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David Miller, PE  
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December 6, 2000

To: CRE Subcommittee Chairs, Vice Chairs and Sponsors

Subject: Sunday Night Workshop Summary

The summary for our October 29, 2000 workshop is as follows:

1. New API Electronic Tools – Andrea Johnson and Bill Bedesem demonstrated the Electronic Balloting Pilot Project, and Roland Goodman reported on the Electronic Auditorium Software API has purchased. Additional training on these tools will be provided to the SC leadership at the Spring 2001 meeting.
2. CRE Policy and Procedures Manual – David Soffrin and Rick Nichols led a discussion on the revised API Standards Procedures and the required changes to the CRE Policy and Procedures Manual. Changes will need to be communicated to the SC Leadership at following meetings.

Our next workshop will be held Sunday, May 6, 2001, at the 2001 Spring Refining Meeting at the Hyatt Regency Hotel in Atlanta, Georgia.

I look forward to seeing you in Atlanta.

Sincerely,

*David Miller*

C: CRE Standards Associates

Workshop Attendance List:

R. Nichols, Pennzoil-Quaker State, Chairman  
B. Cox, Equilon, Vice-Chair  
D. Miller, API, Secretary  
B. Bedesem, ExxonMobil, Member  
P. Eichamer, ExxonMobil, Member  
B. Elliott, Alyeska, Member  
D. Ermis, Texaco, Member  
B. Ferguson, Conoco, Member  
R. Goodman, API, Staff  
A. Johnson, API, Staff  
P. Myers, Chevron, Member  
R. Ralph, Petro-Canada, Member  
M. Rogalski, Equilon Tech, ISCC Chair  
E. Sheperd, Chevron, Member  
D. Soffrin, API, Staff  
R. Szanyi, ExxonMobil, Member  
G. Tamalis, Texaco, Member  
A. Wolf, ExxonMobil, Member