

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
2nd Annual Meeting – Preplanning

Attendees: Patrick Beatty
Brian Doll
Don Burnette
Mike Johnston
Patsy Clegg
Stuart Cagen
Lynn Russo, part-time by phone
Lorraine Twerdok

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

Added (1) schedule next call/meeting; (2) committee chairs

1:15	Minutes Review	Lorraine
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	Aug 20 03	
	Aug 26/27 03	
	Aug 27 03	
	September 29 03	
	Oct 7 03: Add bp to list of companies that agreed with reduced budget	
study.	Oct 9 03	
	Oct 28 03	

All approved. Proposed process is to draft minutes; have legal review; send out to sponsors for comment. Incorporate comments, then finalize if not controversial.

1:15-4:45

Financials

Stuart

- Budget

Revised budget approved;

Communications – Lynne

- Revise budget based on experience, review key message documents; provide update on stakeholder engagement
- Proposed budge to 550K

- Nov 7 invoice payment status: Shell (1/2), EM (1/2), and CP (all) have paid latest invoice; CT will pay all; bp not sure
- Brian: cash flow should have future projections
Suggestions to add projected/actual number of cases to budget tracking
ACTION: TC TO WORK WITH PI TO RECOMMEND METHOD FOR TRACKING PROGRESS ON CASE ACCURAL.

ACTION: OC (Don or Patsy) communicate verbally to PIs (API will set up conference call) and SRP the budget and ask them to propose amendments to meet budget. PIs work with SRP to amend protocols. IRB reviews.

- Financial Reports: Accepted 3Q03 financial report at \$21.08M.

ACTION: TC/BRUCE TALK WITH OTTO RE OVERAGES IN LABOR

ACTION: REDUCE ME BY 1000 AND TAKE 900,000 REDUCTION IN BUDGET. **ACTION:** TC MAKE PROPOSAL TO IRONS WHO WILL PRESENT TO SRP

ACTION: BRUCE VERIFY THAT UC INTEREST WILL BE RETURNED TO STUDY

- FIND OUT WHERE MONEY IS GOING
- IF TO UC GENERAL FUND, REQUEST THAT \$ BE CREDITED TO STUDY. ACCOUNTING IS DONE ON 6-MONTH PROGRESS REPORTS. TELL UC THAT PAYMENTS WILL BE REDUCED BY INTEREST AMOUNT.

- **ACTION:** ADD CONTINGENCY WORK SHEET TO SPREADSHEET

- **ACTION:** BUNDLE 3 PROTOCOL CHANGES INTO ONE FOR IRB REVIEW
- **ACTION:** REVIEW WITH LEGAL POSSIBILITY OF USING LAB FOR INCOME
- Tarita's Recommendations
- Sponsors Funding Payment Schedule
- Annual Report to Sponsors

4:45-5:00

Review action items

Don

Dinner

Patrick

Tuesday, November 11

8:30 – 12:00	Contracts	Patsy
	• Amended BHRC Contract • <Full Share Contract • Contract Reviews	
12:00 – 12:30	Lunch	
12:30 – 1:00	Communications Update	Lynne
1:00 – 2:00	Recruitment	Lynne & Patsy
	• <Full Share Sponsors • Government, NGOs, scientific community	
2:00 – 2:30	2 nd Annual Meeting Pre-Planning	Lorraine
2:30 – 3:00	Wrap-up; review action items; plan forward	Don