

ADMINISTRATIVE CORE CONFERENCE CALL

Date/Time March 09, 2004 @11:10 am
Attendees Ed Riley, Michael Charness, Tatiana Foroud, Kenneth Lyons Jones, Kenneth Warren, Sarah Mattson, Deidre Roach

ISSUE

Administrative Cluster
Ed Riley

RECOMMENDATION/DISCUSSION

Update – Review timelines.
Hired new administrative assistant, Maudray Hogan.
Administrative Assistant will email her contact info to all members.
Website person hired and initial pages designed. We need to solicit potential links that the consortium desires. Passwords to protected areas will be issued next month.
Received complete dysmorphology forms from Ken Jones and these will be posted on website.
Tasks were assigned:
List of moderator variables - Sandra Jacobson.
Joe Jacobson agreed to draft authorship and publication document. He will have this accomplished relatively quickly once info received.
Neurobehavioral Core Conference held in San Diego last month was very productive.
Minutes from Neurobehavioral Core Conference have been distributed.
Certificate of confidentiality for US sites – progress is being made.

Pilot Project

All subcontracts have been signed except UCSD, which should be completed in next few days.
Luther Robinson will be taking camera to Buffalo for approximately 2-3 months. Jeff Rogers will be going to Buffalo to set camera up and continue training Dr. Robinson.
Dr. Streissguth's study progressing well and only problem stated was that about 1/3 of eligible participants are declining the study.
Ukrainian Project – This project was initially with the Kiev Poly Clinic. A request has been made to change this to the ABD Society. Dr. Roach stated change already been approved.
Dr. Riley requested copy of approval notes from Dr. Roach.
Study ready to proceed forward and Dr. Jones is returning to Kiev in May 2004.

Italy Project

Dr. May is currently in South Africa and no information concerning the Italian project was available.

Facial imaging Core

Dr. Tatiana Foroud wanted to know who was ready for camera set up. She stated that there are 2 cameras ready to go. Dr. Mattson requested 1 for San Diego and asked how long she could have it for. Still need someone to train and operate camera in San Diego. Dr. Gene Hovme will be in Europe for the next few months and Dr. Robinson will be leaving for Italy after Easter. A camera should be placed in Europe in the near future.

Informatics Core

The Informatics Core is currently concentrating on producing data dictionaries and data entry tools for the thirteen data domains identified at January meeting. Currently working on:
3D Facial Imaging Core and how to store and name data.
Drs. Mattson and Arenson are working together on neuropsych child database.
Timelines for databases – we are at least 1 month behind timelines worked out at the first Steering Committee meeting in January and described on the

	administrative grid. Many tasks originally projected to be due end of January still not delivered to Admin Core.
Brain Imaging Core Project	Elizabeth Sowell, Principle Investigator, notes in progress report (circulated).
Basic Science Projects	Dr. Charness presented an update and details are provided in the circulated progress report. Paper resulting from grant should be in print shortly.
Neurobehavioral Core	Update provided by Dr. Sarah Mattson In process of finalizing battery of tests. Currently is working with Dr. Arenson on database. Currently working on creating training and testing manuals for each test to ensure consistency of quality control. One concern is that some sites are eager to start data acquisition and this is a concern since training and reliability testing have not been completed. Dr. Mattson also stated that there are IRB issues since tests were changed as a result of the Neurobehavioral Core Meeting, although these should be resolved quickly.
Moscow Project	Neonatal Moscow project updated by Dr. Jones Moscow project is progressing along well. There continues to be a problem finding a way to get blood out of the country for biological markers assay by Frederick Wurst.
S. Africa Follow-up	Dr. Jacobson reported via a phone call to Dr. Riley that everything is progressing on this project. Individuals are being trained, etc.
S. African intervention Plains study	Dr. May is currently in South Africa. Nothing reported.
Dr. Ken Warren	Reported that interaction with SIDS PASS (Prenatal Alcohol SIDLS and Stillbirth) project and the Moscow neonate project might not be feasible because of the stringent protocols set up for that project regarding autopsies, etc. Dr. Jones reported that the Russians are willing to work with us on this interaction and that this should be encouraged
Dr. Ed Riley	Timelines agreed to at the January meeting and on the Administrative excel worksheet are not being adhered to. Dr. Jennifer Thomas will begin to send out reminder emails on this. Minutes sent out on Neurobehavioral Meeting held in February. <ul style="list-style-type: none"> - There is agreement on a basic standard battery. - Will start collecting data, pending training and quality control. - Will put together data dictionary similar to that in dysmorphology forms. - A one hour and 40 minutes battery was developed. - Mary O'Connor gave us permission to use depression scale. - Information still needs to be translated for use at various sites. - Waiting for one approval and acquisition of one test from New Mexico (virtual water maze). - After the standard battery, sites will be able to pick and choose tests within a category of priorities if they have the time and inclination. - Moderator and maternal drinking questionnaires are being worked on by Drs. Tina Chambers, Sandra Jacobson, and Phil May. - Dr. Joe Jacobson will put together data sharing agreement. - Regarding cameras – one to Dr. Robinson and one to Gene Hoyme, and

one to San Diego or the Plains. There was discussion of a 3rd camera from the Foundation at IU, and a request that is being sent to NIAAA to consider a 4th camera.

Regarding the Science Advisory Board, NIAAA has not appointed anyone. Dr. Riley will be forwarding names and short bios of a number of nominated individuals.

Currently drafting up charter for comments. It will be on-line if possible. It was decided that conference calls once per month would be useful and sufficient.

Maudray Hogan will send out emails of available times for first and last week of month.

Meeting Adjourned

11:45 am.