

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

March 15, 2007

Attendees:

Michael Bird, ExxonMobil
Stuart Cagen, Shell Chemical
Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
Mike Johnston, ConocoPhillips
Jerry Rice, Scientific Review Panel Chair, part time
Shan Tsai, Shell Chemical
Russell White, API
Zach Wong, Chevron

Quorum Present

Antitrust Guidelines reviewed

QA/QC Team Charter Update – Dr. Jerry Rice

2. ACTION: Dr. Jerry Rice to take definition of a “case” to QA/QC Team for confirmation.
- 1.. ACTION: Dr. Jerry Rice to discuss QA/QC charter with QA/QC team.
Dr. Rice will send to Technical Committee for an opportunity to comment. Final charter to be decided on by QAS/QC Team.
3. ACTION: Dr. Rice to put discussion of tissue bank on agenda for spring SRP/ERP telecom.

At the point, J Rice, B Jarrot, and Z Wong left the call. Quorum still present.

Brian Doll shared content of message from Dr. Richard Irons

4. ACTION: Brian Doll and API will call Dr. Irons with regard to a final and detailed proposal for supplemental funding.

BHRC/API Meeting

5. DECISION: Meeting at API on March 29.
6. ACTION: API to send out meeting notice.
API to arrange for API staff to attend. Notify P Clegg of timing, so agenda can be accommodating.:

NEXT CALL: MARCH 22, 2007, 11 EDT

DRAFT

BHRC/API MEETING MINUTES

March 15, 2007

Attendees:

Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API, part time
Russell White, API

Purpose: Review YE06 Financial Report
Review API Procedures
BHRC/API Meeting Planning

YE06 Financial Review

1. ACTION: API to reconcile variances in financial report.
2. ACTION: API to clarify criteria for disbursement to U of Colorado; specifically
 - Do interest payments from U of Colorado go into UC SHS account or come API?
 - What percentage of money in U of Colorado account triggers special disbursement of funds?
3. ACTION: Process agreed for dealing with 2006 Fudan University invoice that has not yet been received:
 - API will confirm with Dr. Otto Wong what services were/are being provided by FU through the API/FU contract.
 - B Doll will confirm with EMBSI what services were/are being Provided by FU through the API/ FU contract.
 - After conferring, discuss with Dr. Irons as to whether he is providing services.
 - API will confirm procedures about paying invoices when contract has expired.
4. ACTION: API will follow-up with Dr. Li and Dr. Xu regarding the execution of their contract extension
5. ACTION: API to update contingency spreadsheet
6. ACTION: API will revise YE06 financial report for review at March 29 meeting...

March 29 BHRC /API Meeting Planning

7. ACTION: Patsy to set up meeting with Charlie Williams, chair API Special Programs Committee
Patsy to request meeting with API Special Programs Committee.
Patsy to invite member of API Special Programs Committee to March 29 meeting.
8. ACTION: Patsy and Brian to develop agenda for March 29 BHRCV/API meeting.
9. ACTION: API to send draft API/BHRC contract amendment to BHRC for preliminary review.

BHRC/API MEETING MINUTES

March 15, 2007

Attendees:

Patsy Clegg (Chair), Shell Chemical
Brian Doll, ExxonMobil
Howard Feldman, API, part time
Russell White, API

Purpose: Review YE06 Financial Report
Review API Procedures
BHRC/API Meeting Planning

YE06 Financial Review

1. ACTION: API to reconcile variances in BHRC financial worksheets. .
2. ACTION: API to clarify criteria for disbursement to U of Colorado; specifically
 - Do interest payments from U of Colorado go into UC SHS account or come to API?
 - What percentage of money in U of Colorado account triggers special disbursement of funds? Or is this a feature of the "Field Expenses" contract with Dr. Irons?
3. ACTION: Process agreed for dealing with 2006 Fudan University invoice that has not yet been received:
 - API will confirm with Dr. Otto Wong what services were/are being provided by FU through the API/FU contract. [Done]
 - B Doll will confirm with EMBSI what services were/are being provided by FU through the API/ FU contract.
 - After conferring, discuss with Dr. Irons as to whether he is providing services.
 - API will confirm procedures about paying invoices when contract has expired.
4. ACTION: API will follow-up with Dr. Li and Dr. Xu regarding the execution of their contract extension
5. ACTION: API to update "contingency" spreadsheet in 4th Q 2006 financial report
6. ACTION: API will revise YE06 financial report for review at March 29 meeting...

March 29 BHRC /API Meeting Planning

7. ACTION: Patsy to set up meeting with Charlie Williams, chair API Special Programs Committee
Patsy to request meeting with API Special Programs Committee.
Patsy to invite member of API Special Programs Committee to March 29 meeting.
8. ACTION: Patsy and Brian to develop agenda for March 29 BHRCV/API meeting.
9. ACTION: API to send draft API/BHRC contract amendment to BHRC for preliminary review

10. ACTION: API to identify relevant policies and procedures for subscription program management and contracts. Distribute to OC members before March 29th meeting.