

To: 'Lorraine Twerdok' <Twerdokl@api.org>; Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>; Cagen, Stuart Z SCC-HSE <stuart.cagen@shell.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc: Mark Fitzsimmons (E-mail) <mfitzsim@steptoe.com>
Bcc:
Received Date: 2003-09-22 17:41:43 GMT
Subject: RE: BHRC - revised minutes & audit recommendation spreadsheet

I support Brian's comments.

On the contract question, when are the next contracts due for renewal? If not until after mid-Nov., I would say postpone until we meet to discuss the financial reporting. I do believe that a face-to-face is needed to:

1. review financials - is what we put together in Aug what we want?
2. review contracts
3. plan forward, now that we have an idea with regard to money.

For the other Sept 30 due dates, work as quickly as possible.

Regards,
Patsy

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-----Original Message-----

From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Monday, September 22, 2003 11:19 AM
To: Benzene OC listserve (E-mail); Cagen, Stuart Z SCC-HSE
Cc: Mark Fitzsimmons (E-mail)
Subject: BHRC - revised minutes & audit recommendation spreadsheet

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To Benzene OC:

Please find attached revised minutes incorporating changes I received by email.

I would like to point out a few things on the various documents for your consideration:

1. 8/20/03 minutes - their are two brief additions:

* yellow highlighted text is from Brian inserting item that API/CEO communications be reviewed by consortium legal - he has asked for your feedback &/or agreement

* red text is in response to a request from Lynn & Patsy that a note to the file be made stating that OC still has responsibility for consortium finances, with the exception of the current Exec funding decision - is this note in the minutes sufficient?

2. I have highlighted the items on the spreadsheet that have due dates of September 30 - there are several. One of the items is a contract review by the OC. I'm not quite sure if this can be accomplished by Sept. 30, since it would require 1 or more OC to come to the API offices in DC. Can I please get some guidance on accomplishing the contract review task?

3. Brian has suggested that the next meeting be scheduled for early November, rather than early October as agreed at the 8/26/03 OC mtg. Pushing the meeting back would facilitate review of new financial reporting system (the first report using the new format is due to you Nov. 1 for 3Q03). I would appreciate your feedback on when to schedule the next call/meeting.

Thanks,
Lorraine
