

**PHILLIPS 66 BILLINGS REFINERY
CITIZENS ADVISORY COUNCIL
ANNUAL RETREAT SESSION
JANUARY 18, 2014**

MEETING MINUTES

- Present:** Council members: Keith Beartusk, Bob Carr, Paul Dextras, Lance Johnson, Shirley McDermott, John Pulasky, Emily Schaffer, Melanie Schwarz, Andrew Sullivan, Michele Zahn
Phillips 66 management Ray Rigdon, Colin Franks, Randall Richert, Mark Hilbert
Facilitator: Ann Clancy
- Absent:** Ken Ard, Ralph Hanser, Joshua Juarez, Paul Miller, Mark Pagano, Jim Ronquillo, Dolores Terpstra, Stella Ziegler
- Guests:** Luke Ward, Assistant Professor, Rocky Mountain College, Director of Environmental Management & Policy Program
Process Plant Technology Students Justin Kostelecky, Roxsard Reichert, Nik Sinhold

Purpose

To develop a plan and timeline for 2014 activities as well as create a shared sense of purpose and commitment to our mission

Outcomes

- Evaluate accomplishments from 2013
- Agree on and prioritize topics & projects for 2014 and create draft calendar for 2014
- Get to know one another better

Agenda

- Welcome/Introductions
- View from the Bridge – Update on Refinery
- CAC Mission & Roles for Past 24 Years
- Summary of 2013-2014 CAC Evaluations
- Planning for 2014
- Potential Activities/Goals for 2014
- Summary of Evaluations

WELCOME/INTRODUCTIONS

CAC member John Pulasky introduced his guest Luke Ward, Assistant Professor and Director of the Environmental Management & Policy program at Rocky Mountain College. The Environmental Management & Policy program provides students with rigorous, problem-oriented training in the theories and practical skills needed to contribute meaningfully to ongoing efforts in supporting a sustainable, just world. The students are engaged in interdisciplinary coursework, unique field-work, internships, and service-learning opportunities in

the Yellowstone River watershed. Dr Ward, a geographer by training, is also a faculty member of the Yellowstone River Research Center (YRRC), a multidisciplinary research institute composed of geologists, ecologists, wildlife biologists, geographers and social scientists at Rocky Mountain College. The center involves undergraduate students in environmental projects. Dr Ward is interested in three topics to build more of a connection with Phillips 66: 1) having a Phillips 66 representative serve on the YRRC steering committee, 2) developing ways to involve the Phillips 66 CAC in the 2014 Yellowstone River Cleanup scheduled for early fall; and 3) identifying research questions and programs of interest to Phillips 66 and the Yellowstone River Research Center. Dr Ward observed the CAC retreat for a few hours before having to leave for another event.

It was announced that Mike Yakawich, the newly elected City Council member from Ward 2, will replace Jim Ronquillo in that constituency on the CAC. Jim will remain a CAC member with a member-at-large constituency. Due to previous community commitments related to celebrating Martin Luther King, Jr. holiday, Mike was not available to attend the retreat session.

Lance Johnson, employee at the Phillips 66 Billings Refinery, made his first appearance on the CAC as a representative of the refinery union.

The CAC was pleased to have three students from City College's Process Plant Technology Program participate in the full retreat: Justin Kostecky, Roxsana Reichert, and Nik Sinhold.

Group Introductions

All participants introduced themselves, giving their names, constituency, and length of time on the CAC. They were also asked to share what inspires them to be on the CAC and to make any suggestions of what they would like the new refinery manager to know as he settles into his position. The following comments were recorded:

Inspiration

- Energy of CAC, personal satisfaction of working with others to make the refinery better
- Information on the energy industry, Bakken
- Get educated in the field
- Using the CAC as a sounding board
- Want to make the neighborhood the best it can be
- Hear about what's going on and bringing it back, linking businesses
- Carrying knowledge back to my constituency and people/groups out into the community
- Great opportunity to see engagement of refinery in community, especially refinery employees contributing to the community
- Information we get is a filter to process, can share thoughts about energy industry, the energy and commitment of people on the CAC, networking
- Knowledge and understanding
- Community involvement, tying agriculture more into refining and the environment, educating youth – letting students know what is going on in the community
- Recipient of an internship & scholarship at Phillips 66
- Recipient of Phillips 66 scholarship, liked coming to "Meet in the Park" event
- Like knowing more about refinery
- Hearing about the whole energy process is interesting
- Appreciate getting the human aspect and the community perspective

