



Lee Mills
Specialty Products

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5 May 1988

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Mr. Ron Willard
R. J. Reynolds Tobacco Company
Bowman Gray Technical Center
Winston-Salem, North Carolina 27102

G. R. Di MARCO

Dear Ron:

When I was with you in Winston-Salem on 28 April, we discussed, among other things, the desirability of our respective R&D groups getting together in a largish setting to review the different projects on which we are working. I raised this same subject with Mary Stowe, with E. C. Jones and with Bill Hildebolt--each of whom was equally amenable to the idea of a meeting. The time slot that shaped up as being the most likely was the first full week in June--but not Tuesday the 7th or Wednesday the 8th--and, since E. C. will be the chief coordinator on your side, he and I agreed that he would be the one to caucus on your side to set the exact date.

Although we would prefer to come to Winston-Salem to see you, the choice of venue is certainly yours. Since perhaps half a dozen of us will be attending, but no doubt quite a few more of you, it seems easier to have the meeting at your place. We could come in the night before, have a meal with several of you, get an early start on the meeting the next day, and then make our exit in mid-afternoon.

I am sending copies of this letter to the individuals mentioned above. I hope to hear from you or from E.C. or from Mary shortly concerning final arrangements. Mary had specifically asked me to propose an agenda and, as a compromise to that request, I have listed on the attached sheet something resembling more of a laundry list which will, of course, be refined when I receive via E.C. the inputs from your side. I look forward to hearing from you folks concerning not only the date but also any additions to or deletions from the agenda.

Meetings such as these are of tremendous value to both sides: they cause us to focus on the topics on which we are presently working, enable us to agree on the status of those items and on their relative importance, to make such changes in prioritization or redirection that are necessary, and to provide a forum for consideration of other items on which we are not currently working.

Best personal regards and I hope to hear from you soon.

Sincerely,

Charles F. Mattina

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