CONFIDENTIAL

CELANESE CHEMICAL COMPANY
TECHNICAL CENTER
Corpus Christi, Texas

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P4 copy
for your file
RDD

To: Mr. R. D. Damron
Dr. L. Starr
Mr. R. W. James
Mr. W. T. McNair

From: W. E. Heinz Memo November 26, 1975

PLAINTIFF'S EXHIBIT CEL-738

Minutes of Directors' Meeting
November 25, 1975

1. Safety and Housekeeping -- Bldg 130

Complaints, e.g., odor, whether originating within or outside the CCCTC should be channeled through W. J. Humphrey who will record the complaint and initiate corrective action through established channels.

2. R and D Budget Review

Assignments for NY presentation agreed upon. RDD will bring slides.

3. Vacations

LS	Dec 14 through Dec 29	
RDD	Dec 1	Dec 29, 30, 31
WEH	Dec 8, 9	Dec ~~21~~, 22, 23, 24
RWJ		Dec ~~21~~, 22, 23, 24

4. Hourly Thrift Plan

Dick James reviewed.

5. SNE Salary Ranges

CCCTC has responsibility for developing SNE salary range -- mid-December approval targeted.

6. EEO Seminar

December 5, 1975 -- Attendance should include managers, group leaders and select professionals who have SNE's reporting to them. LS and WEH will review with staffs and provide RWJ with number of prospective attendees.

January '76 newsletter will include EEO support statement.

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7. Holiday Season -- Letter to Employees

To be drafted by RWJ for home mailing.

8. New Employees

Feedback questionnaire on why Celanese was choice for employer was discussed. EAH will review with managers for consensus.

9. Water Line on Clarkwood Road

Coastal States Gas not interested in joint effort. Recommend submission of RFA for joint effort w/city to provide 12" ∅ cement asbestos line and three fire hydrants.

10. Exposures to Corrosive Chemicals

Recommendation for personnel hygiene when exposed to MFA, Hitec or other corrosive materials will be developed jointly by Brooks Garrett and Jim Hawthorn and submitted to the Directors and IR Manager.

11. OSHA Standards

Monitoring -- e.g., with acrolein area should be monitored with Drager tube by shift supervisor and time and level recorded on permanent record.

Review with Bishop the monitoring program for asbestos and suitable substitutes for asbestos gloves and report to Directors, R. W. James.

12. R and D Meeting Review

Facility inadequate for the size of the group at the meeting. RDD will initiate engineering to scope meeting room/cafeteria for CCCTC. Recommended program leaders be invited to future dinner. Generally agreed that maximum exposure of all CCCTC professionals to guests at R and D meetings is desirable.

13. Office Space

RDD proposed some changes in current and future office assignments for consideration.

WEH

/bg