

12/16 Jeff, Cesare, J, Brian

Jeff will get w/ Susan today re: targets

Wff. team addressing their target of \$185. → may come down

betw now - Thurs - who will discuss targets w/ DT's

p. 4, 5, me pg of bullets

poor + ops. would get add'l detail

* Distrib. 18/19 agenda this afternoon

Anti-trust training - 1st wk Jan. M, W, F L'ville + W-S
maxon?

M/T next wk each location?

Jeff here = 4pm Wed.

Graylyn 2:30 AJS-SI

Wed afternoon planning mtg - AJS, SI, JE, KW, BAH (1) - review
Th/Fri

~~Thurs afternoon~~

Agenda for Thurs ^{Graylyn} 8:30 am - ISC - RAI leadership team

Susan - Andy

org

synergies

ISC/ILT/DT

12/16

ILT/ISC mtg set-up

18/19 memo to go out

Lane to work on schedule for 18th

Printer set up for prog. office

Draft playbook late today / tomorrow

↳ send out Fri

ILT

reserve for all day

* Reserve video rooms for 10-4 on set dates (10-12 just)
ILT

Cluster attendees TBD by BAH

working lunches

my schedule - attend 10-12
optional after that

5 ILT

3 PMO

3 BAH

+ max 6

room for 20

* 3 way video
conf

Lille

macon

W-S

ISC

Lille = ~~macon~~ W-S only

core ILT 5

ISC 6

J. to determine how many people

schedule 9-2 pm

for mtg dates only - ~~macon~~ video conf. if needed
(conf. calls will be dial-in)

Rooms for anti-trust briefings - prob auditorium

Baseline - '04 OP

Budget - corresponding to cost structure

Headcount - salary by grade

BAH to provide org charts electronically

Give BAH a copy of class code detail

Break out salaries, benefits, all other

Rebecca - \$26m

Printed med'l for BSGSF - is it already included?

* Mid employee exp. component of mfg - ^{field} selling

12/17 J, Borgia

● Synergy update -

Finance assumption for interco chgs → \$690?

Volume will impact ops. target

↳ BAH to make a volume assumption since we
can't share volume at this point
projections

Playbook - meant to be master reference for teams

Libraries

Administrative

Deliverables

Calendar

Templates

Anti-trust

Merger cost guidelines

Contracts

Needs to be sent out Fri/mon.

↳ distribute Fri??

12/15 G, Borgia, Lane & Andy (BAH)

Targets

Tues - Jeff / ^{Susan} Lynn (4pm)

Wed 8am - Andy

✓* Talk to Andie Bellis about '04 budget. → should be this week

✓* Include sales - mktg. costs in procurement

* need to tie to cost structure & footnote other spend that Procurement team will address

Ref. casing etc 500 for B.W

Mktg. sales = 600

✓* Include distribution in mktg

Borgia to find out whether LIFO is in her #

F/A disposal, damaged & obsolete mat'ls - ?

"non-alloc corp O/H" - add line

BAT T.A fees - what is it? do these services go away?

total \$19m

✓* Add '05 #s

Andy to provide HC projections

Est B.W cost structure 1450

RTR 1.8 incl SIM materials

new doc @ 3:15

Borgia in mty until 3:30

Call her 3:40 pm

✓* Add legal language to spreadsheets

\$53m special comp.

Order can break out comp plans from LLC budget

Need BAH definition of procurement. \$1.2 incl double counted items - benefits,

or 1.4 bn (incl mktg - sales prog.) total costs

Sales Hc - are they still including retail mps?
that could add for diff.

3879 shared w/ BOD 8/03 (total h/c)

Pull IT allg. out of individual CoA lines