From:	Lorraine Twerdok <Twerdokl@api.org>
Sent:	Monday, August 22, 2005 3:42 PM (GMT)
To:	Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
Cc:	Benzene consort comm (E-mail) <benzconsort-cc@listserve.api.org>; Benzene consort tech (E-mail) <benzconsort-tc@listserve.api.org>
Subject:	Minutes from BHRC OC Aug. 18 meeting
Attach:	BHRC OVERSIGHT COMMITTEE MEETING MINUTES August 18, 2005.doc

To BHRC Committee Members -

Attached, courtesy of Russ White (thank you), please find the draft minutes from the BHRC meeting last week.

Please send any comments or corrections directly to Russ (russellwhite@chevrontexaco.com) by **Tuesday, September 6, 2005.**

Regards,
Lorraine
****

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BHRC OVERSIGHT COMMITTEE MEETING DRAFT MINUTES
August 18, 2005

Attendees:
Patsy Clegg (Chair), Shell Chemical
Bruce Jarnot, API
Lynn Russo, ExxonMobil
Brian Doll, ExxonMobil
Mike Johnston, ConocoPhillips
Jennifer Galvin, ConocoPhillips
Russell White, Chevron
Lorraine Twerdok (by phone), API
Mark Fitzsimmons (by phone), Steptoe and Johnson

Action and Agreements:

1) The Oversight Committee approved the 2Q05 budget report with the following changes; (Lorraine to)
    a. Delete word "slightly" and ""(APCO)" from Text Summary worksheet.
    b. Add interest returned from UCHSC to Income worksheet.
    c. Project future income from interest on Income worksheet but don't add interest income to any cost center.
    d. Reconcile income on Invoice Detail worksheet with Executive Summary worksheet.
    e. Revise income line on Executive Summary worksheet to reflect new invoice/payment schedule.
2) Patsy to add agenda item to future OC meeting to discuss when the BHRC will sunset.
3) Patsy to add agenda item to future OC meeting to discuss the BHRC position as to whether individual company requests for information from consortium counsel should be billed to the consortium.
4) The OC decided to initiate routine, "not for cause", financial audits of UCHSC and AHS by API for grant funds received for SHS. API will submit an audit plan including scope and timing to the OC in September. The audits must be done by year end 2005.
5) Jennifer and Bruce will contact Dr. Rice to discuss his recent invitation to visit Fudan University to discuss the laboratory. They will advise Dr. Rice to contact Dr. Irons to more fully understand purpose of visit and consider expanding purpose of visit to review other aspects of SHS. This may require the assistance of other SRP members.
6) The OC agreed to limit the mailing for the General Annual Meeting (GAM) to business logistics (agenda, directions, etc.). The information will be e-mailed to invited attendees and also paper mailed to Chinese investigators. This information will be added to the SHS website and a reminder sent to those people who have not already booked a room at the Ritz Carlton.
7) Jennifer and Patsy to develop agenda for Investigator/Sponsor meeting at the GAM.
8) Jennifer to "moderate" closing plenary session which should include fifteen minutes for Dr. Irons.
9) Lynn to make sure a room is available for Sponsor representatives from 11 to 3:30 at the GAM.

10) Jennifer and Bruce will clarify timing and structure of presentations with the speakers (30 minute talk, 15 minutes for discussion).
11) Lynn will check with the Ritz Carlton about having a reception there on Wednesday and moving dinner at the Peking Gourmet to Thursday.
12) The OC decided that no GAM summary was needed.
13) The OC decided to invite business sponsors to the SHS Benzene Symposium at Georgetown University.
14) Lynn will call ORC to seek a recommendation on which OHSA representatives should be invited to the Symposium in addition to any ORC members who would like to attend.
15) Lynn will draft a "1-pager" for the Symposium to help attendees understand why the SHS study was initiated and the overall structure of the study. Other handouts for the attendees should include a list of the investigators, their titles, and role in the SHS. Name tags should be provided to all attendees.
16) Bruce will contact Dr. Rice and recommend that the Symposium finish earlier to optimize participation. To help reduce the time, the session on the "Diagnostic Laboratory" could be a short part of Dr. Iron's other talk. The OC suggests that the Welcome session be 10 minutes for Dr. Rice and 20 minutes for Patsy to discuss the Sponsor's perspective.
17) The OC decided that no Symposium meeting summary was needed.
18) Jennifer will ask Mike Bird to contact Dr. Irons to; 1) determine his understanding of the distribution of the semi-annual reports and ask him to directly copy other PIs in the future, 2) remind him that publication submissions should go to the SRP and Sponsors per the protocols for Sponsor informational purposes, 3) please add a section to his semi-annual reports to include "papers in progress" (in-progress, submitted, accepted, published), 4) to please call Otto Wong to discuss recent progress made on the EA part of the SHS.
19) API to set up OC conference calls in mid-September and mid-October.

Draft Agenda

BHRC Joint Committee Meeting
August 18, 2005

Terrace Room Private*
Frank Phillips Tower
ConocoPhillips
Bartlesville, OK

Conference call link:
Dial: 1-770-765-9147
Pin: 2026828319#

TIME**	ITEM	LEAD
7:30 A	Continental Breakfast	
8:00 A	Welcome Assignment of note taker Antitrust & establish OC quorum	Patsy Clegg Bruce Jarnot
8:05 A	2Q05 Financial report – OC review/approval Contract/grant update	Lorraine Twerdok
9:00 A	Contract/grant audits	Brian Doll
9:15 A	SRP/ERP study site visits	Jennifer Galvin
9:30 A	Annual meeting planning Logistics Update Agenda	 Lynn Russo Jennifer Galvin

10:15 A	BREAK	
10:30 A	Continue annual meeting planning	
11:00 A	Symposium planning update Logistics Agenda	 Bruce Jarnot Jennifer Galvin
11:45 A	Annual meeting/Symposium summaries	Patsy Clegg
12:15 P	LUNCH	
1:15 P	Communications Committee Update	Lynn Russo
1:30 P	Technical Update Exposure assessment Case Control study DP & ME	Jennifer Galvin
2:30 P	Review decisions/action items AOB Schedule next call/meeting	Note taker All Patsy Clegg
2:45 P	Adjourn	

* See building #3 on Bartlesville City Map; meeting room subject to change (may move to smaller room)
** Central time; all times approximate

Attendee's names and affiliations have been forwarded to COP; the building guard will have this list to permit access