

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

November 4, 2009

Attendees:

Don Burnett, BP
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Laura Keating, ExxonMobil
Eric Stine, Chevron
Russ White, API

Guest: Rob Schnatter, ExxonMobil

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Data Archiving

ACTION: API to get final proposal and write contract, if needed, to support decision.

Put on agenda for next call.

2. Publications

ACTION: Technical Committee to consider funding an additional summary paper on SHS, depending on the scope of Dr. Schnatter's paper already in preparation with the principal investigators.

Jennifer Galvin to inquire of editor James Bond as to likely publication dates of SHS Munich papers.

Put on agenda for next call.

DECISION: Agreed to pay Tom Armstrong \$10,000 for exposure assessment abstract.

3. BHRC Sunset Activities

A. Disposition of remaining funds in consortium account

ACTION: API will send draft letter to OC members outlining the options for their company's share of remaining funds. Options include:

- Check
- Credit API account for dues
- Earmark funds for an API task group/project

ACTION: API to send OC list of proposed projects coming out of the API Benzene Task Force meeting next week.

ACTION: OC to identify to API the name and contact information for the person in each company who is to receive letter as to disposition of remaining funds.

B. API Committee Updates

ACTION: Patsy Clegg to call Charlie Williams, chair GCSP, re SHS update.

Howard Feldman to contact HESGC re SHS update.

ACTION: Put on agenda for next call.

C. BHRC Records Management

INFORMATION: Records will be managed per API Records Management Procedures. Records currently under benzene litigation hold.

ACTION: API will notify OC of plans to disable website; reduce records retention time.

4. Communications Plan

ACTION: API to update plan by end of Nov and send to OC members.

NEXT CALLS: November 23, 11 AM EST
November 30, 1 PM EST