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final

**BHRC Oversight Committee Meeting
November 10/11, 2003
San Francisco, CA**

Participants:

<i>In person:</i>	<i>By Phone (part-time)</i>
Patrick Beatty, ChevronTexaco	Lynn Russo, ExxonMobil
Don Burnett, BP	Matt Todd, API
Stuart Cagen, Shell	
Patsy Clegg, Shell	
Brian Doll, ExxonMobil	
Mike Johnston, ConocoPhillips	
Lorraine Twerdok, API	

Welcome, emergency review, antitrust and agenda review completed.

Minutes from 8-20-03, 8-26/27-03, 8-27-03, 9-29-03, 10-7-03, 10-9-03, 10-28-03 meetings/conference call **approved** (motion Don, second Brian), pending revision of 10/7/03 minutes to include BPs agreement on project completion, without compromise to study integrity, on \$21,084,000 budget.

Minutes Action Items:

1. Minutes should reference completed work products in a manner that they can be accessed, as necessary. *(Lorraine)*
2. Going forward, minutes will be put out for 2-week comment period. Comments will be incorporated and finalized after the two week period, unless an item needs further consideration by OC. *(Lorraine/Paula)*

Communications Committee Update& Budget Recommendation (Lynn)

- Media plan to Oversight Committee by end year
 - APCO China presentation to CC - October
 - Circulate/comment on/finalize plan - November
 - Update key messages and summary pages - October/November
- Stakeholder engagement process discussed with BHRC first half 2004
 - Coordinate with Technical Committee on timeline - ongoing
 - CC discussion/alignment on approach - 4Q03
 - Discussion within BHRC - 1Q04
 - Revise/finalize process - 2Q04
- Define budget and APCO contract commitments - 4Q03
 - See Contract Review
 - Budget projection assumptions:
 - + No extraordinary activity level requiring unanticipated effort
 - + Results - oriented communication activity not addressed

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+ Does not include launch costs (\$10-15k)

Actual expenditures thru 3Q03		\$ 263,178
Budget	4Q03	\$ 15,000
	2004	\$ 60,000
	2005	\$ 60,000
	2006	\$ 60,000
	2007	\$ 91,822
Total		\$ 550,000

OC Decision: Reduction in Communications budget from \$1 M to \$550k approved.

3Q03 Financial Report:

Accepted by technical Committee 10/28/03

Accepted by OC Committee 11/10/03 (move – Don, second – Patsy, approve – all)

Financial Report Action Items:

1. Add a worksheet with case accrual projected, actual, and trailing 12 month avg.
 - a. Develop worksheet (*Lorraine*)
 - b. Work with PI's to populate worksheet (*Patrick & Stuart*)
2. Project cash flow worksheet out through 2007 (*Lorraine*)
3. Itemize UCHSC subcontractors for 4Q03 (*Bruce*)
4. Verify variances on program summary sheet (*Lorraine*)

Budget (Stuart)

See budget document "BHRC budget 11-10-03"

Budget as described in spreadsheet approved unanimously (Mike motion, Patrick second).

Assuming reductions:

- communications to \$550K
- outside legal to \$100K
- QA/QC to \$100K
- Fudan to \$230K
- SRP/ERP to \$364K
- Cytopathology consultation to \$0 (included in UCHSC grant)

Starting budget	\$21,220,000
+ Irons Field Expenses	160,000
+ Urinary Biomarkers/HIV test controls	150,000
+ Program Launch in China (in API budget)	15,000
+ API additional expense (recruitment, program funding, financial report setup, annual meeting expenses)	145,000
TOTAL	\$21,690,000
- Reduction of 1000 ME cases	(900,000)
- UCHSC Interest	(100,000)
New Total	\$20,690,000
Program Budget	\$21,084,000
Contingency	\$394,000

See spreadsheet for more exact figures

Budget Action Items:

1. Verify that current expense of \$52,435 is included in Fudan estimate of \$230,000 (Bruce)
2. Contact AHS to discuss overspending – especially labor (Patrick)
3. Contact UCHSC to verify that interest on unspent grant funds go back into program funds, and that interest is accounted for and applied toward program costs. Agree via letter. Fallback position is to return interest income to consortium. (Bruce/Technical budget WG)
4. Request cost reduction amount for ME to reduction to 1000 cases (Bruce)
5. Task Irons to go to SRP with ME case reductions, urinary biomarkers, and HIV determination in controls for approval (Bruce)
6. Assuming SRP approval of #5, task Irons with IRB approval (Bruce)
7. Determine if IRB approval renewed as of May, 2003, and payment status (Bruce)
8. Contact SRP & ERP Chairs to inform that: (Patsy, Don)
 - a. Requesting UCHSC to reduce ME to no less than 1000 cases
 - b. Add urinary biomarkers
 - c. Add HIV determination in controls
 - d. (other deep admin cuts to meet new budget)
9. Circulate new, approved budget, and add to financial report (Lorraine)
10. Communicate to UC new approved Grant amount so Irons can pay subcontractors.

