

To: Matt Todd <ToddM@api.org>
From: Burnett, Donald M. <burnetdm@bp.com>
Cc: Lorraine Twerdok <Twerdoki@api.org>; Madeleine Sellouk <Sellouk@api.org>;
Clegg, Patsy M SCC-CHSE-PC <patsy.clegg@shell.com>; Lynn B. Russo (E-mail)
<lynn.b.russo@exxonmobil.com>; Cagen, Stuart Z SCC-HSE <stuart.cagen@shell.com>
Bcc:
Received Date: 2004-07-24 04:41:57 GMT
Subject: RE: 2004 SHS Annual Meeting: Asilomar Rooms

Matt,

With all of the uncertainty at BP right now (related to the upcoming divestiture of our chemicals business) I think it's best that I be one of the off-site attendees. That way, if I'm forced to cancel out, a possibility I'm afraid, the consortium will not get stuck with my room charge.

Lynn and Stuart, thanks for your gracious offer, but one of you can have my room.

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-----Original Message-----

From: Matt Todd [mailto:ToddM@api.org]
Sent: Thursday, July 22, 2004 3:27 PM
To: Patsy Clegg (E-mail); Burnett, Donald M.
Cc: Lorraine Twerdok; Madeleine Sellouk; Bruce Jarrot; Lynn B. Russo (E-mail); Stuart Cagen (E-mail)
Subject: 2004 SHS Annual Meeting: Asilomar Rooms

Patsy and Don:

As you know, we are currently over-booked by two rooms for the annual meeting in August. Lynn Russo and Stuart Cagen have also reserved rooms offsite and both feel that you, as members of the Oversight Committee, should have a room at the Asilomar Conference Center. It is likely that there will be one or two cancellations that would allow everyone to stay at Asilomar. If that is the case, Lynn and/or Stuart can fill those vacancies to avoid costs to the Consortium that cannot be recouped by having empty rooms at Asilomar. However you want to handle this, just let me know your decision.

Thanks!

Matt

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