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

- 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: they were 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	
	• <Full Share Contract	
	• Contract Reviews	
12:00 – 12:30	Lunch	
12:30 – 1:00	Communications Update	Lynne
1:00 – 2:00	Recruitment	Lynne & Patsy
	• <Full Share Sponsors	
	• Government, NGOs, scientific community	
2:00 – 2:30	2nd Annual Meeting Pre-Planning	Lorraine
2:30 – 3:00	Wrap-up; review action items; plan forward	Don