Other Budget Action Items:

1. Follow up on BP payment of 10/03 invoice (Don)
2. Follow up on application of clinical laboratory profit to research funding (John Wagner & Mark Fitzsimmons)
3. QA/QC requirements and contracting (Michael Bird)
4. Review and arrange for completion of action items from Tarita's report. (Patsy)
5. Add Contingency fund worksheet to financial spreadsheet (Lorraine)

Sponsor Funding Schedule:

Table development of invoicing schedule until have updated budget based on newly approved budget.

Action Items:

- a. Update budget based on newly approved budget (*API*)
- b. Update Cash Flow and project out thru 2007 (*Lorraine*)
- c. Determine when run out of \$ from current \$16.5M (from b.) (*Lorraine*)
- d. A-C due mid-December.

Status of Marathon Payment:

Have been contacted by Don, and confirmed \$200K amount. Expect MAP to get back to Don in a few weeks with preferred payment method, and benefits they expect.

Annual Report to Sponsors:

Summary of Annual Research meeting fulfills this obligation.

Contract Review:

Sponsor Agreement Action Items:

- a. Reassemble ad hoc legal group for agreement review and amendment (*John Wagner*)
- b. Circulate list of issues for review and comment, then give to ad hoc legal committee to assist agreement review. (*Patsy*)

UCHSC:

All recommendations accepted except for #2 (oversight of subcontractors).

Action Items:

- a. Contact Irons on data access and final report; amend grant appropriately (*Stuart & Patrick*).
- b. Contact Irons for expense needs, write amendment and disperse funds by Dec 15 (*Bruce*)

APCO:

All recommendations accepted.

Action Item – get contract amendment started ASAP (*Matt*).

Irons Field Expenses Action Items:

- a. Amend contract to pay \$100K under existing terms (*Bruce*)
- b. Request “daily ledgers” to date, to determine if sufficient detail (*Bruce*)
- c. Redo contract by end of 1Q03 (*Bruce*)

AHS:

Recommendations accepted.

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Acknowledgements – “BHRC consisting of ChevronTexaco, ConocoPhillips, ExxonMobil and Shell, with additional support by Marathon Ashland Petroleum.”

Action Item – see if BP wants to be named, also. (*Don*)

Fudan University:

Recommendations accepted for incorporation into new contract.

Action Item – check back on invoices for taxi charges – they seem too high (*Bruce*)

Information – Benzene International Symposium is scheduled for October 11-13, 2004, in Munich.

Stakeholder Recruitment – Action Items:

- a. Provide strawman on logistics to approach various categories of stakeholder to present at Dec 15 conference call. (*Lynn*)
- b. Circulate ORD contact that requested information on program; supply information (Matt & Patrick)
- c. Review basic information documents, and arrange for update as appropriate (*Matt, TC, CC*)

2004 Annual Meeting Planning

Decision – Asilomar, August 16 – 19 (3 nights). Hold BHRC meetings Aug. 15/16 in San Francisco.

Annual Meeting Action Items:

- a. Have Madeleine check Asilomar availability for dates (3 nights). See if can book everyone into one building that has a “living room.” Book outside BBQ area for Monday night social. (*Lorraine*)
- b. Inform OC, TC, CC, Pls, SRP, ERP of dates (“details to follow”). (*Lorraine*)
- c. Develop strawman attendance list from 2003 attendance. (*Lorraine*)
- d. Make companies responsible for paying for company no-shows – commitment is for entire meeting; less than full-time attendees make their own accommodations arrangements

Decision – do not translate 2003 Annual Meeting slides into Chinese.

Other Action Items:

- a. Circulate API accounting procedures presentation and explanation of API expenses to OC. (*Lorraine*)
- b. Circulate new budget (*Lorraine*)

Next Conference Calls:

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Monday, December 15, 2003

3-5 PM (EST)

OC and Communications Committee – stakeholder recruitment discussion

Wednesday, December 17, 2003

2-5 PM (EST)

OC – Update on contract progress, review new budget distributions, OC, CC, TC
committee chair rotations (2 year terms are up).