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Sent: Friday, October 18, 2002 8:10 PM (GMT)
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Subject: BHRC Recruitment Conference Call Summary
Attach: 10-17-02 BHRC Recruitment Meeting Draft Summary.doc

To Recruitment Committee Members:

- Attached is the October 17, 2002 conference call draft summary for review and comment
- **Please reply** with availability for a 2pm EST conference call on **November 20th or 21st**, 2002 by COB Wednesday October 23rd.

Thanks.

Matt

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**BHRC Recruitment Committee Conference Call Draft Summary
October 17, 2002**

Participants:

Patsy Clegg, Shell
Shan Tsai, Shell
Jay Stuller, ChevronTexaco
Carol Fairbrother, ExxonMobil
Lynn Russo, ExxonMobil
Shannon Stewart, APCO
Mark Fitzsimmons, Steptoe & Johnson
Bill Frick, API (part-time)
Lorraine Twerdok, API (part-time)
Paula Podhasky, API
John Wagner, API
Matt Todd, API

Agenda Topics Discussed:

Executive Committee Update – Lorraine Twerdok, Bill Frick

- Executive Committee reviewed and discussed briefing document
- Agreement to aid BHRC in recruitment efforts by assisting with CEO level contacts
- Upcoming Executive Committee Chair, David O'Reilly of ChevronTexaco personally willing to support recruitment efforts
- Executive Committee anticipates receiving recruitment report for next meeting which will take place March 17 & 18, 2003
- BHRC funding will be major agenda item for March, 2003 meetings

HESGC Meeting Update – Patsy Clegg, Lorraine Twerdok

- Target companies present at meeting were Marathon Ashland, TotalFinaElf, Burlington Resources(?) and ANADARKO(?)

Tier I Company Recruitment

- Stu Cagen (per conversation with Lorraine Twerdok)
 - Dupont – sent the DOW presentation to Scott Lovelace to circulate within Dupont. Robin Leoadtepi (Dupont Epidemiologist) has since followed up with Rob Schnatter of EMBSI.
 - CITGO – Contact at Venezuelan operation resulted in request to CITGO, Tulsa for more information on SHS. Send DOW presentation to Brian Turner in Oklahoma.
 - BASF – contact identified. No reply on voicemail and email.
- Lynn Russo
 - Petrochina and Sinopec – Stu Cagen has lead with Petrochina's Houston office

Next Steps and Action Items!

OWNER	ACTION ITEMS	DUE DATE	STATUS
Matt Todd	Prepare 10/17/02 Conference Call Summary, provide dates for conference call week of 11/18	10/18/02	
Matt Todd	Maintain BHRC Recruitment Efforts spreadsheet	ongoing	
Matt Todd	Shanghai Health Study Updates	weekly	
All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly	
Patsy Clegg	Contact Patrick Beatty to pursue Marathon Ashland contacts, inform Pat of David O'Reilly's willingness to support recruitment efforts		

Patsy Clegg	Forward Don Burnett's suggestions for the Powerpoint presentation changes to Matt Todd		
Patsy Clegg	Circulate HESGC presentation (via Lorraine)		
Matt Todd	Incorporate Don B's changes to PP presentation, make version the "Final" and post on website for use my committee members		
Matt Todd	Ask Lorraine if letter was received from DOW explaining decision to decline		
Patsy Clegg	Pursue Dave O'Reilly opportunity to contact DOW and Dupont with		
Stuart Cagen	Schedule face-to-face meetings with Dupont and CITGO		
Communications Committee	Develop presentation critical review questions	Oct	
Matt Todd	Notify Communications Committee of Oct. 29 Critical Review of Presentation at APCO		
Carol Fairbrother	Draft document that defines roles and responsibilities for funding companies with less than full share, forward to Matt Todd for distribution	mid-Nov.	
Oversight Committee	Conference Call to review Carol's draft document	mid-Nov.	
Paula Podhasky	Identify contacts at targeted funding companies	Ongoing	
Shannon Stewart	Make changes to Funding Qs document, forward to Matt for distribution	Oct	
Shannon Stewart	Develop One-Pager for CEO Communications	Oct 31	
All Committee Members	Forward "Lessons Learned" during past study presentations to make available to future presenters	ongoing	
Matt Todd	Order Shanghai Health Study Folders	ASAP	
Communications Committee	Prepare SHS folders		
Matt Todd	Update existing study one-pager with input from Paula and Lorraine		
Matt Todd	Create one-pager of SRP members		
John Wagner	Provide input on use of SHS letterhead/logo		
Patsy Clegg	Prepare Draft Agenda for Dec Meeting		
Paula Podhasky	12/9/02 Dinner in Washington DC, Lynn's suggestion for restaurant	Nov	
Paula Podhasky	Organize Recruitment Meeting for 12/10 at API in Washington DC.	Nov	
Recruitment Committee	Tier I Study Presentations Completed	12/31/02	
Recruitment Committee	Tier II Study Presentations Completed	3/31/03	
Recruitment Committee	Tier III Contact Information Completed	12/31/02	