Suggestions to Ray

- Provide us knowledge and information
- Enjoy the area

- Know that Phillips 66 is well and positively recognized in the community
- Billings is a wonderful place to live
- Anything he needs from Big Sky Economic Development such as introductions or links to other companies
- Lot of initiatives and resources exist in the preparation and delivery of emergency services in the community so can look for creative ways to share (e.g., Fire Dept & P66)
- Keep up the good work that the refinery has done with the community
- Let process plant technology students be more involved with the refinery and CAC
- Let us know anything that students can do, other opportunities
- Keep the process plant technology program current so students have a view of what's happening in the industry so they are well informed

VIEW FROM THE BRIDGE – UPDATE ON REFINERY

Ray Rigdon presented his View from the Bridge: Why Are We Here Today. He talked about his background; P66 vision & strategy; review of Billings refinery 2013, 2014 refinery major events & vision; CAC shared expectations; Billings' refinery history, overview & major initiatives/activities; and Phillips 66 and refining industry overview.

Why are we Here Today: Objectives for Retreat Session

- Get to know each other (new members)
- Authentic, open discussions
- Align on 2014 goals and activities
- Establish a realistic and meaningful plan
- Stimulate engagement and enthusiasm
- Commitment to achieve and succeed

Ray's Background

- Born and raised in Tulsa, OK
- Married, with two children
- Chemical Engineering Degree, Tulsa
- Started work with BP 1990, joined Phillips 2001
- Worked various engineering, planning, operations in Louisiana, Scotland, Texas
- Technical Manager in PA, Operations Manager in LA

Ray's Management Philosophy


Business Expectations:

- We operate as guests within our community
- Respect and protect our license to operate
- Listen, and seek to understand

Priorities:

- Safety excellence
- Environmental excellence & stewardship
- 100% Compliance
- Responsible production

Phillips 66 Vision, Values & Strategy

Our Vision is our Goal	We are Phillips 66 – Providing Energy, Improving Lives 
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Our Strategy will help us achieve our Goal	Strategic Initiatives	Enhance Returns on Capital Deliver Profitable Growth Grow Shareholder Distributions Building a High-Performing Organization
	Fundamental Principles	Continuously Improve Operating Excellence Drive Financial Strength and Flexibility
Our Values are our Foundation	<ul style="list-style-type: none"> ▪ Safety. We protect each other, our environment and our communities ▪ Honor. We stand behind our word and you can count on us to do the right thing, always ▪ Commitment. We are inspired to achieve the highest level of performance in everything we do 	

Billings Refinery – 2013 Year in Review

<u>Successes</u> <ul style="list-style-type: none"> ▪ Very good environmental performance ▪ No process safety incidents ▪ Achieved strong earnings ▪ Increased diversity hires ▪ Significant project identified to enhance crude advantage and earnings ▪ Butamer, No1 Reformer, Coker, Alkylation and Avgas Unit Shutdowns 	<u>Challenges</u> <ul style="list-style-type: none"> ▪ 3 OSHA recordable employee injuries ▪ Property tax issues still not resolved ▪ Designation of parts of Yellowstone County as Non-attainment for SO2 ▪ Continued debate with MDEQ over acceptable arsenic levels in waste water discharges to the Yellowstone River
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Billings Refinery 2014 – Major Events

- Stabilize and operate well, improve on 2013
- Work on Billings culture and behavior
 - Strengthen operations excellence
 - Back to basics – build a solid foundation for future
- Complete our waste water project - major capital project
- Successfully complete planned unit shutdowns
- Maintain competitive edge and fight to attract new investment
- Obtain permits for future major capital investment – Vacuum Diesel Flash Tower/Advantaged Crude (\$110 MM)
- Begin preparation for 2017 Total Plant Turnaround

Billings Refinery Vision for 2014

“To be recognized as the best performing small refinery in our industry”

- Pacesetter safety, environmental, reliability, and cost performance
- A socially and environmentally responsible neighbor
- A professional, positive, “can do” workforce
- Collaborative management/workforce interactions
- Effective partnership with contractors and suppliers
- Flawlessly execute all aspects of our business

CAC Perspective and Shared Expectations

WE WILL

- Be a vehicle for sharing refinery information, & discussing community impact
- Be an active and visible presence in our community

