

Interoffice
Communication

TO: Distribution

FROM: T. G. Grumbles
DATE: August 16, 1991

SUBJ: RESPONSIBLE CARE STEERING TEAM MEETING MINUTES

TGG: JEL: PGW: AC: AJO: RF
XF: Desk

VISTA

An agenda from the meeting is attached. Below is a summary of the discussions and action items.

1. The plant coordinator job description document was reviewed. There were no substantive changes suggested at this time, although the use of the document is "on-hold" for the moment.

There are three "major" initiatives impacting our operations at this time: 1) Responsible CARE®; 2) ISO-9000; and, 3) Process Safety. Tom Huffman expressed concern that this be considered prior to making recommendations to establish these positions.

ACTION ITEM: TGG will meet with Hilgers and Meyers to review the issues, synergies, and coordinator needs. Results will be provided at the next meeting.

2. Paul Gowan's participation on the Steering Team was discussed and all agreed that was the right thing to do.

ACTION ITEM: TGG will inform Paul and bring him "up to speed".

3. The proposed Steering Team mission statement and organization was reviewed. Several changes were proposed and a revised document will be distributed.

ACTION ITEM: TGG will revise as discussed and distribute to the Seniors for comment. (Gary Draper will also receive a copy.)

ACTION ITEM: RDG will follow-up with the seniors and seek comments.

Communication of the team's formation and it's function was discussed. It was decided that it would be desirable for JDB to "cover" the distribution with a letter.

ACTION ITEM: TGG and MSR will draft a letter to be proposed for use by JDB.

4. The issue of securing the identity of the team and it's role was reviewed. To facilitate this it was decided an identifiable stationary would help.

ACTION ITEM: MSR will develop a proposed "letterhead".

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5. It was decided to wait before scheduling the next meeting.



T. G. Grumbles

dlj

Attachment

Distribution: R. D. Gamblin, T. H. Huffman, M. S. Reynolds, P. C.
Gowan

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