

SARA TEAM AGENDA
August 28, 1989

<u>Item</u>	<u>Time</u>	<u>Responsibility</u>
Review 8/8/89 Meeting Minutes	10 minutes	RWS
Review Progress on Action Steps	10 minutes	All
Decide on New Members	5 minutes	All
Decide how the new formed four teams should function, members, leaders, mission	60 minutes	All

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.
3. Inform employees first of SARA 313 information
&4 and 1988/1989 activities and 1989/1990 plans.

ACTION COMPLETED

RBN and FGJ reviewed video script and made necessary changes. These were passed on to Gretchen Weis. Target still October 1.

No progress. Target September 18.

See steps 1, 2, 3,

STEPS

1. Make 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, and 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 and data in work area to attract attention.
 - Department heads give presentations.
 - Assigned to Frank Jeanson and Bob Seymour.
 - Target date week of September 11.

ACTION COMPLETED

No progress. Target changes to September 8.

No progress. Still targeting next newsletter.

No progress. Target week of September 18.

No progress. Target weeks of September 18 and 25.

BRAINSTORMING LIST FOR CONSIDERATION 89/90

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- NEWS:
 - Environmental Policy
 - Resp. Care
 - Improvements and Commitments
 - Recycling Efforts
- HOUSEHOLD HAZARDOUS MATERIALS
- SPORTS TEAM EVENT AT SCHOOL
- COLORING CONTEST/CALENDAR
- ANTI-DRUG PROGRAM SUPPORT
- DISPLAY AT LOCAL STORE
- ABERDEEN "PROUD" PROGRAM BUMPER STICKER
- LICENSE PLATE FOR EMPLOYEE VEHICLES
- LOCAL SCHOLARSHIPS
- RETIREMENT INFORMATION MEETINGS
- VISITS TO OTHER PLANTS/HEADQUARTERS OFFICE
- VISITS TO PLANT BY HOUSTON PERSONNEL
- VISTA COMMUNITY ADVISORY BOARD
- OTHER RADIO STATIONS (97.5, 98.5, OXFORD), NEWSPAPERS
- EXPAND ROAD SHOW
- WRITTEN INFORMATION ON ALARM
- PARTNERS IN EDUCATION
- UPDATE VIDEO
- UPDATE PAMPHLET
- SUMMER HIRING
- STUDENT WORK/(1/2 DAY)
- RADIO PROGRAM
- SERIES OF ADS WITH EMPLOYEES ON RADIO/TV/NEWSPAPER
- BUDDY & KAY SHOW
- EMPLOYEE OPEN HOUSE AND PICNIC
- EMPLOYEE MEETINGS (1ST)
- EMPLOYEE FOCUS GROUP
- COMMUNITY FOCUS GROUP

- **LEPC ACTIVITIES**
- **CHRISTMAS PARADE PARTICIPATION**
- **RAILROAD FESTIVAL BOOTH**
- **SCHOOL PRESENTATION**
- **PLANT TOURS (STUDENT)**
- **STUDENT RECOGNITION BANQUET:**
 - Most Improved
 - Honor Roll
- **SPONSOR/PART SCIENCE FAIR**
- **TUTORING:**
 - Crafts
 - Math
 - Science
- **OPEN HOUSES:**
 - Teachers
 - Government Officials
- **SCHOOL ENVIRONMENTAL AWARENESS DAY**
- **NEWS EVENT:**
 - Dust Collectors
 - Ten Years No LTA
 - 5MM Manhours
 - Coker Water Project
 - Water Recycle
 - Oil Reduction
 - Waste Minimization
 - Automotive Use
 - Emissions Reduction

TEAMS AND TARGETS1. EMPLOYEES AND FAMILIES

Davie Sprowell and Rendell Newton, *Melvin Tally, Jimmy Brewer*

2. SCHOOLS AND STUDENTS

Doyle Wells, Joe Beall, Jim Edwards, *Curtis Outlaw*

3. COMMUNITY

Bob Seymour, John Ray Hamilton, Doug Skokna, *Jimmy?*

4. LEPC

Bruce Trego and Frank Jeanson

Employees and Families Team

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EMPLOYEE MORALE

BASIC BELIEFS:

- 1- IF PAY AND BENEFITS ARE LACKING NOTHING ELSE WILL COMPENSATE
- 2- A LAYOFF CANCELS LOTS OF GOOD YOU'VE DONE
- 3- THE COMPANY NEEDS TO CARE ABOUT EMPLOYEES' PERSONAL LIVES

PROBLEM AREAS

- 1- INSURANCE - QUICK PAYMENT OF CLAIMS
RETIREMENT PLAN EDUCATION
EXPLANATION OF PAY & BENEFITS
- 2- NOT GOING TO HANDLE THIS ONE
- 3- MARCH - QUALITY DAY - WIVES INVITED
JUNE - FAMILY PICNIC - GIVE OUT HATS
SEPT - SAFETY BANQUET - GIFT
DEC - CHRISTMAS PARTY - KIDS INVITED

\$25⁰⁰ SAVINGS BOND FOR GRADUATIONS

EMPLOYEE OPEN HOUSES

ELIMINATE NEED FOR GRIEVANCES (OPEN DOORS)

EMPLOYMENT FOR VISTA RETIREES

SUMMER EMPLOYMENT FOR KIDS

VISTA LADIES ORGANIZATIONS

NO TIME KEEPING (CLOCKS, SHEETS, ETC)