- Outreach to identify refinery and community concerns
- Share resources, be accessible, and foster open dialogue
- Educate Refinery on needs of community, community on the refinery operations & role within community
- Strengthen both the refinery and the community
- Be communicative, understanding, and sensitive
- Be a vehicle for dissemination of factual information
- Provide balanced feedback on issues of mutual importance
- Address health, safety, environmental, & civic concerns
- Ask hard questions and expect honest answers
- Be a collaborative partnership
- Be positive, trusting, & respectful
- Manage perceptions and expectations
- Provide access to a diverse range of viewpoints
- Seek win-win resolutions
- Focus on achieving sustainable results and longevity
- Serve as a credible advisory body
- Make recommendations on controversial matters
- Work to continuously improve neighbor relations

What You Can Expect From Us in 2014

- *Safety & Environmental Excellence* – Strive to achieve zero injuries and incidents
- *Operations Excellence* – Exemplify attributes of a good neighbor
- *Reliability* – Establish a world class standard of care
- *Margin / Yield* – Maximize utilization and distillate production
- *Costs* – Meet our commitments, simplify our work, remain competitive
- *Investments* – Attract and derive maximum value from funds available

Billings Refinery History

- 7,500 BPD refinery built in 1949 by Continental Oil (Conoco) Delayed 10 yrs. by World War II, original cost \$9 5MM, initial workforce 150
- DuPont divested Conoco in 1998
- We merged into ConocoPhillips in 2002
- Became Phillips 66 in 2012

Startup		Refining Capacity			Current
1949	1956	1963	1967	2011	
7,500 bpd	10,200 bpd	32,000 bpd	52,500 bpd	58,000 bpd	

Billings Refinery Overview

<u>Production Capability</u> <ul style="list-style-type: none"> ▪ Processed Input ~60 MBPD ▪ Clean Product Yield 89% ▪ Gasoline 33 MBPD ▪ Diesel 22 MBPD ▪ Propane 2 MBPD ▪ Jet fuel. 2 MBPD ▪ Coke 900 tons/day 	<u>Feedstock Supply</u> <ul style="list-style-type: none"> ▪ Canadian Crude Oil via pipeline ▪ Local Crude Oil (< 1%) via truck ▪ Field Butane via truck <u>Product Distribution</u> <ul style="list-style-type: none"> ▪ 90% pipeline, 8% truck, 2% rail
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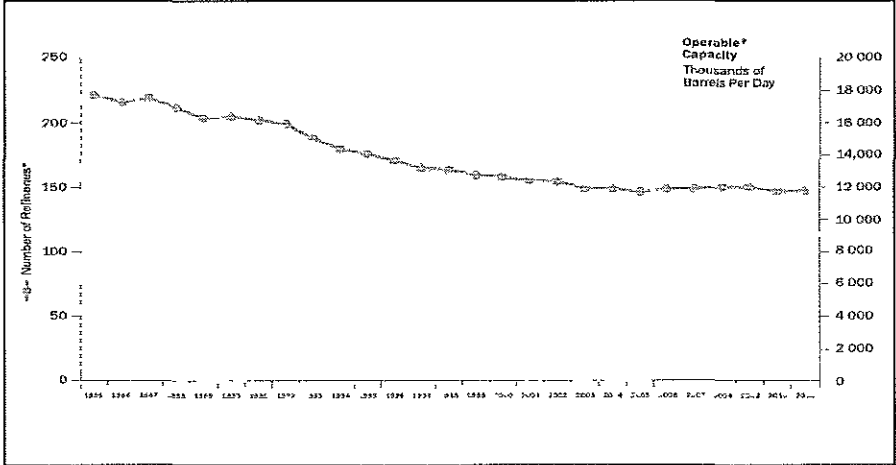
Phillips 66 - An Advantaged Downstream Company

Refining & Marketing	Midstream	Chemicals
Refines, markets	Gathers and processes natural gas	Manufactures

