

Draft

BHRC OVERSIGHT, TECHNICAL, COMMUNICATIONS COMMITTEES CALL MINUTES

June 18, 2009

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
Laura Keating, ExxonMobil
Eric Stine, Chevron
John Wagner, API
Russ White, API

Quorum Present
Antitrust Guidelines reviewed

Decisions/Actions:

1. Benzene Symposium – Funding Requests

DECISION: Supported request for \$6000 for Howard Feldman and Russ White to attend Benzene Symposium in Munich.

ACTION: Request for BHRC to fund Shan Tsai to attend and serve as translator for Chinese SHS delegates will be considered on next telecon.

ACTION: API to find out if Chinese ethicist is bringing a translator.

2. Tom Armstrong proposal for funding of publications and meeting attendance

DECISION: Approved proposal from Tom Armstrong for Exposure Assessment papers and presentations at X2009 and Munich Benzene Symposium.

ACTION: API to inform Tom of decision and get contract executed.

3. Archiving Database

UPDATE: Letter sent from BHRC to J Rice for requesting information for database archival.

ACTION: API to put on agenda for future calls.

4. Budget

INFORMATION: Cinpathogen 2008 contract has been closed with a refund of about \$250K that will go back into budget.

ACTION: API to notify Oversight when year-end 2008 financial report is ready.

5. QA/QC Update

ACTION: Technical Committee to review QA/QC report for completeness.

6. Benzene Symposium

INFORMATION: Michael Bird updated BHRC on list of symposium sponsors.

ACTION: API and Patsy Clegg to review list of invitees and acceptances to celebratory dinner.

7. Communications

INFORMATION: Howard Feldman reviewed the API plan to (1) be responsive and (2) refer scientific questions to Pls.

ACTION: API updating materials.

ACTION: API to send out communication to BHRC regarding Laura Keating, XOM, joining the Communications Committee.

NEXT CALL: July 22, 4 PM EDT