

BHRC Oversight Committee Conference Call 2 July 2003

Participants:

Patrick Beatty, ChevronTexaco
Bill Broddle, ConocoPhillips
Don Burnett, BP
Stuart Cagen, Shell
Patsy Clegg, Shell
Brian Doll, ExxonMobil
Lynn Russo, ExxonMobil
Tarita Samuel, Shell (part-time)

Mark Fitzsimmons, Steptoe & Johnson
Paula Podhasky, API (part-time)
Matt Todd, API
Lorraine Twerdok, API

Principal's Meeting:

Member companies are conducting internal meetings during July to review program funding.

Study Conduct:

- Bone marrow disease diagnosis now in progress in lab in Shanghai
- Ethical concerns for potential discussion with Dr. Brody:
 - What are the ethical implications if we are not able to obtain full funding?
How should address these issues if funding is not forthcoming?
 - When should these questions be addressed?

Budget:

- Tarita Samuel (Shell) visited API 7/2/03 to review ('audit') API consortium accounting procedures. This was a review of consortium staff records, not API Financial Operations procedures and records. Tarita joined call to give "work in progress" update that resulted in action items below.
- Craig Parker has informed consortium verbally that MAP has decided to contribute \$200K as a follow-up to API Executive Committee commitment to provide funding at less than their full share level.

Action Item: Prepare sample budget and financial reporting spreadsheets for OC review (*Paula Podhasky and Tarita Samuel*)

Action Item: Prepare one page summary of consortium financial controls for OC review (*Lorraine Twerdok*)

Action Item: 'Audit' write-up to include recommendations for improvement for distribution to OC (*Tarita Samuel*)

Action Item: Review OC minutes (from the last year) for discussion on participation below full sponsorship. (*Lorraine Twerdok*)

Annual Meeting:

Discussion tabled until next call.

NEXT CONFERENCE CALL:

TUESDAY, 15 July 2003, AT 2:00 PM (EDT)

- Annual Meeting
- Budget Discussions
- 'Principal's' meeting update