

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

December 16, 2008

Attendees:

Michael Bird, ExxonMobil
Don Burnett BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Craig Parker, Marathon
Eric Stine, Chevron
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Budget - Communications

ACTION: API to request Karen Matusic to arrange a call with the communications committee to discuss budget. Be prepared to offer revised budget number at Jan 2009 call.

2. Cinpathogen and University of Colorado Budget Increase Request

DECISION: In response to requests from CinPathogen and University of Colorado request s for extended contract/grant and funding increase, the following were approved:

- API to offer both a 2-month, no-cost extension
- API to request CinPathogen and University of Colorado to review proposals with a goal of efficiency and prioritization
- API to contact AHS to ask if there are any potential extensions/increased costs
- BHRC will critically review its budget

3. Other agenda items deferred to next call

NEXT CALL: Jan 22, 2009, 12 noon – 3 PM EST

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

December 18, 2008

Attendees:

Michael Bird, ExxonMobil
Don Burnett BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Eric Stine, Chevron
John Wagner, API
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. University of Colorado Budget Increase Request

DECISION: Approved U of C proposal for additional \$256,577 and grant to extend to September 30 2009.

ACTION: API to execute grant extension with University of Colorado.

NEXT CALL: Jan 22, 2009, 12 noon – 3 PM EST

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

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Eric Stine, Chevron
John Wagner, API
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. University of Colorado Budget Increase Request

DECISION: Approved U of C proposal for additional \$256,577 and grant to extend to September 30 2009.

ACTION: API to execute grant extension with University of Colorado.

NEXT CALL: Jan 22, 2009, 12 noon – 3 PM EST

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

July 23, 2008

Attendees:

Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Myron Harrison, ExxonMobil
Bruce Jarrot, API
Eric Stine, Chevron
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. API/BHRC Member Companies Contract Extension

ACTION: API is drafting.

2. Communications Committee

ACTION: API to notify communications committee of capability to monitor for publications.

3. Publication Summary

ACTION: Jennifer Galvin and Dr. Jerry Rice will draft and send to API for distribution,

4. Study Database

ACTION: University of Colorado has notified API of requirement to maintain database for 3 years. API will continue to engage with U of C regarding details.

5. Pharm-Olam Contract

DECISION: Approved Pharm-Olam proposal with suggested API revisions.

ACTION: API to finalize contract and adjust budget to cover cost.

6. Benzene International Symposium

ACTION: Patsy Clegg to contact Michael Bird and request a formal proposal for funding.

7. SRP/ERP Update

ACTION: Jennifer Galvin to contact Dr. Jerry Rice to request status of report of February PI/SRP/ERP meeting.

8. December Meeting

DECISION: Agreed to keep Dec 16-17 dates on calendar. Chevron has agreed to host.

NEXT CALL: August 7 2008, 4 PM EDT

DRAFT

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

June 11, 2008

Attendees:

Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Sherilyn Gross, University of Colorado
Myron Harrison, ExxonMobil
Bruce Jarrot, API
Rob Schnatter, ExxonMobil
Eric Stine, Chevron
Saadia G. Sultan, ExxonMobil
Russ White, API
John Wagner, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. University of Colorado grant extension request

DECISION: Approved \$455,133 extension of University of Colorado grant

ACTION: API to facilitate execution of U of C grant extension

2. YE07 and Q108 BHRC Financial Reports

ACTION: API will send reports to OC members.

ACTION: OC members will respond via email to Russ White to "Approve" or "Approve with changes" by cob June 19.

3. June 24 20078 Meeting Agenda Review

ACTION: API will invite a member of the ERP to report out on June 23 meeting.

ACTION: Communications Committee will send draft communications plan to API to distribute to consortium members by cob June 20.

NEXT MEETING:	June 23 2008	Dinner, details TBD
	June 24 2008	Meeting at API, Washington DC

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

June 11, 2008

Attendees:

Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Sherilyn Gross, University of Colorado
Myron Harrison, ExxonMobil
Bruce Jarrot, API
Rob Schnatter, ExxonMobil
Eric Stine, Chevron
Saadia G. Sultan, ExxonMobil
Russ White, API
John Wagner, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. University of Colorado grant extension request

DECISION: Approved \$455,133 extension of University of Colorado grant

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NEXT MEETING: June 23 2008 Dinner, details TBD
June 24 2008 Meeting at API, Washington DC

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES MEETING MINUTES

June 24, 2008

Attendees:

Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg (Chair), Shell
Rob Colmer, Shell
Brian Doll, ExxonMobil
Howard Feldman, API
Mark Fitzsimmons, Steptoe and Johnson
Jennifer Galvin, ConocoPhillips
Bruce Jarrot, API
Rich Johnson, ConocoPhillips
Paul Lombardi, ERP (part time)
Karen Matusic, API (part time)
Craig Parker, Marathon
Jerry Rice, SRP (part time)
Mike Roman, ExxonMobil
Eric Stine, Chevron
Saadia G. Sultan, ExxonMobil
Russ White, API
John Wagner, API

Safety Review
Quorum Present
Antitrust Guidelines reviewed
Agenda Review
Introductions

Decisions/Actions:

1. SRP/ERP Update: Jerry Rice and Paul Lombardi

REQUEST: Keep SRP and ERP in place post 2008 to provide pre-publication technical reviews to investigators and to be available to investigators for consultation.
2. YE07 and Q108 BHRC Financial Reports

INFORMATION: OC approved YE07 and Q108 budget via email ballot to API.
700+K in contingency budget
1.9MM in excess of budget
3. BHRC

DECISION: Extend BHRC through YE09.

ACTION: API: review and develop API/Sponsor contract extensions, if needed.

3. Communications Committee

ACTION: Comms Committee:
Q&As
Identify resource to monitor for publications

ACTION: Jennifer Galvin and Jerry Rice
Bullet list summary of published papers

4. Study Database

ACTION: API to discuss with University of Colorado options for
maintaining study database.

NEXT MEETINGS: July 23 2008 Call, 2 PM EDT
Dec 16-17 2008 Meeting in San Francisco, Chevron to host