are in progress, and upcoming projects the committee will taking on in the coming months.
- e. **Finance:** Mhel presented the one member for this committee and asked members to join the committee. The group only meets once a cycle and then presents the resource allocation at the spring Council meeting.

**XII. Director's Report:** Mhel presented an implementation update for the Council recommendations from the 2023 Priority-Setting Retreat. She summarized the recommendations for funding mechanisms and the funding strategy for 2024-2029. She also presented the award types the program will be offering for cycles 30-34 and some associated projects that staff are working on for the next two years.

**XIII. Announcements:** None

**XIV. Adjourn:** Sharon adjourned meeting at 3:45 pm.