

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

April 14, 2009

Attendees:

Michael Bird, ExxonMobil
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Mike Roman, ExxonMobil
Russ White, API

Quorum Present, but not enough shares to make financial decisions
Antitrust Guidelines reviewed

Decisions/Actions:

1. Cinpathogen Contract

ACTION: API to send documentation for request for additional \$14000 for travel.
Add vote to agenda for next call.

2. Archiving Database

ACTION: Jennifer Galvin will draft letter from BHRC to J Rice for requesting guidance for database archival. Letter to be vetted with Technical Committee, then send on behalf of BHRC.

3. QA Team Update

ACTION: Jennifer Galvin will request from J Rice a summary of the QA/QC report.

4. Budget

ACTION: API to notify Oversight when year-end 2008 financial report is ready.

NEXT CALL: May 18, 2009, 4 PM EDT

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

February 17, 2009

Attendees:

Michael Bird, ExxonMobil
Don Burnett BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Myron Harrison, ExxonMobil
Eric Stine, Chevron
Saadia Sultan, ExxonMobil
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Cinpathogen Contract

ACTION: API to notify BHRC when contract has been executed.

2. Publication Acknowledgement of Sponsors

ACTION: API to review BHRC minutes to identify agreed language, send to Dr. Jerry Rice to communicate to Dr. Irons.

New Cinpathogen contract requires acknowledgment of sponsors; SRP to make this check part of manuscript review.

3. Budget Review

INFORMATION: Expect YE08 final financial report by end of March.

4. Celebratory Dinner in Munich prior to 2009 Benzene Symposium

INFORMATION: Celebratory dinner on Sunday evening, September 6 2009, in Munich Germany to honor study participants.

ACTION: API to send letters of invitation to PIs, SRP, ERP.

NEXT CALL: March 23, 2009, 4 PM EDT