

From: Matt Todd <ToddM@api.org>
Sent: Friday, October 31, 2003 8:57 PM (GMT)
To: BHRC Oversight Committee (E-mail) <benzconsort-oc@listserve.api.org>; BHRC Technical Committee (E-mail) <benzconsort-tc@listserve.api.org>; BHRC Communications Committee (E-mail) <benzconsort-cc@listserve.api.org>
Subject: Shanghai Health Study Update: October 31, 2003
Attach: 2003-10-29_bhrc_technical_minutes_draft.doc

Happy Halloween!

Attached are updated draft minutes for Technical Committee members. This is an updated version compared to the set emailed to you from Bruce Jarnot earlier today (10/31).

Please click on the following link, then click on "SHS Update" in the left hand navigation bar to view this week's update.

<http://www.shanghaihealthstudy.org>

Announcements:

- **The Oversight Committee will be meeting on November 10th and 11th in San Francisco.**
- **The Technical Committee's next conference call is scheduled for Friday, November 7th at 2:00 pm EST.**
- **The Technical Committee draft minutes from 10/29 are posted for review on the Technical Committee page and attached to this email.**
- **If you have any announcements that you would like to be posted, please send an email to Matthew Todd, toddm@api.org.**

Matthew Todd
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street NW
Washington, DC 20005
p: (202)682-8319
f: (202)682-8031
www.api.org

Benzene Health Research Consortium

Draft Technical Committee Meeting Minutes

October 29, 2003

API, Washington DC

Participants

- | | |
|-----------------------------------|---------------------------|
| 1. Patrick Beatty (ChevronTexaco) | 5. Stuart Cagen (Shell) |
| 2. Michael Bird (ExxonMobil) | 6. Patsy Clegg (Shell) |
| 3. Steve Bowes (ExxonMobil) | 7. Bruce Jarnot (API) |
| 4. Bill Broddle (ConocoPhillips) | 8. Lorraine Twerdok (API) |

General Items

- Antitrust review and introductions were completed
- Shanghai-based “administrative manager” or “deputy director” for Richard Irons was discussed, as a means of reducing Consortium risk
- Otto Wong’s request to reallocate travel funds, within AHS approved budget, was approved
 - **Action** – Bruce: communicate approval to Otto (completed 10/30/03)
- **Action** – Patrick/Stuart/Bruce: resume monthly “progress checks” with Pis

Contingency Fund

- Stuart proposed adding a \$500K “contingency fund” line item to the budget
- Discussion supported both inclusion of a contingency fund, and the proposed size of the fund

Endorsement of SRP Recommendations

- Two research enhancements proposed by the SRP were scientifically endorsed:
 - Addition of urinary SPMA analyses in ME study (link to earlier studies)
 - Addition of HIV testing of controls in CC study (a risk factor for NHL)
- Funding proposed by reducing # of ME workers from 2000 to 1000
 - Michael reported possible funding interest by a EU biomarkers group; will consider at April 2004 meeting

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Overall Budget Reconciliation

- Investigator feedback suggested ME study could best withstand a “cut” in research budget; CC & DP studies should not be reduced
- Stuart recommended that an \$800K reduction in ME budget be proposed
 - \$500K toward contingency fund
 - \$300K to fund added HIV testing (CC) & SPMA analyses (ME)
 - **Action** – Patrick to review proposal w/ Dr. Irons before next OC meeting
 - Proposal then goes to OC & SRP for review, endorsement

Outreach to GOs & NGOs

- Stuart & Patrick suggested that the Consortium begin working “outreach” to both governmental (GOs) and non-governmental organizations (NGOs), such as the EPA and Leukemia Society
- Short term goal: active GO & NGO participation on the Technical Committee
 - EPA’s Bob Sonowanee (sp?) had indicated desire to participate
- Longer term goal: possible GO & NGO financial support for the study
- A meeting at API was suggested to introduce GOs/NGOs to the study, scheduled about ~6 months before the 2004 annual meeting (February?)

Financial Operations

- API’s CFO, Brenda Hargett, provided an overview of API financial operations, accounting practices and systems
- Recent development of system output, tailored to feed into the Consortium quarterly financial package, was highlighted
- Brenda indicated that API could contract an independent accounting review (or audit) of the University of Colorado grant, if desired
 - Cost estimated between \$5-\$25K, depending on scope and output

Benzene Health Research Consortium

Draft Technical Committee Meeting Minutes

3Q03 Financial Package

- Lorraine reviewed the format and content of the newly-developed quarterly financial report package, including rationale for budget projections
- **Action** – Lorraine to recap Brenda's "API Financial Ops" presentation, and "Qtrly Financial Report" format & content review at Nov 10/11 BHRC-OC mtg
- **Action Items** were identified and requested to upgrade the report:
 - **Add** new sheet detailing "UCHSC Subcontracts" for 4Q03
 - **Add** "comment flags" to identify source of data (e.g., budget values)
 - **Change** cash flow statement to "actual" API expenses
 - **Add** line item for "Contingency Fund", when authorized
 - **Footnote** USHSC and T&E pages, indicating that "actual expenses" are from Progress Reports, and do not reflect grant payments
 - **Add** "disbursement" or "grant payment" rows to Summary page
 - **Move** "Cash Flow Statement" to front section of book
 - **Delete** "names" column from Sponsor Payments sheet
 - **Shrink** width of columns to compress size of spreadsheets
 - **Print** 2-sided, on legal size paper

Next Meeting

- A conference call was scheduled for Friday, Nov 7th at 2:00pm EST