

3. A first contact with Petrochina (Houston) to set up a briefing will be made by 9/13/02 – **Myron and Stuart.**
4. A first contact with Sinopec (New York) to set up a briefing will be made by 9/13/02 – **Lorraine, Patrick, Bill Frick.**
5. Identify/contact key individuals within sponsor companies (API Board level) for aid in recruitment, particularly for funding sponsors – **all OC members.**
6. Draft recruitment/presentation package to be circulated to Oversight and Technical committees for review by 9/6/02 – **Communications Committee.**
7. Follow-up contact with Dow to be made by **Michael Bird** (technical – David Hunt) and **Lynn** (chemical company contact) by 9/13/02.
8. List of organizations for recruitment contact (all types, funding, regulators, NGOs) due to Lorraine 9/4/02 – **ALL.** Specific, i.e. individual names, contact information would be helpful. **Lorraine** will integrate list and circulate for use at 9/13/02 meeting.
9. Follow-up contact with Marathon Ashland will be made by 9/13/02 – **Patrick.**
10. Technical contact with Lyondell (Marcy Banton) will be made by 9/13/02 – **Stuart.**
11. 9/13/02 meeting logistic information to be distributed ASAP – **Paula and Patsy.**
12. Request list of potential funding opportunities from Rich Irons for 9/13/02 meeting – **George.**
13. Minutes of this call due out by noon, 8/26/02 – **Lorraine**

Invoicing:

- 2002 – invoice will be 25% of the original \$19.7 M estimate.
- 2003 – BP (3 shares), ChevronTexaco (2 shares) and Shell (2 shares) voted to invoice companies for the remaining not-to-exceed commitment for all companies.

ACTIONS:

1. 2002 invoice to go out by 9/6/02 – **Paula**
2. Inform Conoco of 2003 invoicing decision – **Lorraine.**
3. Develop spreadsheet for 2003 invoicing amounts and circulate to OC – **Paula.**