Benzene Health Research Consortium Oversight Committee Meeting
January 16, 2002
API, Washington, DC Offices
Revised Draft Minutes

Present:

In person:
Don Burnett, BP
Patsy Clegg, Shell
Patrick Beatty, ChevronTexaco
Paula Podhasky, API
Lorraine Twerdok, API

By phone:
George Woodall, API

Part-time:
Lynn Russo, ExxonMobil

Membership and voting issues: Consortia members with voting privileges as of 1/16/02 are, BP, ChevronTexaco, Conoco and Shell. A quorum of the Oversight Committee (OC) was present, representing three companies and 7 of 11 shares.

Budget update: Budget summary presented by L. Twerdok (attachment #1) included current budget and proposed budget including costs associated with the SRP recommended protocol changes. December 31, 2001 balance is <- $252K>, due to delinquent payment of first invoice. Spreadsheets detailing 2001 budget were also reviewed. Formal motions were made (P. Beatty), seconded (P. Clegg) and unanimously approved by members present to (1) initiate CFO to CFO contact to collect delinquent funds, and (2) make no more monetary commitments until delinquent funds have been collected.

Budget Action Items:

1. **L. Twerdok** will pursue communication at the CFO level between API and delinquent consortia member to collect overdue funds (invoice #1).
2. **L. Twerdok** will pursue consortium contract amendment to include monetary penalty for late payment. A recommendation for amendment is due back to the OC by **1/29/02**.
3. **L. Twerdok** will instruct API staff not to commit additional program funds until delinquent funds have been collected.
4. **P. Podhasky** will modify 5-year budget projections to reflect current funding commitments and when the consortium will go into a funding deficit (attachment 2).
5. OC will propose budget presentation format modifications on an as needed basis.
6. **API** will develop overview of program expenses, to include Dr. Brody's contract, prior to consortium formation. (for study Master Files)

Communications Committee Update: L. Russo provided an update from the Jan. 15/16 Communications Committee strategy session and follow-up meeting. The Committee's immediate priority and work product is a communications plan and budget for presentation to the OC in the next 2-3 weeks. Examples of items discussed for inclusion in the proposed plan:

- Recommendation for a separate name for the full study which includes the Consortium, researchers, worker participants, etc.
- Planning for and a recommendation on execution of the opening ceremony in Shanghai.
- A suggestion on appropriate interaction with investigators on communications issues, one that is sensitive to the "hands off" approach on research issues while recognizing the need to discuss and promote consistent messages.

Communications Action Item:

1. **L. Twerdok** will circulate the 10/01 University of Colorado press release on this study (attachment 3).

Research Update and Budget Increase Proposal: P. Beatty presented research update, including a proposal to increase the total program budget $3,038,299. The proposed budget increase is a result of protocol changes requested by the Scientific Review Panel. The majority of the cost increases relate to (1) matching case-control exposure methods to disease progression exposure methods, and (2) increasing the number of controls for the disease progression study. Details may be found in attachment 4.

Budget Increase Decision:

- Members present voted unanimously to approve budget increase. This raises the total estimated cost for the program to $22.8 M.

Consortium Member Recruitment: P. Beatty led discussion on recruitment of funding sponsors. Consortium currently has contractual commitment for $16.5 M. Potential funding sponsors identified include:

- API; dues budget for 2003, special solicitation (to broaden industry support, which may result in additional consortium members).
- NPRA/ACC
- Europe
- Asia (Japan & China)
- Australia
- S. America
- Grants (American Cancer Society, Leukemia societies, NIH)
- Mideast (Kuwait)
- IPIECA
- Other industries (shoe, glue, rubber manufacturers)

Members of an ad hoc Member Recruitment Committee were identified and include S. Cagan (Shell), P. Beatty (ChevronTexaco), M. Harrison (ExxonMobil) and L. Twerdok (API). [Post-meeting note: the recruitment committee should coordinate with the communications committee if/when appropriate.]

Member Recruitment Action Items:

1. **D. Burnett** will contact C. Roythorne to invite him to join Recruitment Committee to identify European candidates to solicit for membership.
2. **L. Twerdok** will meet with B. Frick and H. Feldman for advice/guidance on recruitment strategies. Results from this meeting will be reported back to the OC within 2 weeks.
3. **L. Twerdok** will schedule a conference call of the ad hoc Member Recruitment Committee by the end of January.

Administrative Issues: List of files appropriate for the study master files was circulated by L. Twerdok for review and comment (attachment 5). A list of API staffing responsibilities will be circulated with all meeting minutes.

Other Business:

- **L. Twerdok** will solicit a proposal from J. Wagner (API) and the ad hoc legal committee for outside legal council with appropriate experience.
- The OC adopted the responsibility for planning of the consortium annual meeting and research review. OC will give guidance to API to carry out the logistics of setting up the meeting.
- OC identified priority issues for 2002:
  1. Collection of delinquent funds
  2. Opening ceremony in Shanghai (Communications Committee/APCO)
  3. Membership drive
  4. First Annual Meeting

Next OC conference call will be scheduled for mid-February (week of February 11th?).

Meeting adjourned at 2:30 PM.