

From: Paula Podhasky <Podhaskyp@api.org>
Sent: Tuesday, December 24, 2002 2:12 PM (GMT)
To: Jim Vail <brec@rockbridge.net>; Howard Feldman <Feldman@api.org>; BenzConsort-OC@api.org
Cc: BenzConsort-CC@api.org; BenzConsort-TC@api.org
Subject: BHRC Recruitment Committee Meeting
Attach: BHRC recruit 11 dec 02 minutes.doc

For your review.
pp

BHRC Recruitment Committee Meeting
December 11, 2002 - Washington, D.C.
Minutes

Participants:

Don Burnett, BP	Howard Feldman
Patsy Clegg, Shell	Bill Frick
Patrick Beatty, ChevronTexaco	John Wagner, API
Lynn Russo, ExxonMobil	Matt Todd, API
Bill Broddle, Conoco Phillips	Lorraine Twerdok, API
Myron Harrison, ExxonMobil	Jim Vail, API
Shannon Stewart, APCO	Paula Podhasky, API
Mark Fitzsimmons, Steptoe & Johnson, LLP	

Agenda Items

Welcome/Antitrust & Objectives – Patsy Clegg, Mark Fitzsimmons

- The chair welcomed committee members
- API Counsel advised participants on antitrust
- Meeting is a continuation of the September meeting.
- Focus will be on Tier 2 and 3
- Need to nail down details of a “less than 1 share and or/ non funding” member; equitable membership is issue

Review Tier 1 & 2 Recruitment Effort

- Reasons to join: participating companies are benefiting internally through the experience of working on a high quality, state of the art research project and member companies develop Chinese contacts through involvement in the Shanghai Health Research.
 - Lyondell: (Patsy Clegg) Claude White and Patsy exchanging voice messages. Patsy in process of setting up either a meeting, conference call, or email with Lyondell CEO (or appropriate individual.) Patsy will contact Claude to let him know about the BHRC’s “standard” courtesy call to non-member CEOs in order to bring them up to date on the study. Patsy will also provide Claude with most current information on the study.
 - Mark Fitzsimmons will contact Lyondell as an FYI.
 - Sunoco: (Don Burnett / Patrick Beatty) Gave face-face presentation to Sunoco. Company is interested (take product stewardship seriously) but economic conditions are not good this year. BHRC to continue contact at CEO level. (See funding options further down in minutes)
 - Dow: (Lorraine Twerdok) No closure; Dow has had no formal response to the BHRC
 - SinoPec: (Lynn Russo /Shan Tsai) Lynn is trying to identify who in China is the best contact.
 - PetroChina: (Lynn Russo) Technical presentation given in NY by Drs. Iron and Fu. Opportunity to reconnect at the CAPA symposium
 - Dupont/CITGO/BASF: (Stu Cagen) Not available TBD.

- Marathon: (Patrick Beatty) The Health and Scientific Affairs Department thinks the study is good and worthwhile. Believe API should be involved in supporting the program. Check on possibilities of a member CEO contacting Marathon CEO or API Board member contacting Marathon CEO.
- CITGO: (Patrick Beatty / Stu Cagen) Legal and technical individuals within the company do not support project. Will put together presentation.
- CITGO/PDVSA: (Patrick Beatty / Stu Cagen) Will put together presentation.
- Conoco Phillips: (Patrick Beatty) Will follow-up in mid-January 2003
- Caprolactam Producers/Users: (Patrick Beatty/ Bill Frick) Will identify and if possible contact.
- What was learned:
 - Reason given for NOT joining: Financial
 - What works: multilevel approach ¹⁾ Science / Product Stewardship, ²⁾ VP / CEOs level.
 - Notify initial contact (eg Product Stewardship scientist), that it is standard practice for the BHRC to give a “courtesy call” to CEOs as want to bring company heads up do date on the status of the study.
 - When planning a presentation ¹⁾ Call first ²⁾ Email materials of interest to the individual ³⁾ For the meeting bring additional materials of interest and leave them with participants