and transports petroleum products such as gasoline, diesel, jet fuel and lubricants	and natural gas liquids for powering businesses, heating homes, cooking and electricity	chemicals found in cars, electronics, pharmaceuticals and plastics
<u>Refining & Marketing at a Glance</u> <ul style="list-style-type: none"> • 15 refineries with total crude oil processing capacity of 2.2 million barrels per day • Approximately 10,000 fuel sites across the U.S. and Europe • Lubricants marketed in more than 70 countries • 15,000 miles of pipeline and 56 terminals in the U.S. • Specialty products including petroleum coke, polypropylene and flow improvers • Manage worldwide commodities portfolio focused on supply and optimization 		
<u>Phillips 66 in Montana</u>		
<ul style="list-style-type: none"> • Employees 439 • Retirees 198 • Payroll \$44 Million • Billings Refinery 58,000 bpd • Product Terminals 7 • Miles of Pipeline. 1,427 	<ul style="list-style-type: none"> • Marketing 187 sites • Gasoline/Diesel Production 2.3 Million gallons per day • Assets \$2.4 Billion • Sales \$1.3 Billion 	
<u>Billings Refinery People and Community</u> <ul style="list-style-type: none"> ▪ Awards <ul style="list-style-type: none"> ▪ EPA Clean Air Award ▪ EPA Energy Star Awards (three times) ▪ Montana Governor's Cup for Outstanding Workplace Health & Safety ▪ National Petroleum Refiners Association (NPRA) Distinguished Safety Award ▪ OSHA VPP Star Site ▪ Active community input via the Citizens Advisory Council ▪ Philanthropic Program supporting over 90 Individual Organizations 		

US Refining

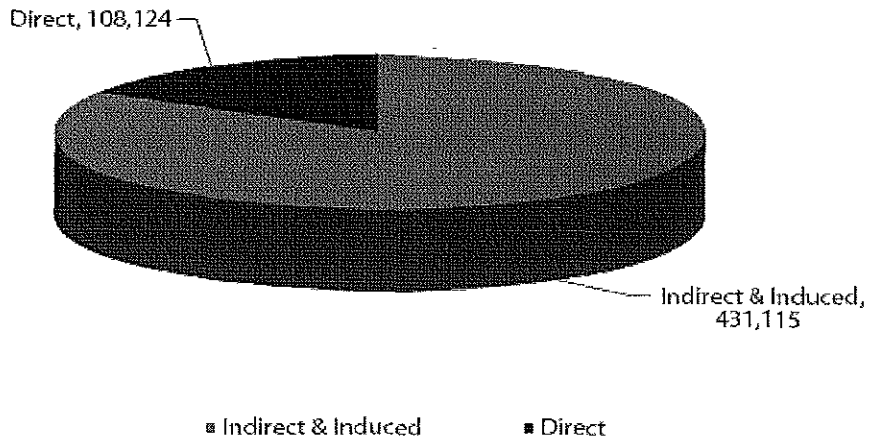
- Reduction in total number of refineries, increase in capacity
- Significant investment in clean fuels
- Easier to expand than build new, upgrades to handle heavier Canadian Crudes



Refining Industry & US Jobs

- One of largest manufacturing sectors in the US - 108,000 direct employees
- Billions of taxes paid to Federal, State, and Local tax authorities

Figure 1: Total Supported US Refining Industry Employment, (2009)

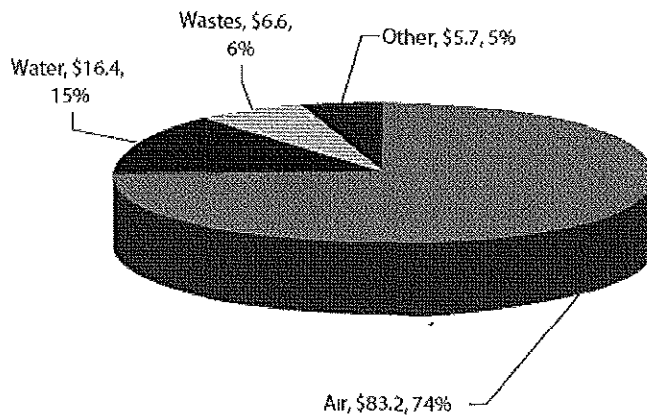


Source: API / PwC Economic Impact & Employment Report 2011; Wood Mackenzie analysis

Regulatory Expenditures

- Significant and costly regulations under development
- Since 1990, US refiners have invested over \$110 billion in environmental improvements
- Policy makers must understand the implications of these costly regulations

