

Benzene Health Research Consortium

Teleconference: August 13, 2003

Memorandum of Discussion

Participants: Pat Beatty
Don Burnett
Stuart Cagen
Patsy Clegg
Brian Doll
Lynne Russo

- I. Issues of Concern – Prioritized
 - Financial Reporting
 - API Role
 - Oversight/Technical Committee Overlap
- II. Expectations for Deliverables of the Aug 19-20 Meeting
 - Financial Reporting Process to be the main focus: Deliverables
 - Format for reporting spreadsheets
 - Financial Reporting Model
 - Budget Controls – re-enforce cap on project costs
 - Responsibilities for financial reporting – API, OC/TC roles
 - Schedule for financial reporting
 - <Full share participation
- III. Additional discussion of how to improve API performance will take place either at the August 20 Meeting or at Asilomar.
- IV. Decision to extend “courtesy” invitation to Marathon-Ashland to attend the Annual Meeting plenary session as an observer.

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- III. What do we do if the project does not get funding?
 - Financial reporting will still be number 1 priority
 - Begin work on exit strategy
- IV. Decision to extend “courtesy” invitation to Marathon-Ashland to attend the Annual Meeting plenary session as an observer.