

From: Clegg, Patsy M SCC-DCS/22
Sent: Friday, May 25, 2007 6:19 PM (GMT)
To: Russell White <whiter@api.org>
Subject: MAY 15 BHRC OVERSIGHT AND TECHNICAL COMMITTEE CONFERENCE
CALL MINUTES
Attach: BHRC call, MAY 17 2007 Minutes FINAL.ZIP

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

May 17, 2007

Attendees:

Michael Bird, ExxonMobil
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
John Wagner, API
Zach Wong, Chevron

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Cinpathogen Contract & University of Colorado Grant Reviews

ACTION: API will distribute draft contracts following API Executive review to BHRC. BHRC agreed to a 24-hour turn-around for comments.

ACTION: Patsy Clegg will call Don Burnett and Mike Johnston to notify them of the contract review agreement.

2. UPDATE: API Executive Committee Call – May 15 2007

- Approved API continuing as administrator of project
- Approved CinPathogen as contracting entity

3. UPDATE: QA/QC Team

- Judy Baldwin has resigned due to health reasons
- Judy Baldwin has given Jerry Rice a list of recommendations

ACTION: Stuart Cagen will coordinate with Jerry Rice and API on identifying a replacement for Judy Baldwin and bring a recommendation to OC.

4. DECISION: Approved \$90,000 increase to AHS budget. Funds will come from contingency.

ACTION: API will amend AHS contract to reflect additional \$90,000.
API will revise BHRC budget to show movement of 90K from contingency to AHS contract.

NEXT CALL: May 24 2007, 1:30 PM EDT