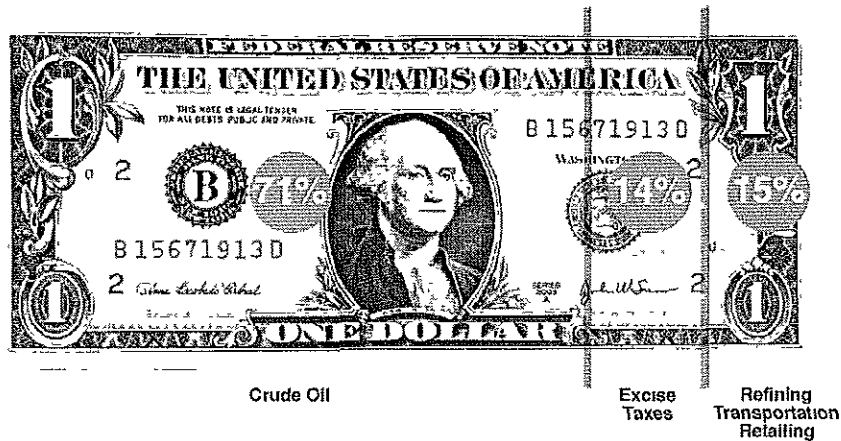
Figure 6: Total Refining Environmental Expenditures by Medium (US\$billion 1990-2008)



Source: API Environmental Expenditures Report 2010, Wood Mackenzie analysis

Break Down Retail Price of Gasoline

What Consumers are Paying for at the Gasoline Pump
(as of February 22, 2012)



Source: Based on AAA average price of \$3.58 per gallon, NYMEX WTI crude oil price of \$105.25 per barrel, and API nationwide average excise tax estimate of 49 cents per gallon.

Crude Oil makes up a significant piece of the \$/Gallon.

CAC Member Questions & Comments

The following comments/suggestions/questions from CAC members and guests were recorded

- *Is the \$110 million Vacuum Diesel Flash Tower project to improve crude oil advantage a go? Yes* It will be the biggest major investment for the refinery but there will also be hundreds of other projects. For example, \$21 million will be spent on the arsenic waste water project with no return on investment.
- *In terms of the recent oil spills and progress on moving the Keystone Pipeline forward, do you see any impact on the refinery?* The refinery does not bring in any crude by rail. It is designed for heavier crude that comes by pipeline so there is no impact there. The oil spills will most likely drive different safety rules on the types of rail cars used and how they are built to transfer oil products, such as lighter crude which is more volatile. New regulations may increase transportation costs and probably lead to more regulation on trains moving through Billings. Keystone may have some impact from a price standpoint. It could raise the price of crude.
- *How many employees will be hired to run the new unit?* There will not need to be any new specific hiring for the unit as the project is an enhancement or major modification of the existing vacuum unit. The refinery does anticipate retirements so there will always be some hiring overall.
- *What is the length of the permitting process for the project?* Each project is unique but average range for length of a permitting process is 1.5 up to 3 years if there are public or agency challenges. The best case scenario would be 18 months.
- *There was an article about flaring in the Bakken. What products are they burning?* They are probably flaring methane, propane and/or butane – substances that vaporize easily and which are difficult to recover. There will probably be new regulations in the future about recovering those types of substances.
- *I've heard that rail has grown by 600% recently. With such an increase there will be more regulations and requirements around transporting refining products by rail. There will be growing pains associated with this as well, such as the technology of rail lines, the types of containers, and the quality of the rails. Rail companies will now need to upgrade their infrastructures. Until an alternate way of transporting crude emerges in the Bakken area, the lack of transportation options will keep Bakken production down.*
- *What are the chances of setting up an Instrument & Electrical (I&E) education program at City College?* The College would like to do that if there is a home for the graduates. If about 10.

graduates were produced annually, would there be regional jobs for them? Would the Bakken be able to absorb some of them? There are 14 I&E positions at the refinery

CAC MISSION & ROLES FOR PAST 24 YEARS

How Billings CAC Got Started

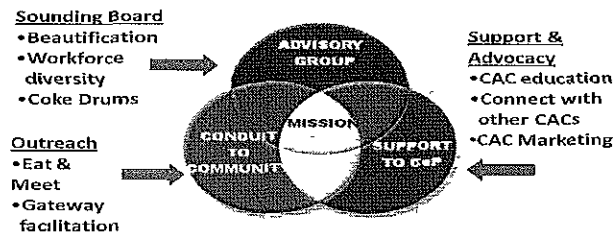
- Idea for Citizen Advisory Councils announced as one of nine environmental initiatives by Conoco's CEO in April 1990
- Spring 1990, Billings Conoco Refinery hired MSU-B to conduct a Social Impact Assessment around construction of coker unit – one of ideas from assessment was to establish a stakeholder council
- November 5, 1990 the first CAC meeting was held at Billings refinery – 11 members present

CAC Roles & Mission

Mission

Establish and maintain an open and honest dialogue between our communities and Phillips 66 in order to act upon issues in an atmosphere of trust, respect and collaboration

CAC Roles



There were no changes made to the CAC mission or roles

SUMMARY OF 2013-2014 CAC EVALUATIONS

Ann presented the results of the 2013 CAC evaluation and planning activities for 2014.

