BHRC Oversight Committee Meeting Minutes
Thursday, December 16, 2004
ExxonMobil, Fairfax, VA

Attendees:

Don Burnett, BP*	*By Phone:*
Michael Bird, ExxonMobil	Mike Johnston, ConocoPhillips*
Stuart Cagen, Shell Chemical	
Patsy Clegg, Shell Chemical*	
Brian Doll, ExxonMobil*	
Jo Anne Murphy, ExxonMobil	
Lynn Russo, ExxonMobil	
Mark Fitzsimmons, Steptoe & Johnson	
Howard Feldman, API (p/t)	
Lorraine Twerdok, API	
John Wagner, API	
*Oversight Committee Member	

Agenda item

- Welcome, antitrust and establish quorum, agenda review.

Patsy Clegg called the meeting to order at 8:35. Brian Doll gave a safety briefing relating to the facility. John Wagner reviewed the anti-trust guidelines. Lorraine Twerdok reported that there was a quorum with 4 out of 5 Oversight Committee members present either in person or by conference call. The members reviewed the agenda and agreed to hear the Technical Committee update first followed by the budget discussion.

- Administrative items.
  A number of administrative items were discussed.
  - The Oversight Committee agreed to modify the process for recording meeting minutes. At each meeting, a company representative will record the minutes. This procedure does not apply to the Scientific and Ethics Review Panels that established their own procedures.
    Action: Lynn Russo with ExxonMobil agreed to record the minutes for this meeting.
    Action: Inform API staff and other committee chairs of this new procedure. The Communications Committee chair (Lynn Russo) and Budget Committee chair (Stuart Cagen) agreed to implement these procedures. Patsy Clegg will ensure the new Technical Committee chair, when identified, is aware of the procedure. Lorraine Twerdok will inform API staff members who work with these committees (Bruce Jarnot and Matt Todd).

- Lorraine Twerdok asked for guidance on API communications with company personnel. The Oversight Committee agreed that each member would be responsible for communications within their company and Lorraine can refer callers/inquiries to them.
- The Committee reiterated guidance that the consortium addresses Shanghai Health Study work only. Other benzene related matters are handled by other groups, for example the Benzene Task Force within API.

- Technical Committee Update. Patrick Beatty, who had been the Technical Committee Chairman, recently left ChevronTexaco and therefore resigned his positions with the Consortium. Stuart Cagen gave the committee report, assisted by committee members Don Burnett and Michael Bird. The Technical Committee is continuing its meetings with the investigators to hear updates from the investigators on their activities.
  Action: The Oversight and Technical Committees agreed they should discuss with the Principal Investigators whether the sponsors should be aware of any assistance the PI's might require.
  Action: The Oversight Committee endorsed retaining Dr. Gary Krieger, a Denver-based project MD and toxicologist, as a consultant for the PI's.
  Action: The Oversight Committee directed API staff to develop a contract with Dr. Krieger to reimburse his travel and expenses incurred in connection with this work; the contract is to be in place by January 15.
  Action: The Technical Committee will arrange a meeting or conference call with Dr. Irons in early in January.
  Action: The Technical Committee will elect a new chair.

- Budget. Discussions begun at the November 3-4 meeting on reprogramming certain line items within the budget was continued. Items in the table below, which had been developed at that meeting, were discussed. The Oversight Committee agreed to the reprogramming indicated in the last column in the table below. Amounts in that table indicate amounts that will be deleted from the budget. A zero in the table indicates no savings or reprogramming is appropriate at this time. In several cases, the Technical Committee had reviewed the items and advised there were not significant savings available within the current protocols and path forward plans. As indicated, the total budget reductions or savings identified are $300k.

Potential Budget Action Plan			
Budget Item	**Estimated Amount ($K)**	**Lead**	**12/16 Action**
Contact BP	1700	XOM & CVT	BP decision pending
APCO	250	L. Russo	$250k
Legal	50	P. Clegg	0
Reduce annual meeting 3 → 2 over next 3 years & hold in US	65	OC Committee	tbd
QA/QC	100	Technical Cmtte.	$50k
Contingency	185	API revise budget	0
Statisticians & database manager	100	Technical Cmtte	0
Case accrual schedule acceleration (stop at 450 AMLs)	?	Technical Cmtte	0
Generate list of anticipated publications	?	Technical Cmtte	0
ME case accrual ends when 200 high exposure cases recruited (~1200 cases)	?	Technical Cmtte	0
Total	$2450K		$300k

Action: The Oversight Committee approved the $300k in budget reductions identified above.
Action: Since there is no line item for the annual meeting in the budget, the Oversight Committee directed API staff to determine the total amount from the various line items in the current budget that are associated with the annual meeting and compare it with the forecast cost for the planned meetings in November 2005 and Spring 2007.

- Outreach. The group agreed to defer this topic to the next meeting. Michael Bird reported on the ILSI annual meeting in January.

- 2005 Annual Meeting. Lynn Russo described the arrangements that had been made to date for the meeting, which will be held in ExxonMobil's Fairfax office. The group walked through the facility to view the rooms they will be using.

Action: Lynn Russo will prepare a general schedule for the meeting and other SHS activities during the first week in November when the investigators and the panels come to the Washington area.
Action: Stuart Cagan and Brian Doll will take the lead in notifying the Principle Investigators of the meeting dates and location.
Action: API staff, working with Lynn Russo, will prepare a note to annual meeting attendees formally notifying them of the 2005 location and schedule.

- Other agenda items:

- Patsy Clegg encouraged members to review the Roles and Responsibilities to ensure we are following those rules or to identify areas where the document should be revised.
- Michael Bird reported on developments regarding the status of the JCML within Fudan University, which is relevant for the sustainability or continued operation of the laboratory after the SHS is completed.
- It was noted that ChevronTexaco indicated their representative to the Technical Committee will be Russ White; he will also serve as interim member of the Oversight Committee pending a ChevronTexaco decision on a replacement.

Action: API staff will update the committee rosters reflecting this change and distribute them to the consortium members.

- The group noted the outstanding contributions Patrick Beatty had made during his tenure with the consortium. All agreed he will be missed and that all wanted to do something to personally express that sentiment. Don Burnett agreed he would develop a recommendation.

The meeting adjourned at 3:30pm.