

To: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc: Russell D. White Ph. D. (E-mail) <russellwhite@chevrontexaco.com>
Bcc:
Received Date: 2004-12-13 20:34:48 GMT
Subject: BHRC - action item update for 12/16/04 meeting

BHRC OC Members -

Action item information, as of 3 PM Monday, 12/13/04 is presented below in Blue

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Potential Budget Plan Action Items:

- * OC members to discuss with company internal legal counsel the possibility of them providing legal advice to BHRC
- * XOM to host next SHS Annual Meeting in Fairfax, VA - Lynn has made hotel arrangements - update at 12/16 meeting
- * L. Twerdok to calculate savings for reducing remaining annual meeting from 3 to 2 - up to \$135K as detailed in attached spreadsheet
- * B. Doll to contact M. Bird concerning reprogramming of QA/QC funds
- * Technical Budget Committee to contact SHS principals for detailed budget re-analysis cost explanations for review to identify cost efficiencies - Update on discussions to date will be provided at the 12/16 meeting
- * B. Doll to arrange for Yimei Zhou of EMBSI to work full time on exposure assessment IH management in Shanghai
- * L. Twerdok inform Madeleine that API will not be organizing 2005 annual meeting - complete
- * API inform all SHS participants of change in venue for 2005 annual meeting once ExxonMobil provides API with details - pending 12/16 discussion
- * BHRC OC will meet and review proposed budget changes in 12/16/04. OC members should review feasibility/desirability of these items within their companies and/or other BHRC committees in order to be prepared to make final budget decisions at the December meeting.

Regards,
Lorraine

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Attachments:

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shs_annual_meeting_cost_estimate.xls