Total Responses: 14

1=Did badly 2=Did not do this well 3=Not sure 4=Did this well 5= Did this really well

CAC OVERVIEW	1	2	3	4	5
1 Understood our Citizens Advisory Council (CAC) mission (<i>Establish and maintain an open and honest dialogue between our communities and Phillips66 in order to act in an atmosphere of trust, respect and collaboration</i>)	0	0	0	7	7
2 Understood the goals of our CAC for 2013	0	1	0	6	7
3 Have been effective as a CAC this past year in fulfilling our mission & goals	0	0	1	8	5
4 Understand our roles and responsibilities as CAC members	0	0	1	9	4
5 Had clearly written guidelines and procedures for how our Council runs	0	0	1	7	6

6	Had a personal sense of sharing or investment in the mission and goals of the CAC this year	0	0	1	7	6
7	Had the information I needed to do a good job on the CAC	0	0	1	6	6
8	Generally got along well and worked effectively together as a Council	0	0	1	3	9
9	There was a clearly written and well-organized plan for what we were doing during the year	0	0	0	2	11
10	Felt that my presence on the Council was valued by Phillips 66	0	0	0	6	7
11	Felt that the CAC was asked by Phillips 66 to provide its advice and input this year	0	0	1	8	4
12	Believed the CAC maintained an environment of honesty and openness between community members and industry members	0	0	0	4	9
13	Phillips 66 did a good job of keeping community members informed of refinery operations and future planning	0	0	1	7	5
14	CAC community members did a good job of keeping Phillips 66 informed of constituent/community concerns	0	0	4	5	4
15	The CAC addressed important concerns/questions for me as a community/industry member this year	0	0	2	6	5

OUR BEST ACCOMPLISHMENTS IN 2013

Meet in the Park Event

- Was a significant success over past years
- I was unable to attend but by all accounts it was very much a success
- The participation in the event

Panel Discussions & Guest speakers

- Energy information was most valuable Learning about how all forms of energy development and use impacts this industry
- Transportation panel
- Having guest presenters
- Variety of informational speakers, both refinery and other industries

Involvement with City College Process Plant Tech Program

- City college tour
- Input & participation of students.
- Getting involved with City College Technology program was a significant achievement

CAC Planning & Organization

- The fact the CAC takes a proactive approach to planning out a year's worth of activities for the meeting and lining up special guest speakers is very positive
- Organized meetings that had good preparation
- Did well following timeline
- Refinery tour

Input to P66 on Philanthropy Decision Regarding the Railroad Walking Bridge

DISAPPOINTMENTS ABOUT CAC EFFORTS IN 2013

- No disappointments**
- None, it was a good year
 - I have no disappointments
 - No disrespect to new manager, but Julian really helped build a vision and team support
 - There seems to be a consistent change in management which in reality has not been a real problem as each manager brings a shared vision and commitment to the CAC and to the community

- Youth Input**
- Need more input from youth

- Employee Involvement**
- Need represented employee attendance/involvement

- Connecting to Other Councils**
- Not connecting with other community councils/committees

2014 IDEAS AND SUGGESTIONS		COMMENTS
14	Continue involvement with City College Process Plant Technology program (e.g., site visit, students participating in CAC meetings, etc.)	<ul style="list-style-type: none"> • Keep up the good work • They are our future and they are what really counts
13	Update environmental issues from perspectives of P66, environmental groups & regulators	<ul style="list-style-type: none"> • People still have a real concern about fracking and all the wells • This is always important and does generate discussion
12	Hold another <i>Phillips 66 Meet in the Park</i> event at South Park	<ul style="list-style-type: none"> • Good community outreach • Outstanding event for P66, CAC and booth participants
10	Have CAC members invite guests to an interactive session sharing information & concerns	<ul style="list-style-type: none"> • Significantly broadens our impact
10	Continue updates on disaster preparedness/mock disaster drills	
9	Offer CAC educational/dialogue sessions including community, refinery, and transportation updates	
9	Update business & environmental issues facing the refining industry	
9	Continue FOCUS ON YOUTH as a theme for 2014	<ul style="list-style-type: none"> • Further develop connections with area schools and develop our own STEM projects • They are our future and they are what really counts
9	Utilize CAC members in an advisory role on refinery issues, challenges, and projects	<ul style="list-style-type: none"> • The bike/pedestrian bridge presentation was a good debate and it challenged us to look at all sides from an advisory role • Another issue or project to debate and advise on would be a nice challenge • Possible subcommittees

