Stephen R. Lindauer Impartial SecretaryICEO

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Memorandum

To: NMAPC Owner Advisory Committee Members

From: Daniel M. Hogan \mathcal{DMH}

Date: February 23, 2010

Re: NMAPC Owner Advisory Committee Meeting – March 31, 2010

BP Toledo Refinery, Oregon, OH

An interim meeting of the NMAPC Owner Advisory Committee (OAC) will be held on Wednesday, March 31, 2010 from 12:00 p.m. to 4:00 p.m. to discuss issues facing the owner community with respect to their industrial maintenance and construction needs. This meeting will be hosted by Chairman Hollis Johnson at the Toledo Refinery Procurement of BP Products North America, Inc. located at 4001 Cedar Point Road, Oregon, Ohio 43616, directions attached. Chairman Hollis Johnson can be reached at (419) 698-6116. The OAC meeting schedule is as follows:

Wednesday, March 31, 2010

Lunch for all Committee members from 12:00 PM – 1:00 PM NMAPC Owner Advisory Committee will meet from 1:00 PM – 4:00 PM

Dinner for all Committee members from 5:00 PM at Real Seafood Restaurant - 22 Main Street, Toledo, OH 43605/PH: 888-456-3463

To complete online registration visit the NMAPC website at <u>www.nmapc.org</u> and complete the following steps:

- Click on Events and Meetings
- 2. Click on *Meetings and Conferences*
- 3. Click on NMAPC Owner Advisor Committee Meeting Interim
- 4. Click on Register Now
- 5. Enter your *User Name* and *Password*

If you have any questions regarding online registration, or if you need your *Username* and *Password*, please contact Ms. Gwen Jackson at (703) 841-9707 extension 111.

For those of you who require hotel accommodation Chairman Johnson suggest you contact the **Maumee Bay Lodge** and **Conference Center** and ask for the **BP corporate rate**. Hotel information is as follows:

Maumee Bay Lodge and Conference Center

1750 Park Road #2 Oregon, Ohio 43618 Phone: (419) 836-1466

An **ELECTRONIC COPY** of the NMAPC Owner Advisory Committee **MEETING PACKET** will be emailed to all committee representatives before the meeting. **This will be the only meeting packet you will receive, unless you notify our office and request a printed copy, please bring it to the meeting for easy reference.**

Should you have any questions relative to the agenda or an item you would like to be placed on the agenda, please contact me at (703) 841-9707 extension 119 before March 24th.

Attachment DMH/gj

