



October 7, 2012

Dear Council Member:

The minutes from the brief CAC meeting after the Neighborhood Eat & Meet on September 8, 2011 are attached. The next CAC meeting will be on **TUESDAY, OCTOBER 11 at the College of Technology** beginning with dinner at 5:00 p.m. The meeting will run from 5:30 to 7:30 p.m.

Sincerely,

Ann L. Clancy, Ph.D.
Meeting Facilitator

Next Meeting Location: College of Technology
3803 Central Ave.
Tech Building – Room B41

CONOCOPHILLIPS BILLINGS REFINERY
CITIZENS ADVISORY COUNCIL
September 8, 2011

MEETING MINUTES

Present: Council members: Ken Ard, Steve Arveschoug, Bob Carr, Paul Dextras, Hillary Hansen, Shirley McDermott, Paul Miller, Linda Pettengill, Jim Ronquillo, Emily Schaffer, Gladys Stahl, Dolores Terpstra, Richard Wilson, Ernie Woods, Stella Ziegler
ConocoPhillips management: Steve Steach, Reed Marton
Facilitator: Ann Clancy

Absent: Keith BearTusk, Brittany Blood, Mark Hilbert, Mike Kautzman, John Pulasky, Elizabeth Stears

AGENDA

- Neighborhood Eat & Meet Event
- Debrief Eat & Meet
- Meeting agenda for October 11 CAC meeting

DEBRIEF OF NEIGHBORHOOD EAT & MEET

The Eat & Meet was considered a success, with the following comments offered by CAC members:

- The facilities were good
- The set-up worked well
- It was a good program – interesting information from speakers
- The drawing was a good idea
- There were some walk-ins but not enough to be overwhelming
- Food was healthy
- The speaker system did not work well – need a better one next year
- Could have had balloons and signs to visually advertise more and attract people in the neighborhood
- Food could have been tastier
- More than water to drink could have been offered & dessert
- We have pretty good control on who is invited. We could invite more depending on the venue, e.g., Garfield worked well to accommodate more people

Recommendations for 2012 Eat & Meet

- Make sure there is a stronger presence of ConocoPhillips with banners and signs
- Could invite more refinery representation (there were fewer employees present than planned this year)

NEXT MEETING AGENDA

The next CAC meeting will be October 11 held at the College of Technology. Richard Wilson will be sure to get directions and a map to Ann for her to send out with the agenda.

CAC members were reminded of the Big Sky Economic Development Annual Meeting to be held on October 20. An official from ConocoPhillips, Larry Ziemba, may be the keynote speaker who will address the topic of Global Refining. CAC members are invited to attend the luncheon meeting at no cost.

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