



1220 L Street, Northwest  
Washington, DC 20005-4070  
Tel 202-682-8159  
Fax 202-682-8426  
E-mail miller@api.org

**David Miller, PE**  
Director, Standards Program

November 9, 2001

To: CRE Members, Subcommittee Chairs, Vice Chairs and Sponsors

Subject: Sunday Night Workshop Minutes

The September 23 workshop minutes from our meeting at the Westin Bonaventure Hotel in Los Angeles, California are attached. Our next workshop will be held on Sunday, April 21, 2002, at the Hyatt Regency Hotel, Chicago, Illinois.

I look forward to seeing you in Chicago.

Sincerely,

*David Miller*

C: CRE Standards Associates  
R. Chittim

## September 23, 2001 Workshop Minutes

1. B. Cox called the meeting to order at 6:30 PM. Participating at the meeting were: B. Cox, Equilon, B. Elliott, Alyeska Pipeline, R. Nichols, Roddey Engineering, C. Cook, Texaco, R. Jones, Shell, D. Ermis, Texaco, J. Reynolds, Shell, D. Quinn, Equilon, A. Johnson, API, J. Riley, Chevron, N. Niccolls, Chevron, E. Shepard, Chevron, T. Snowden, Shell, R. Goodman, API, and D. Miller, API. L. Gyorfi, Chevron, and R. Chittim, API participated by conference call.
2. R. Nichols presented an update on the user participation issue, presenting two slides explaining the issue (attached) and what steps should be taken to improve participation. After discussion, the following action items were taken:
  1. R. Chittim will draft a letter from the GCR Chair to the GCR membership (and copied to the CRE for its use) describing the issue and requesting support for the CRE and its subcommittees to present to company management.
  2. The CRE activity matrix will be updated to list those API members who are not participating, and also augmented to list the relative level of participation. S/C chairmen would use this list to feedback to GCR on needs.
  3. The issue of the value of participation needs to be detailed in a pamphlet that explains the value of membership and participation. The S/C chairmen were requested to provide the information giving overviews of their subcommittees as outlined on Slide 2 (attached).
  4. The recommendation that the CRE project justification form be modified to require staffing needs will be considered by the PCC and CRE.
  5. CRE Leadership will develop an issue paper for the CRE on the issue for discussion.
  6. CRE will discuss and suggest possible changes to meeting format that would make the meetings more attractive (e.g. roundtables on topics of interest to S/C members).
3. The CRE schedule for the remaining week was discussed. The CRE will meet on Monday PM and Tuesday PM.
4. The meeting adjourned at 7:30 PM.

**CRE**

**Vice Presidents through  
General Committee on  
Refining**

1. *Contact people in your company, asking them to get involved.*
2. *Contact peers in other companies, requesting input and participation*
3. *Contact Managers in other companies to encourage participation.*

**S/C**

**Members**

**Subject Matter Experts/  
Managers at Locations**

## Other Things for S/C chairs to do:

- Develop short description of your S/C, listing Documents and indicating time commitment required
- List companies now involved and their expertise (emphasize networking benefits)
- Provide website information