		<ul style="list-style-type: none"> This is important CAC members must be well informed to be effective for both P66 and community
9	Offer more energy-related presentations	<ul style="list-style-type: none"> Maybe get presenters from other sectors that were not present Very informative
9	Explore connections with other industry-community Citizen Advisory Councils	<ul style="list-style-type: none"> Exxon has a CAC, but they seem more closed This activity makes everyone better informed community members
9	Invite local public officials to a CAC meeting	<ul style="list-style-type: none"> Always important Must be cautious during political season
8	Maintain & update the Local-Sustainability Scorecard	<ul style="list-style-type: none"> Publicize it more, toot the horn Complete but don't spend too much time on this The Scorecard I believe is more useful to the P66 staff than to the CAC members
7	Update P66 overall financial status & strategic plans locally & worldwide	<ul style="list-style-type: none"> Would be interesting
7	Offer another refinery tour for CAC members and guests	<ul style="list-style-type: none"> Focus on guests and youth Always enjoyable and informative
6	Get updates on workforce diversity and workforce issues at the refinery	<ul style="list-style-type: none"> Targeting of Native Americans Workforce development is an ongoing topic
6	Provide more Transportation (pipeline) education	<ul style="list-style-type: none"> Stress safety of operation Periodic updates and refreshers would be well accepted
5	Inform CAC on Phillips 66 decision-making practices & priorities	<ul style="list-style-type: none"> Economic impact on our local economy is especially important
4	Offer more agriculture-related presentations	<ul style="list-style-type: none"> Presentations should be energy related Renewable source impact/synergy with P66
2	Present to constituent groups about CAC/P66 & solicit input on P66	
1	<u>New goals/ideas</u> Panel discussion on education for the future	<ul style="list-style-type: none"> Have representation from grade school through college Would be nice to hear how they are educating kids for the future especially towards math, science, and engineering and from their perspective what individuals and companies like Philips 66 can do to help

INTERESTING OPPORTUNITIES FOR 2014

Community Outreach

- Billings Jobs Jamboree – March 19, 2014
- *Chicks in Science* at MSU-B.
- Community events Maybe a small committee could research upcoming opportunities.
- Continue/build upon the relationship with the City College Tech program and their students
- Increased collaboration between Phillip 66 and MSUB PPP
- Continue focus on youth activities with education and recruitment as the goals
- Youth
- Continue to reach out to the local community to educate and seek their involvement
- As much as possible continue to help with the neighborhood "Meet and Greet" program
- Meet in the Park
- Any agriculture or student related projects we choose to take part in

CAC Education & CAC Advisory Role

- Education
- Energy
- Working with other industry community councils/committees Possibly legislative committees involved with energy issues
- Continue dialogue and educational efforts on environmental issues that face Montana and the oil industry in particular
- Exploring the economic impact of the Refinery on the Billings region
- Anything the CAC / P66 could use help with
- Advisory [role]

PLANNING FOR 2014

In small groups, CAC members discussed the following questions and recorded their responses on flipcharts. All the responses from the small groups are collated below:

What are we not hearing about each month that we wish we were?

- Thoughts from the community (about the refinery or P66)
- Workforce issues: opportunities & high demand skills
- Labor relations questions & concerns
- Updates on P66 community volunteering
- Continue/expand on refinery update: safety, production, transportation, jobs, etc , statistical data
- Information on local refinery impacts (taxes, etc)
- Connection to medical corridor

What needs to happen at meetings for us to better fulfill our role and expectations as CAC members—community & refinery?

- CAC member presentations
- Billings emergency response capability
- Mutual aid
- Education panel
- Security
- Have featured speakers present early in meeting (do administrative work afterwards)
- Continue the community activity reports

- Seek representative from City Council (DONE)
- Community CAC member outreach, take away from CAC meetings, visit community gatherings, request speakers provide take home information, connect to energy expos, Chicks in Science
- Speakers need to keep audience's background in mind when discussing technical/complex topics
- Review of questions from community

**What ideas/goals/activities are we excited about and want to focus on in 2014?
Do we continue with the Youth theme for the year?**

- Keep Youth theme (3x)
- Keep CAC & youth tours of refinery
- Support "Making Graduation Matter" program
- Focus on public safety issues
- City college involvement
- Meet in the Park event (3x) expand community involvement, more partnerships
- Panel discussions (3x). education, inspection/process safety
- Focus on City College (4x)
- Focus on diversity in workforce
- Focus on career center representation (maybe high school students? Teacher?)
- CAC sponsorship of tour for youth

What would we like to add that might be innovative for us as a CAC?

