From: Lorraine Twerdok [Twerdokl@api.org]
Sent: Thursday, November 06, 2003 3:25 PM
To: Benzene OC listserve (E-mail)
Subject: BHRC - OC Nov. 10-11 mtg agenda and meeting information

Importance: High

To BHRC Oversight Committee:

Please find the following information for next week's meeting in San Francisco. This information is also on the website under "what's new" and the OC meeting minutes page.

- Draft agenda
- Meeting/call draft minutes for approval
- 3Q03 Financial report
- Tarita's recommendations
- Contract review recommendations
- contract tracking matrix

I will bring copies of the agenda and financial report with me, and we will have a computer projector available - I am bringing my laptop, which has all of the attached documents attached on it. I do not intend to bring hard copies of any of the other documents, unless otherwise instructed. So if you want hard copies, could you please bring them with you?

Thanks, and see you in San Francisco,
Lorraine

<<2003 11-10-03 OC Draft Agenda.doc>> <<8-20-03 OC minutes.doc>> <<8-26-03 OC minutes.doc>> <<8-27-03 wrap up minutes.doc>> <<9-29-03 call summary.doc>> <<10-7-03 call summary.doc>> <<10-9-03 call summary.doc>> <<2003 10-28-03 contract review minutes.doc>> <<2003 10-28-03 contract reviews a.doc>> <<3Q03 contract matrix - revised.xls>> <<BHRC Program Expenses 3Q03 rpt.xls>> <<Samuel Audit Recommendations 8-20-03.xls>>

****

Lorraine E. Twerdok, Ph.D., DABT
Manager, Health Sciences
American Petroleum Institute
1220 L Street, N.W.
Washington, DC 20005

tel: 202-682-8344
fax: 202-682-8031
email: twerdokl@api.org <mailto:twerdokl@api.org>

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

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. Also communicate new number so Irons can pay subcontractors.

  - 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

  ACTION: Patsy will review and fill in progress report; send out to group for review; follow-up to get items completed

- Sponsors Funding Payment Schedule

ACTION: API will put new budget numbers in spreadsheets and run projections. Defer funding payment schedule until this is done.

- Annual Report to Sponsors

  Agreed the Annual Meeting Report meets this need.

- **Marathon Update:** Don reports that Craig Parker has confirmed that Marathon will pay $200K. Will report back to Don in next few weeks. Don also discussed expectations: access to final report; meeting attendance; no voting privileges.

4:45-5:00	Review action items	Don
Dinner		Patrick

Tuesday, November 11

8:30 - 12:00 Contracts Patsy

- Amended BHRC Contract

- ACTION: PMC to make Shell Review recommendations more descriptive; send to OC members to add/comment; PMC collect comments and present to legal committee for advice.

- <Full Share Contract

- Contract Reviews
  - UC review - see notes on contract review form
  - APCO - accepted recommendations
  - AHS -

12:00 - 12:30 Lunch

12:30 - 1:00 Communications Update Lynne
  - contract recommendations review
  - communicated approved budget money
  - discussion of APCO work

1:00 - 2:00 Recruitment Lynne & Patsy

- <Full Share Sponsors

- Government, NGOs, scientific community
  - Put on agenda for next OC meeting
  - Proposal to have a preliminary meeting prior to annual mtg. Purpose: (1) provide introduction and background, (2) recruitment opportunity
  - ORD - interested in study - was at API7

2:00 - 2:30 2nd Annual Meeting Pre-Planning Lorraine

  - Asilomar
  - Make companies responsible for bill for all commitments, even if there are no-shows - commitment is for whole meeting
  - <full attendees make their own accommodations
  - Aug 16-18

1st Annual Meeting slide translations - NO

Committee chairs

Don is ready to hand over chairmanship of OC. PMC will become chair. Either EOM or COP will be vice-chair.

Sponsor acknowledgement on publications/presentations:

- Shell, EXM, COP, CT want names; bp wants consortiums name; bp to go back and reconsider.

2:30 - 3:00	Wrap-up; review action items; plan forward	Don