

Breast Cancer Research Council Meeting Minutes
February 17, 2023 Council Meeting
1111 Franklin St. Oakland-Lobby 1

Members Present: Abigail Arons, Michele Atlan, Erika Bell, Rati Fotedar, Phyllis Howard, Bryan Goldner, Clara Omogbai, Sharon Pitteri, Svetlana Popova, Ujwala Rajgopal, Thomas Jascur, Amanda Heier, Salma Shariff-Marco

Members Absent: Chris Meda, Yamini Ranchod

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

- I. Call to Order:** Clara called the council meeting to order at 10:08 am and initiated introductions.
- II. Approval of Minutes:** The council reviewed the minutes from the December meeting.

MOTION: Rati moved (Ujwala seconded) that the council approve the December minutes. The motion passed with one abstention.
- III. Programmatic Review Preparation:** Katie briefly summarized the charge and timeline of the review. She went over the timeline, review tools, criteria and scoring, going through each step of the review process. The group discussed the process and asked questions.
- IV. Community Initiatives Update:** Sen provided a brief update on the QuickStart 2023 outreach efforts. There were webinars and technical assistance for those interested in applying to the QS training program. To promote applications, we asked funded PIs to participate in QS. We also offered outreach meetings for the Local Level Needs to facilitate applications for that initiative. We started in December and then held a couple of in-person meetings in January, and a webinar in January.
- V. Committee Reports:**
 - a. Outreach:** Bryan provided a summary of the completed activities, including reviewing the one standard conference award that the council approved to fund once they provide feedback to the applicants. The committee completed other activities that support advocacy involvement. They also proposed having a series of virtual conferences and provided the proposed structure and potential topics for those online meetings.
 - b. Policy:** Sharima reported on the PRAG meeting that was held earlier in the week. Nancy B was elected the Chair for the upcoming year and the group invited Laura Fenster to join the PRAG. They also discussed the next Policy topic and RFQ, *Fertility Preservation Services for Young Breast Cancer Survivors*. Sharima is

redrafting the RFQ based on the comments made by the PRAG and will present it at the March meeting to obtain the council approval and release it soon thereafter.

- c. **Finance:** Ujwala summarized the tobacco tax and tax check-off revenue received including upcoming projected funds. She also presented all the other sources of revenue CBCRP receives, as well as CBCRP total expenditures, including operational expenditures, grants expenditures. She summarized the resource allocation in detail concluding with how much the program can spend on grants this cycle.

- VI. **Priority-Setting Committee Update:** Sharon presented the background of the committee and the plans for the April Priority-Setting Retreat. The Council decides on whether to accept the draft recommendations for further consideration at April priority settings retreat. The committee evaluated how well the program was doing and if they were meeting the 10 program goals. She presented on three of the program goals (Innovation, Translation and Dissemination, and Disparities, Underserved, and Accessibility), including an evaluation data summary, outcome questions, with draft recommendations for each of those goals.

MOTION: Erika seconded the committee's recommendation to the Council to accept the three draft recommendations for further discussion at the retreat. The motion passed with one abstention.

Phyllis Howard did her Meet-a-member presentation at lunch.

- VII. **Council Member Recruitment:** Mhel gave a brief overview of the process for recruiting new council members then asked the group for recommendations openings on the council. The group discussed what criteria they feel is important for recruiting new members. The staff will add the specific language to the letter before sending it out the stakeholders.
- VIII. **Chair/Vice Chair Nominations:** Clara nominated Sharon Pitteri to be the Chair and she accepted the nomination. Both Sharon and Clara nominated Erika to the Vice Chair and she accepted the nomination. The council will vote at the April meeting.
- IX. **Director's Report:** Mhel briefly told the group about the Climate Initiative and how busy RGPO has been working on it.
- X. **Announcements:** none.
- XI. **Adjourn:** Clara adjourned meeting at 2:38 pm.