- Bring a neighbor
- Guest speakers community leaders; speakers on zoning, growth, water
- Community service opportunities
- Consider use of social media by the CAC
- CAC members make public more aware of representing P66 & CAC (training)
- Other CAC involvement (explore connection to other CACs)
- Report on refinery/challenges – benefits
- Contact high school clubs. Robotics Club, Tech Ed at Junior High

POTENTIAL ACTIVITIES/GOALS FOR 2014

As a large group, CAC members brainstormed some potential activities & topics to focus on in 2014 and created a draft calendar of events. A finalized list and calendar will be developed at the February 11, 2014 CAC meeting

- Meet in Park event (establish a team)
- City College (establish a team)
 - Onsite visit in 2014
 - Invite students to meetings
 - Encourage them to have a bigger presence at Meet in Park event
 - Can CAC/P66 fund students to attend energy expos?
- Connect with RMC and Career Center
 - Yellowstone River clean up in the fall – RMC
- Continue with Youth theme for 2014
 - Leverage youth theme with students

- Explore establishing a Facebook page
- Connection to other CACs in the region (Team Bob, Melanie, Ann)
- Panel discussions (bring guests)
 - Education (involve K-12 teachers)
 - Agriculture & energy/refining link
 - Inspection & public safety (refinery chief inspector)
- Guest speakers
 - Dave Galt, MPI – invite County Commissioners & City Council members to attend
 - City speaker(s) regarding planning, growth, zoning
- Consider preparations for 25 years of CAC in 2015
- Monthly meeting reports
 - Expand refinery updates to include agency stats and challenges, hard copies?, more frequent philanthropy reports – what employees are involved in
 - Continue with community reports
 - Provide handouts of presentations for CAC members

Ideas to Consider

- Connection to medical corridor – Speakers? Guests?
- Tie refinery diversity efforts to Career Center
- Have something to do with the two Energy expos in Billings in April and June (CAC members & students??)
- Chicks in Science event
- Approaching different clubs in K-12 schools
- Make Graduation Matter

DRAFT CAC CALENDAR FOR 2014	
February 11	Complete 2014 planning
March 11	TBD
April 8	TBD
-April 12	Chicks in Science event – partner with refinery
May 13	TBD
June 10	TBD
July	<i>No CAC meetings</i>
August	<i>No CAC meetings</i>
September	Meet in the Park event in South Park
TBD	Yellowstone River clean-up – partnering with RMC
October 14	Refinery tour with PPTP students
November 11	Refinery Leadership Team visit
December 9	TBD

SUMMARY OF RETREAT EVALUATIONS

1. What did you most appreciate about today's planning session?

- Well organized, well attended.
- Meeting gives the CAC a direction and vision for 2014.
- We are building on last year's goals – very good!
- Learning. Stayed on task. Not rushed, plenty of time for discussion. We got a lot accomplished and I appreciate the diversity and open input from P66 and the group.
- Level of commitment to the CAC & Phillips 66.
- I liked being involved in planning the 2014 activities Length of the meeting was good
- The knowledge gained about the CAC
- Break out session
- Opportunity to hear other members' ideas
- Interaction with students Open sharing Diversity of discussion
- Being able to give input freely
- Great conversation and education.
- Large participation.

2. What would you have changed or done differently?

- Nothing (4x)
- Nothing The coordination of the agenda, small groups and active participation meets the overall goal of the retreat.
- Nothing. Good program.
- I think we're going in a good direction.
- Everything was planned and carried out well

3. What unanswered questions, comments or concerns do you have about the planning process today?

- None (7x)
- All of my questions were answered.

4. Any other comments? Any suggestions for the facilitator? Any suggestions for Phillips 66?

- Great retreat – very well planned!
- Well run meeting Just the right amount of time.
- Good job, Ann You do a great job of keeping us on track
- Ann, thank you for your leadership! Great location for retreat.
- Keep up the great work!
- I like suggestion that we move away from just north and south sides, include community!
- More Payday candy bars
- None.