

Interoffice
Communication

To: Joe Beall*, Doyle Wells*, Gretchen Weis*,
Rendell Newton, Davie Sprowell, Frank
Jeanson, Bruce Trego, John Ray Hamilton,
Tom Grumbles, Doug Skokna, Bob Seymour
(Attendees *)

From: R. W. Seymour

Date: August 28, 1989

Subject: **SARA COMMUNICATIONS TEAM MEETING MINUTES
AUGUST 8, 1989**

VISTA

At this meeting we "roughly" followed the attached agenda. We reviewed the accomplishments of the SARA Communications Team since we began in April of last year. The list of activities is a full page long and is attached.

Congratulations to each of you for your contribution to this effort! It has had a major impact on how Vista is thought of in the Aberdeen community.

We discussed team members and this team continuing and decided that this team should continue to function. We also decided that we needed more employee members and that Doyle and Davie would each try to recruit one member.

Next we did a brainstorm list of ideas for our 1989/1990 program. That list is attached.

After making the brainstorm list, we discussed how to decide what should be included in our 1989/1990 activities. We decided that we should first decide what the needs were:

NEEDS

EMPLOYEE MORALE

- Not feeling part of overall company
- Terminal
- Christmas parades
- Some benefit dissatisfaction
- Company does not do things for families
- Building trust and pride in employees

WHO TARGET?

- Students
- Schools
- Employees

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NEEDS - continued

- **EDUCATION SYSTEM HELP**
- **UPDATE 313 INFORMATION TO COMMUNITY**
- **COMMUNICATIONS**

We then decided that several teams should be formed to work on these needs and the attendees decided what team they would join.

TEAMS AND TARGETS

1. EMPLOYEES AND FAMILIES

Davie Sprowell and Rendell Newton

2. SCHOOLS AND STUDENTS

Doyle Wells, Joe Beall, Jim Edwards

3. COMMUNITY

Bob Seymour, John Ray Hamilton, Doug Skokna

4. LEPC

Bruce Trego and Frank Jeanson

At this point, we were running out of time and we decided on short term action steps until we could further plan these teams' missions.

SHORT-TERM ACTION STEPS

1. Update our brochure and our video to include 1988 SARA 313 information.

- Assigned to Gretchen Weis and Bob Seymour.
- Target October 1.

2. News release on SARA 313 reductions including bar chart graphic.

- Assigned to Gretchen Weis and Chris Bozman.
- Target September 12.

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SHORT-TERM ACTION STEPS - continued

3. Inform employees first of SARA 313 information and 1988/1989 activities and 1989/1990 plans.

STEPS

1. Make up an employee fact sheet on emissions, activities, etc. (include VCM reductions, powder reductions, lead reduction activities).
 - Assigned to Rendell Newton and Frank Jeanson.
 - Target September 5.
2. Plant newsletter story - front page article.
 - Assigned to Joe Ann Williams, Bob Seymour, Frank Jeanson.
 - Target next newsletter mid-September.
3. Bulletin board posting announcing the subject and the meetings.
 - Assigned to Joe Beall.
 - Target September 11.
4. Employee meetings - plan to do on shift if possible.
 - Prepared presentation.
 - Easel with data in work area to attract attention.
 - Department heads give presentations.
 - Assigned to Frank Jeanson and Bob Seymour.
 - Target date week of September 11.

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Next meeting August 28 at 1:30 p.m. in main office conference room. At this meeting we will:

- Review action steps from 8/8/89 meeting.
- Decide on new members.
- Decide how the four teams should function, members, leaders, mission.


R. W. Seymour
Plant Manager

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attachment

cc: Joe Ann Williams, Chris Bozman, Mike Kane