

Benzene Health Research Consortium
Oversight Committee Meeting Agenda
August 20, 2003

Shell Chemical Company
One Shell Plaza
910 Louisiana Street
Houston, TX

Parking on surface lot across street from One Shell Plaza on Louisiana Street.

18th Floor, Room 1810
Use phone in 18th floor elevator Lobby to get in: Call 1-3113, 1-0456 or 1-2521

PURPOSE OF MEETING: To establish BHRC Financial Reporting Processes. Other agenda items will be deferred if necessary to accomplish the purpose.

8:00	Continental Breakfast Available	
8:30 - 8:45	Welcome	Patsy
	Emergency Review	Patsy
	Anti-trust	
	Roll Call - Establish Quorum	Lorraine
	Agenda Review	Don
8:45 - 10:00	Financial Reporting*	Patrick
10:00 - 10:15	Break	
10:15 - 11:30	Financial Reporting*	Patrick
11:30 - 12:00	Lunch	
12:00 - 12:45	Annual Meeting - Final Plans	Lorraine
12:45 - 1:45	Communications Update	Lynne
	Conference Call: 713-423-0600	
	Code: 82029980	
1:45 - 2:00	Break	
2:00 - 2:45	Stakeholder Engagement	Patsy
2:45 - 3:00	Other Business	Don
	Action Items	Lorraine
	Plan Forward	Don

3:00

Adjourn

* Financial Reporting

- Frequency of reports from Technical/Budget Committee to Oversight
- Format of financial reports
- Consistent language/terms on budget and financial reports
- Record Keeping (paper and electronic) and Documentation
- Financial Decision Communication procedure from consortium to API
- Action Tarita Samuel's recommendations
- Budget/Financial Reports on web site
- Contract/Grant reviews
 - Understand what the UC grant covers
 - Understand what the Fudan U contract covers
 - Understand what the AHS contract covers
 - Understand how EMBSI is covered
- Budget Oversight and Controls Document - review and finalize
- Rules for <full share sponsors

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

AUGUST 21, 2006

Attendees:

Anita Balaraman, Chevron
Michael Bird, Exxon Mobil
Steve Bowes, ExxonMobil
Don Burnett, BP
Stuart Cagen, Shell Chemical
Patsy Clegg (Chair), Shell Chemical
Rob Colmer, Shell Chemical
Brian Doll, ExxonMobil
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarnot, API
Mike Johnston, ConocoPhillips
Trisha Perkins, ExxonMobil
Shan Tsai, Shell Chemical
John Wagner, API
Russell White, API

Jerry Rick, SRP, Part-time

Administrative:

Antitrust: Mark Fitzsimmons
Quorum established

Decisions & Action Items:

U of Colorado Financial Review

1. API: Report due end of Q306.

PI Mid-year Reports

1. Decision: Procedures for BHRC receiving progress reports at 6-month intervals from PIs confirmed.
2. Action: Reviewed protocols. Confirmed (1) disease classification scheme not specified and (2) "approximately 500" cases.
3. Decision: Request Irons progress report have both ICD-9 and WHO case accruals
4. Galvin: Request revised 1H06 progress report from Irons.
5. Galvin: Request from Irons progress report on Disease Progression case follow-up and status of molecular epi study.
6. Galvin: Talk with J Rice to get recommendation with regard to Disease Progression study and follow-up with cases.

Budget

1. Sponsor poll: Preliminary request for additional funding from Irons discussed. All companies agreed contingency funds could be used to fund such a request. Galvin to discuss with Irons and get a more detailed proposal, including reasons for the need for

additional funds. Proposal not yet accepted, budget not officially revised, pending more detail

2. Galvin: Discuss with Irons support for \$450K request for increased funding for YE06 and \$1MM request for extending to May 07.
3. Decision: Approved \$109K for John Cherrie and Robert Herrick to provide assistance to exposure assessment.

2006 PI/SRP/ERP Meeting

1. Rice and API: Meeting summary to BHRC soon.

Publications

1. Rice will inform API was manuscripts have been reviewed for submitting for publication.

JCML sustainability

1. Decision: Form a sub-group to address issue. Suggested members: Grim, Irons, Fu, Tsai, ConocoPhillips person, XOM person
2. Galvin: Contact Irons about idea.

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