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Sent: Thursday, March 31, 2005 3:39 PM (GMT)
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Subject: BHRC Committee Chairs Call - March 29 Minutes
Attach: March 29 2005 Committe Chairs Conference Call - Minutes.ZIP

Regards,

Patsy

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Business Success through HSSE Excellence

Benzene Health Research Consortium – Committee Chairs Conference Call Minutes – March 29, 2005

Participants:

Committee Chairs

Patsy Clegg, Shell, Oversight Chair
Jennifer Galvin, ConocoPhillips, Technical Chair
Lynne Russo, ExxonMobil, Communications Chair

Additional Participants

Brian Doll, ExxonMobil
Mark Fitzsimmons, Steptoe and Johnson

API Staff

Lorraine Twerdok, API
John Wagner, API

Antitrust – Lorraine Twerdok

Oversight Committee Update: Patsy Clegg

- BP will fund their share.
- April 11-12 OC meeting
- April 11-12 meeting will focus on budget.

Communications Committee Update: Lynne Russo

- Annual meeting venues confirmed.
- Update to OC at April 11-12 meeting.

Technical Committee Update: Jennifer Galvin

- Report on calls with PI
- Update to OC at April 11-12 meeting.
- Budget
 - O4 Financial report will be ready for OC review at April 11-12 meeting
 - 1Q05 Financial report may be ready for OC review at April 11-12 meeting
 - Have revised PI estimates (except Fudan) for budget discussion

Legal Update: John Wagner

- Revised API/sponsor contract amendments are being drafted

API Update: Lorraine Twerdok

- April University of Colorado payment signed off
- Fudan contract signed for remaining approved budget
- Annual meeting invitations go out in May

Actions Items:

- API: April 11-12 Agenda
 - Process for PI communication – Technical will make recommendation
 - Irons contract
 - API/sponsor contract revisions
- API: send out revised contract to sponsors prior to April 11-12 meeting