Overview of Recruitment Materials – Lynn Russo

- SHS Document Guide in 4 sections: Science; SHS; Recruitment; Ethics
- Communications Committee (CC) setting up slide guide.
- What is missing? Structure slide
- Purpose of Q & A document is to bring out materials not covered in other documents. (Questions and topics that are of interest to specific individuals)
- CC planning to strengthen argument for joining in the Science section
- Website
 - Project Info links to finalized documents
 - “BHRC Info” to be added to slide guide
 - Site is being converted over to Dreamweaver. May have option of keeping one site for all; access vary by blacking out links (“wire around”)
- Membership Issues: < 1 Share
 - Original membership document set-up so that “equals contribute equally”
 - *Proposed* Recruitment Approach: Initiate membership discussion based on original share amounts; if unable to contribute at original contract amount make offer that if the new company joins at 75% of the original share they would be extended full membership (all voting privileges); if the company comes in at < 75% of share value the privileges will be decided by the Oversight Committee
 - It was noted that a payment schedule for companies joining in 2003 or later would need to be established.

Tier III - Lynn, Shannon, Matt

- Communication Committee distributed a list of ~~US~~ North American Organizations. The list was used by the members to identify appropriate organization to attend the annual meeting. The annual meeting's purpose is advocacy and public relations. (See website for list of selected organizations)
- PACE (OCAW) are under consideration. Individual members need to consult with appropriate individuals within their company about this issue
- NPRA added to list of organizations that will be given information on the consortium
- Annual Meeting: Consortium members are responsible for their cost to participate in the annual meeting
- Potential guest participants to the annual meeting need to be made aware that since the program is in it's early stage the plenary session may only be ½ day in length.
- This is opportunity to recruit NGO Technical Committee members
- List of European NGOs to be forwarded to appropriate individual within each company for review and recommendations. Member companies need to forward recommendations to Matt by 10 January 2003 Recommendations will be topic of January recruitment call.

Less than Full Share Document – John Wagner

- To be discussed at a later date.

API Executive Committee Meeting (3/18/03) – Patsy, Lorraine

- Starting the week of January 13, 2003, there will be a conference call every other week to prepare for the API meeting

ACTION ITEMS

Owner	Action Item	Due Date	Status
Mark Fitzsimmons	Contact Lyondell		
Matt Todd	Forward Tier 1 spreadsheet to Mark F.		
Stu Cagen	Provide update on Tier 1 recruitment efforts		
Matt Todd	Provide recruitment information packages (folders)		
Patrick Beatty	Talk to Chevron CEO about Marathon follow-up (CEO-CEO)		
Bill Broddle	Follow-up on likelihood of share increase for ConocoPhillips		
Lynn Russo	Identify Sinopec contact		

Patrick & Bill Frick	Look into recruiting from Caprolactam producers/users		
Paula & Patrick	Draft structure slide		
Lynn	Review QA document to screen for repetition across recruitment documents		
Lynn	Strengthen science perspective in "Why " join now document		
Lynn	Elaborate on internal benefits gained by a company through participating in a high quality, state of the are research project		
Matt	Check on ability to blackout website links in dreamweaver		
All	Review distributed documents and provide comments back to communication Committee		
Communications	Update slide presentation (AHS, IRB review)		
Communications	Verify that roles and responsibilities are consistent between recruitment documents		
All	Discuss internally whether PACE should be solicited for attendance at annual meeting		
John Wagner	Identify contact at AFL/CIO		
Bill Frick	Identify House Committee Contact/meeting invite		
Lynn	Contact Nike for additional information on footwear makers		
Bill Frick	Give BHRC presentation at NPRA		
Matt	Change "US" NGO to "North American"		
John Wagner	Talk to Genevieve Laffly about international organizations that would have interest in program		
ALL	Think about other possible organizations/groups and forward info to Matt		
All	Forward list of European NGOs to most appropriate person within your company; forward their recommendations to Matt		
All	Plan to participate on a Conference Call in January		