



# Billings Refinery

September 12, 2016

Dear Council Member:

Please find attached a copy of the minutes from our brief September 8, 2016 CAC meeting that followed the Phillips 66 Meet in the Park event.

Just a reminder that the next CAC meeting will be **TUESDAY, OCTOBER 11, 2016** at the Phillips 66 Learning Center. The meeting will run from 5:30 to 7:30 p.m. Dinner will be served from 5:00 to 5:30 p.m.

Sincerely,

Ann L. Clancy, Ph.D.  
Meeting Facilitator

**Meeting Location: Phillips 66 Learning Center  
415 South 24<sup>th</sup> Street**

**PHILLIPS 66 BILLINGS REFINERY  
CITIZENS ADVISORY COUNCIL  
September 8, 2016**

**MEETING MINUTES**

**Present:** Council members: Keith Beartusk, Paul Dextras, Bob Hoar, Dale Fincel, David Hobbs, Bruce MacIntyre, Shirley McDermott, Gregory Neill, Melissa Patton, Jim Ronquillo, Heather Schwab, Emily Shaffer, Andrew Sullivan, Mike Yakawich, Stella Ziegler  
Phillips 66 management: Ray Rigdon, Colin Franks, Mark Hilbert  
Facilitator: Ann Clancy

**Absent:** Ralph Hanser, Travis Harris, Rob Lowe, John Pulasky, Melanie Schwarz

**Guests:** Michelle Zahn (former CAC member), Rocky Mountain College students, and City College Power Plant Process Technology students

**AGENDA**

- Debrief of “Meet in the Park” Event
- Announcements
- Next Meeting: October 11, Panel Discussion on Refining Industry-Community Workforce Needs

**DEBRIEF OF MEET IN THE PARK EVENT**

Participants who signed in numbered at 474. Raffle tickets counted came to a total of 551 (384 adults, 167 children). Fuddruckers reported selling 550 burgers and 120 hot dogs. Of those who signed in, 278 of them indicated they were residents, 49 business and 31 “other.” The rest did not check any of the three options.

The Meet in the Park event included South Side residents, business owners, city/county officials, visitors, vendors, and students from both MSU-B and Rocky Mountain College. There were Billings Metro Vista Project volunteers who helped with the set-up and tear-down of the event and who manned the three registration tables. CAC members were present and assisted in numerous ways. Mike Yakawich did the invocation to begin the event. Two bicycles (one donated by Pepsi), numerous toys, and gas cards were raffled off throughout the evening. Fuddruckers did the food catering. During the event, the BEAR unit from the Sheriff’s office was on site as well as a police vehicle.

The vendors included:

A-1 American Made Home Improvement	MSU Extension Agent
American Cancer Society	Pepsi Wheel
Ambulance Service – AMR	Phillips 66 Pipeline
Big Brothers Big Sisters	Phillips 66 Refinery
Cabela’s	Planned Parenthood
CAC History Board	Police Dept.
City College & MSU-B	RiverStone Health
City of Billings Planning & Community Services	Rocky Mountain College

Dept./Community Development Board Community Leadership Development Corporation Elks Club Family Tree Center Hair Because We Care HRDC Metro Vista Project – Faith Engagement Montana Rescue Mission MSU Foundation	Scrap Sheriff's Dept. Shriner's Southside Community Center, Friendship House & Senior Center STEP Yellowstone Boys & Girls Ranch Yellowstone Conservation District
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City College Power Plant Process Technology students (see below) contributed to the success of the event by helping set up and take down the booth, answered questions from community members, and helped area children learn about science by helping them operate the PPT battle robot demonstration. They also taught children about energy by assisting them with the PPT generator bicycle where children (and some adults) pedaled to make their own electricity.

Kolby Beadnell Evan Beadnell Parker Bradbury Brad Cash Cody Dayley Mark Godfrey Greg Howick	Courtney Lohrmeyer Devin Sokoloski Alex Songstad Richard Stalker Krueger Stiles Hunter Wester Kyle Wilson
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*The following CAC member comments were recorded on the successes and suggestions for improvement for this event:*

**What Worked Well with the Event**

- The weather cooperated again.
- Fuddruckers was well organized with almost no waiting in food lines. People were served to the end.
- More toys in the raffles for kids.
- The spinning wheel was better manned this year.
- The number, variety and layout of the booths was better organized and well set up.
- Photos were taken of the event.
- The vendor layout map was helpful. Seemed to be better distribution of booths and people.
- It was again worthwhile to tie the event into the RiverStone Health Gardner's Market.
- While the turnout seemed lower it might be the event had better flow this year.
- The individuals manning the booths were nice.
- The Vista Volunteers again made a big difference – manning all 3 registration tables and helping with setting up, tearing down, and providing service to older and handicapped attendees.
- Colin's board for recording the raffle numbers was helpful.
- Trays of cookies were a nice touch.
- The logistics went very smoothly.

## **Suggestions for Improvement**

- Update the map to be a little clearer, e.g., bigger boxes for the tables, etc.
- Some kids seemed unsure about what to do with their tickets. Some people not clear they needed to hang onto their tickets for the whole event.
- The sound system needs more than 2 speakers – 3 or 4 would be better.
- Finish the raffle by 6:30 as the event was losing people at the end. Double up what's raffled so it goes faster.
- Ann to send a thank you email to vendors and poll them for feedback on their participation in the event.

## **ANNOUNCEMENTS**

Mark Hilbert announced that he would be rotating off of the CAC at the October 11 meeting. His replacement will be Morgan Remus, pipeline operations supervisor. Mark will introduce him at the October meeting.

The Senior Community Center is having a fundraiser on September 18.

## **NEXT MEETING: October 11**

**Location: Phillips 66 Learning Center**

- Panel Discussion: Refining Industry-Community Workforce Needs
- Debrief of Phillips 66 "Meet in the Park"
- Community, Refinery & Transportation Updates
- Next Meeting: November 15