

To: 'Lorraine Twerdok' <Twerdokl@api.org>; 'lynn.b.russo@exxonmobil.com' <lynn.b.russo@exxonmobil.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc: 'Matt Todd' <ToddM@api.org>
Bcc:
Received Date: 2005-02-16 14:02:25 GMT
Subject: RE: SHS Annual meeting

Lynn and Lorraine,

Suggest that you include the updated annual meeting planning with the distribution of the minutes.

With regard to the restaurant, I believe that the OC agreed and therefore, you should go ahead with the contract and deposit. I don't think that we should spend our time revisiting these kinds of decisions.

Thanks for all the work on this planning.

Regards,
Patsy

Patsy Clegg
Product Steward
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 Fax: 3325
Email: patsy.clegg@shell.com
Internet: <http://www.shell.com/chemicals>

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

From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Tuesday, February 15, 2005 4:07 PM
To: lynn.b.russo@exxonmobil.com
Cc: Clegg, Patsy M SCC-CHSE-PC; Matt Todd
Subject: RE: SHS Annual meeting

Hi Lynn -

Yes, why don't you work with Matt on arrangements with Maggianos restaurant. As a process check, we should run the entire (for Peking Duck & Maggianos) estimated expenses past the OC before signing anything or giving Maggianos a deposit.

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

From: lynn.b.russo@exxonmobil.com [mailto:lynn.b.russo@exxonmobil.com]
Sent: Tuesday, February 15, 2005 2:06 PM
To: Lorraine Twerdok
Cc: patsy.clegg@shell.com; Matt Todd
Subject: SHS Annual meeting

Attached below is the updated table of milestones and action items for the annual meeting.

Lorraine: We contacted the restaurants identified for dinners. The Peking

Gourmet Inn is holding a room; someone that evennig will need to use their credit card for the bill, and I assume that's someone from API. But no other advance arrangements are required. Maggiano's wants a commitment with a deposit. So we need someone at API to work with on that. Should I work with Matt on this and other stuff regarding the annual meeting??

Patsy: I sent this to Jennifer. It can go out to the OC now or with meeting minutes, your preference.

(See attached file: Annual Meeting Milestones.doc)

Lynn
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