

**Associate Directors Meeting  
MINUTES**

<b>MEETING DATE/TIME</b>	March 8 <sup>th</sup> , 2021 / 1:00 – 2:00 pm		
<b>EXECUTIVE OWNER</b>	Eileen White		
<b>EXECUTIVE NOTE TAKER</b>	Maureen Sabatella / Gina Londino-Greenberg		
<b>ATTENDEES</b>		Present	Present
	David August	X	Edmund Lattime X
	<del>Adam Berger</del>		Gina Londino-Greenberg X
	Andrew Evens	X	<del>Linda Tanzer</del>
	<del>Shridar Ganesan</del>		<del>Allison Warzala</del>
	Howard Hochster	X	Eileen White X
	Yibin Kang		
	Anita Kinney	X	
<b>INVITED GUESTS</b>	Drs. Arap / Bandera / Chan / Heckman / Shen / Zheng / Zong and Sarah Scharf		

<b>AGENDA TOPICS</b>		
<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATION /ACTION</b>
<b>EAB Presentations Ideas/Feedback</b>	<p>See attached presentation. A. Kinney presented Catchment Area priorities based on recommendations from the Catchment Area Internal Advisory Committee to the group. The goal is to be aligned on what the Catchment Area priorities should be so that the Research Programs show depth of research in these areas for their EAB presentations. Having nine (9) priorities is a large number, even for cancer centers larger than CINJ. A previous discussion with the Advisory Committee on ways to address this high number of priorities was to sort the priorities into tiers. However, it was later determined that tiering would be hard to articulate and address (i.e. risky). Priorities needed to be where CINJ could make the most impact in terms of research and/or outreach. A. Kinney showed cancer incidence and mortality data to help guide setting these priorities and five (5) priority cancers (breast, prostate, lung, colorectal, melanoma) were identified. Basic research in these diseases is available but needs to be shored up. Translational and Pop Sci. research is available and alignment with clinical trials is being worked on. The CCAB has identified representation of underrepresented populations in research/treatment as their biggest issue of concern. Program Leaders should be regularly reviewing their members' federal grants and recent publications to identify examples of catchment area relevance.</p> <p>It was agreed that listing risk factors (i.e., obesity and metabolism, tobacco, HPV-related cancers, UV light exposure, radon, BRCA) and their relationships to the five priority cancers would be a way to emphasize the Basic Research Programs' catchment area research. There was also agreement on adding HPV-related cancers as a sixth (6<sup>th</sup>) cancer priority, as that cancer area is more unique. The EAB will be asked to endorse this addition and the focus on risk factors.</p> <p>Program Leaders must cover catchment area relevant research in their EAB presentations. They must also avoid using the same scientific examples as other Programs or examples used from the previous year. They should further present examples of their strongest science, even if very recent and/or not catchment area relevant.</p>	<p>A. Kinney will look at the guidelines for presenting cancer types for presentations and listing risk factors.</p> <p>Follow up meetings will be held to discuss best science examples to use in the Research Programs' respective EAB presentations.</p>
<b>Urgent Issues (Team)</b>		
<b>Deputy Dir.'s Report (White)</b>		
<b>New Business (Team)</b>		
<b>Next Meeting</b>	<b>June 14<sup>th</sup> at 1:00 pm</b>	