To: Lorraine Twerdok <Twerdokl@api.org>; lynn.b.russo@exxonmobil.com <lynn.b.russo@exxonmobil.com>
From: Matt Todd <ToddM@api.org>
Cc: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
Bcc:
Received Date: 2004-11-02 17:20:14 GMT
Subject: RE: BHRC - Nov. 3/4 meeting information

Correction: The documents are all posted on the SHS Update page on the website.

Matt

-----Original Message-----
From: Lorraine Twerdok
Sent: Tuesday, November 02, 2004 12:19 PM
To: lynn.b.russo@exxonmobil.com
Cc: Benzene OC listserve (E-mail)
Subject: RE: BHRC - Nov. 3/4 meeting information

Hi Lynn -

The documents you have received previously, and don't really need to reprint (if you have already printed them) are:

**agenda (minor modifications only)
**3Q04 financial report
**Action Item table.

all other documents are 'new'.

Also, Matt has posted all documents for the meeting on the SHS website OC page under "What's New?"

-----Original Message-----
From: lynn.b.russo@exxonmobil.com [mailto:lynn.b.russo@exxonmobil.com]
Sent: Tuesday, November 02, 2004 12:00 PM
To: Lorraine Twerdok
Subject: Re: BHRC - Nov. 3/4 meeting information

Lorraine: Which of these documents are new and which have already been sent out? I had already printed out some of these (the excel sheets and action items for example). Do I need to reprint or they the same??

"Lorraine Twerdok"
<Twerdokl@api.org> To: "Benzene OC listserve (E-mail)"
<BenzConsort-OC@listserve.api.org>
cc: "Ed Murphy" <Murphy@api.org>
11/02/04 10:50 AM Subject: BHRC - Nov. 3/4 meeting information

BHRC OC members -

Attached are the documents for tomorrow's meeting, in the order they will be discussed. As usual, I will only bring paper copies of the agenda, and depend on you to bring your own copies of other documents you may need at the meeting.

- agenda
- 3Q04 dft financial rpt
- budget re-analysis information (note I have combined into one spreadsheet for ease in review
- contract review table
- committee roles & responsibilities
- 2004 action plan
- action item table

<<2004 11-3-04 drft agenda.doc>> <<BHRC Program Expenses 3Q04 rpt.xls>> <<11-1-04 dft budget projec thru 07.xls>> <<BHRC Contract Review 11-3-04.doc>> <<2004-08-24_Tech-reg outreach plan.doc>> <<Shanghai Cmtte r&r final 12-02.doc>> <<BHRC 2004 PLAN.xls>> <<2004 OC Action Item Table 10-18-04.doc>>

Regards,
Lorraine

Lorraine E. Twerdok, Ph.D., DABT
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Washington, DC 20005

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(See attached file: 2004 11-3-04 drft agenda.doc)(See attached file: BHRC Program Expenses 3Q04 rpt.xls)(See attached file: 11-1-04 dft budget projec thru 07.xls)(See attached file: BHRC Contract Review 11-3-04.doc)(See attached file: 2004-08-24_Tech-reg outreach plan.doc)(See attached file: Shanghai Cmtte r&r final 12-02.doc)(See attached file: BHRC 2004 PLAN.xls)(See attached file: 2004 OC Action Item Table 10-18-04.doc)
