

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

May 17, 2007

Attendees:

Michael Bird, ExxonMobil
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
John Wagner, API
Zach Wong, Chevron

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Cinpathogen Contract & University of Colorado Contract Reviews

ACTION: Brian Doll will contact Rob Schnatter to understand deliverable 2 c ii.

ACTION: API will distribute draft contracts following API Executive review to BHRC. BHRC agreed to a 24-hour turn-around for comments.

ACTION: Patsy Clegg will call Don Burnett and Mike Johnston to notify them of the contract review agreement.

2. UPDATE: API Executive Committee Call – May 15 2007

- Approved API continuing as administrator of project
- Approved CinPathogen as contracting entity

3. UPDATE: QA/QC Team

- Judy Baldwin has resigned due to health reasons
- Judy Baldwin has given Jerry Rice a list of recommendations

ACTION: Stuart Cagen will coordinate with Jerry Rice and API on identifying a replacement for Judy Baldwin and bring a recommendation to OC.

4. DECISION: Approved \$90,000 increase to AHS budget. Funds will come from contingency.

ACTION: API will amend AHS contract to reflect additional \$90,000.
API will revise BHRC budget to show movement of 90K from contingency to AHS contract.

NEXT CALL: May 24 2007, 1:30 PM EDT

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BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

May 24, 2007

Attendees:

Michael Bird, ExxonMobil
Don Burnett, BP
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Mark Fitzsimons, Steptoe & Johnson
Mike Johnston, ConocoPhillips
John Wagner, API
Russ White, API
Zach Wong, Chevron

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Cinpathogen Contract & University of Colorado Grant Reviews

ACTION: API will distribute revised draft contracts to BHRC and review suggested changes with API staff. BHRC will review again on May 25 call.

NEXT CALL: May 25 2007, 5 PM EDT

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BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

May 3, 2007

Attendees:

Michael Bird, ExxonMobil
Steve Bowes, ExxonMobil
Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
Russell White, API

Quorum Present

Antitrust Guidelines reviewed

Decisions/Actions:

1. DECISION: Approved \$45,000 for extension of Dr. Jerry Rice's contract. Money will be taken from contingency.

ACTION: API: Renew Dr. Rice's contract.
API: Revise budget to show \$45,000 shift of contingency money to SRP/ERP budget item.
 2. ACTION: Mark Fitzsimmons will revise milestones document and send to OC. OC to send comments to Mark by cob, Friday, May 4 2007. API will send to Dr. Irons when finalized.
 4. ACTION: API to forward to BHRC members the QA/QC Charter and update provided by Dr. Jerry Rice on April 30 2007.
 5. UPDATE: Judy Baldwin's contract has been executed by API and sent to Dr. Baldwin.
 6. ACTION: Michael Bird requested to contact Dr. Irons regarding (1) invitation to join the BHRC call on Monday, May 7 and (2) his response to Dr. Wong's request for clarification of services provided by Fudan University.
- NEXT CALL: May 7 2007, 4 PM EDT
API will confirm call at 1 PM EDT, Monday, May 7