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Subject: DRAFT BHRC OVERSIGHT AND TECHNICAL COMMITTEE CONFERENCE CALL MINUTES - JAN 24 2007
Attach: BHRC call , JAN 24 2007 Minutes FINAL.ZIP

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

January 24, 2007

Attendees:

Michael Bird, ExxonMobil
Steve Bowes, ExxonMobil
Don Burnett, BP
Stuart Cagen, Shell Chemical
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
Mike Johnston, ConocoPhillips
Trisha Perkins, ExxonMobil
Shan Tsai, Shell Chemical
John Wagner, API
Russell White, API
Zach Wong, Chevron

Decisions & Action Items:

Quorum Present
Antitrust Guidelines reviewed

Communications Update

1. Action: Committee meeting end of January.

Budget Increase

1. Decision: Chevron, ConocoPhillips, ExxonMobil and Shell indicated support for proposed budget increase providing terms are agreed to. BP has already sent their share of proposed increase to API.
2. Action: Budget Committee will present new budget, scheduled payments for contracts, and invoice payment schedule by end of January.
3. Action: Michael Bird will discuss potential reorganization of Fudan University administrative support to Shanghai Health study and proposed budget with Dr. Richard Irons after Jan 22 call.
4. Action: Michael Bird will request from Dr Irons written confirmation, under the new administrative structure, that use of tissue samples from Shanghai Health Study samples will continue to be in accordance with applicable laws and authorizations.
5. Decision: Revised terms for supporting increased budget and new administrative structure: (1) Revised contracts in place between Fudan University and University of Colorado and (2) Supplemental QA/QC process is in place.
6. Decision: API will delay API/Fudan University contract renewal until official communication from Fudan is received.

QA/QC Process

1. Action: Jennifer Galvin will send draft charter to BHRC by cob January 16, 2007.

2. Action: Jennifer Galvin will communicate to Jerry Rice that he can proceed with planning QA/QC team meeting, to solicit impute to supplemental QA/QC plan.
3. Action: API will initiate contract with Judy Baldwin.

Next Call

1. Action: January 22, 2007; Noon – 2PM EST