

**BHRC Committee Chair Call Minutes
Thursday, August 26, 2004**

Attendees:

Patrick Beatty, ChevronTexaco
Stuart Cagen, Shell
Patsy Clegg, Shell
Brian Doll, ExxonMobil

Lynn Russo, ExxonMobil
Mark Fitzsimmons, Steptoe & Johnson
Lorraine Twerdok, API
John Wagner, API

Antitrust guidance provided by L. Twerdok

OC Update (P. Clegg)

- The 2004 Annual Meeting was successful
- Issues discussed with investigators included exposure assessment, QA/QC and laboratory transition/sustainability
 - Shell & BP are charter members of the Chinese Sustainability Council
 - Shell has a meeting scheduled with the Shanghai Mayor's office in October – opportunity to discuss SHS
- Following discussions at Asilomar, the OC now has a good start on 2005 meeting planning
- Outreach
 - Continue efforts within API higher committees (HESGC and General Committee on Special Programs)
 - Shell has an initial meeting set up with labor
 - Renewed efforts for funding sponsor outreach/recruitment to be initiated by M. Bird
- Next OC to be hosted by ConocoPhillips in Houston on November 3-4, 2004

Communications Committee Update (L. Russo)

- APCO is preparing 2004 SHS Annual Meeting summary; first draft expected by 8/27/04
- P. Cleggs's opening and closing remarks at Annual Meeting went very well
- A meeting of the CC is currently being scheduled to focus on outreach

Technical Committee Update (P. Beatty)

- Action to work with Pls to develop proposals; target to have initial proposals within four weeks

Technical Budget Committee Update (S. Cagen)

- Accrual worksheet has been updated
- Once R. Irons numbers have been verified against the UCHSC grants & contracts office, the 2Q04 financial report will go final

Legal Update (J. Wagner)

BHRC agreement amendment #2

- Revisions made
- API contracts officer will proceed with API signatures & mailing to OC members the week of 8/30/04

Draft
8/30/04

API Update (L. Twerdok)

- Working on getting out draft minutes for the four days of meetings August 16-19

Any Other Business:

Tom Armstrong will be attending the October international benzene meeting, *Recent Advances in Benzene Toxicity*

ACTION ITEMS:

- **L. Twerdok** to schedule an OC conference call to discuss funding sponsor recruitment and to assign an OC lead to the effort
- **S. Cagen and P. Beatty to work with B. Jarnot** to make outreach contact with Peter Preuss (EPA) at the 9/23/04 Naphthalene Coalition meeting in DC
- **P. Beatty to work with L. Twerdok and B. Jarnot** to develop agenda for SRP/ERP meeting/call with T. Armstrong at the October benzene symposium (**API** to handle logistics of getting a meeting space and setting up conference call)
- **L. Twerdok** to circulate link to NIH website on ethics training

Next OC Call – Tentatively:

Date: Monday, September 13, 2004

Time: 2 – 3:30 PM (eastern time)

Agenda items to include:

Strategies to recruit new funding sponsors

Laboratory transition/sustainability

Next Committee Chair Calls:

Date: Thursday, September 16, 2004

Time: 4-5 PM (eastern)

Date: Thursday, October 28, 2004

Time: 4-5 PM (eastern)

Date: Thursday, November 18, 2004

Time: 4-5 PM (eastern)