

Benzene Health Research Consortium  
Oversight Committee Meeting Agenda  
November 10-11, 2003

ChevronTexaco  
300 Block California Street  
San Francisco, CA

Patrick provide room details and how to enter building, security, etc

**PURPOSE OF MEETING: Budget revision and approval**  
**Financial Reporting Review**  
**Contract Reviews**  
**Recruitment – Funding and Non-Funding**  
**Communications Update**  
**2<sup>nd</sup> Annual Meeting - Preplanning**

**Monday, November 10**

|           |                                                                                                                                                                                                         |          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1:00      | Welcome                                                                                                                                                                                                 | Patrick  |
|           | Emergency Review                                                                                                                                                                                        | Patrick  |
|           | Anti-trust                                                                                                                                                                                              | API      |
|           | Roll Call – Establish Quorum                                                                                                                                                                            | Lorraine |
|           | Review & Approve Draft OC Minutes                                                                                                                                                                       | Lorraine |
|           | Agenda Review                                                                                                                                                                                           | Don      |
| 1:15-4:45 | Financials                                                                                                                                                                                              | Stuart   |
|           | <ul style="list-style-type: none"><li>• Budget</li><li>• Financial Reports</li><li>• Tarita's Recommendations</li><li>• Sponsors Funding Payment Schedule</li><li>• Annual Report to Sponsors</li></ul> |          |
| 4:45-5:00 | Review action items                                                                                                                                                                                     | Don      |
| Dinner    |                                                                                                                                                                                                         | Patrick  |

## **Tuesday, November 11**

|               |                                                                                                                                      |               |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 8:30 – 12:00  | Contracts                                                                                                                            | Patsy         |
|               | <ul style="list-style-type: none"><li>• Amended BHRC Contract</li><li>• &lt;Full Share Contract</li><li>• Contract Reviews</li></ul> |               |
| 12:00 – 12:30 | Lunch                                                                                                                                |               |
| 12:30 – 1:00  | Communications Update                                                                                                                | Lynne         |
| 1:00 – 2:00   | Recruitment                                                                                                                          | Lynne & Patsy |
|               | <ul style="list-style-type: none"><li>• &lt;Full Share Sponsors</li><li>• Government, NGOs, scientific community</li></ul>           |               |
| 2:00 – 2:30   | 2 <sup>nd</sup> Annual Meeting Pre-Planning                                                                                          | Lorraine      |
| 2:30 – 3:00   | Wrap-up; review action items; plan forward                                                                                           | Don           |