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DOCUMENT INFO

BHRC Recruitment Committee Meeting Minutes August 27, 2003

Participants:

Don Burnett, BP	Paula Podhasky, API
Patsy Clegg, Shell	Matt Todd, API
Brian Doll, Exxon Mobil	Lorraine Twerdok, API
Mike Johnston, Conoco Phillips	John Wagner, API
Shan Tsai, Shell	
Lynn Russo, Exxon Mobil	
Bill Broddle, Conoco Phillips	

AGENDA

1. Review Previous Recruitment Efforts
2. < Full Share Enticements (e.g. patronage for philanthropic organizations)
3. Other Items

Review Previous Recruitment Efforts

- Participants were asked to review recruitment tier sheets on the SHS website and consider which companies to approach with less than full share membership option <http://www.shanghaihealthstudy.org/>
- Investigate Chinese sponsorship
- Define sponsorship expectations and privileges for NGOs and government agencies.

< Full Share Enticements

- Expectations:
 - 200K minimum
 - Sponsor sign contract
- Privileges: Need to clearly establish privileges of the less than full share sponsor. Options available include
 - Level of participation (i.e. observer only at meetings, participant at meetings, voting privileges.)
 - Identified as sponsor on publications, posters and meeting presentations
 - Website access
 - Study updates
 - Meeting attendance: committee and annual
 - Financial reports

See Table below

Action Item: Check with your legal department on whether company wants to be acknowledged as a sponsor in SHS papers and presentations. (all representatives)
(John Wagner)

Action Item: Contact PIs to confirm how sponsors would be acknowledged in publications. (Shan Tsai and Bill Broddle)

Proposed privileges by sponsorship level

Privileges	\$200,000	\$500,000
Oversight Committee	X	Observer
Technical Committee	Yes, TBD	Participant
Budget Committee	X	Observer
Communications Committee	Invite to participate	Invite to Participate
SRP/ERP	X	X
Study Updates	√	√
Website access	To general part committees TBD	To general part committees TBD
Financial Reports	√	√
Identified as sponsor on publications, posters and meeting presentations	TBD	TBD
Annual Meeting	Observer	Observer

X = no role √ = Access to information

Action Item: Schedule Recruitment Committee meeting for October/ November 2003 in Chicago to coincide with Oversight Committee Meeting. (Patsy/ Paula)

BHRC Outreach Plan

	A	B	C	D	E	F	G	H	I
	Organization	Priority	Org Contact	Org Contact Info	Message	BHRC Contact	Visit Date Proposed	Annau Mtg Invite	Comments
1	EPA								
2									
3	NIOSH								
4									
5	ACGIH								
6									
7	OSHA								
8									
9	NIEHS								
10									
11	NCI								
12									
13	American Cancer Society								
14									
15	Leukemia Society								
16									
17									
18									
19									