

From: Lorraine Twerdok <Twerdokl@api.org>
Sent: Tuesday, September 3, 2002 3:17 PM (GMT)
To: Benzene consort tech (E-mail) <benzconsort-tc@api.org>; Benzene OC listserve (E-mail) <BenzConsort-OC@api.org>; Benzene consort comm (E-mail) <benzconsort-cc@api.org>
Subject: BHRC revised min from 8/23/02 call
Attach: 08-23-2002 OC minutes.doc

<<08-23-2002 OC minutes.doc>>

Revised/corrected minutes, FYI.
-lorraine

**BHRC Joint Oversight Committee/Recruitment WG Call Summary
August 23, 2002**

Participants:

Patrick Beatty, ChevronTexaco
Michael Bird, ExxonMobil (part-time)
Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg, Shell
Myron Harrison, ExxonMobil
Lynn Russo, ExxonMobil
Paula Podhasky, API
Matt Todd, API
Lorraine Twerdok, API
George Woodall, API
Mark Fitzsimmons, Council

Minutes from 8/5/02 Oversight Committee call approved; will be posted to committee website (Paula).

Purpose of call was to develop a clearer path forward for consortium recruitment efforts and to determine basis for 2003 invoicing of consortium sponsors. Recruitment includes of all types of stakeholders, funding sponsors, regulators, health organizations, labor, NGOs, etc.

Recruitment:

It was decided that recruitment require a face-to-face meeting to get procedures "written down on paper." Patsy Clegg and Patrick Beatty volunteered to organize this meeting, which will take place as follows:

Date: Friday, September 13, 2002

Time: 8:30 AM – 3:30 PM (tentative)

Location: Shell Woodlands training facility, Houston (travel details to follow)

Overall, it was decided that it is time to involve high-level company people in the recruitment efforts, and the Houston meeting will provide a strategy to accomplish this. One candidate company to approach at this senior level is Petronas. The following recruitment-related action items are to be accomplished in preparation for the meeting:

1. Formal recommendation to BHRC on regulator/NGO participation – **Patrick**, due 8/30/02.
2. Draft committee roles and responsibilities – **Patrick and Lorraine**, due 8/30/02.

3. A first contact with Petrochina (Houston) to set up a briefing will be made by 9/13/02 – **Myron and Stuart.**
4. A first contact with Sinopec (New York) to set up a briefing will be made by 9/13/02 – **Lorraine, Patrick, Bill Frick.**
5. Identify/contact key individuals within sponsor companies (API Board level) for aid in recruitment, particularly for funding sponsors – **all OC members.**
6. Draft recruitment/presentation package to be circulated to Oversight and Technical committees for review by 9/6/02 – **Communications Committee.**
7. Follow-up contact with Dow to be made by **Michael Bird** (technical – David Hunt) and **Lynn** (chemical company contact) by 9/13/02.
8. List of organizations for recruitment contact (all types, funding, regulators, NGOs) due to Lorraine 9/4/02 – **ALL.** Specific, i.e. individual names, contact information would be helpful. **Lorraine** will integrate list and circulate for use at 9/13/02 meeting.
9. Follow-up contact with Marathon Ashland will be made by 9/13/02 – **Patrick.**
10. Technical contact with Lyondell (Marcy Banton) will be made by 9/13/02 – **Stuart.**
11. 9/13/02 meeting logistic information to be distributed ASAP – **Paula and Patsy.**
12. Request list of potential funding opportunities from Rich Irons for 9/13/02 meeting – **George.**
13. Minutes of this call due out by noon, 8/26/02 – **Lorraine**

Invoicing:

- 2002 – invoice will be 25% of the original \$19.7 M estimate.
- 2003 – BP (3 shares), ChevronTexaco (2 shares) and Shell (2 shares) voted to invoice companies for the remaining not-to-exceed commitment for all companies.

ACTIONS:

1. 2002 invoice to go out by 9/6/02 – **Paula**
2. Inform Conoco of 2003 invoicing decision – **Lorraine.**
3. Develop spreadsheet for 2003 invoicing amounts and circulate to OC – **Paula.**