

June 28, 1988

MEMORANDUM

TO: Paul Cammer, Bruce Dickson  
FR: Peter G. Sparber

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Attached for your review prior to our meeting this Friday is a redraft of the organizational outline for the proposed indoor air coalition. I hope it accurately reflects your ideas and comments.

On Friday, I hope to accomplish the following:

1. Agreement on the outline.
2. A preliminary list of charter members and a schedule of contacts with them.
3. Definition of start-up costs, including professional fees.
4. Initial planning for a September meeting of the charter members.

Once we have worked through these items, I would suggest we meet again with Susan Stuntz of The Tobacco Institute to give her a full report, an opportunity to further refine this plan from The Institute's perspective and to determine her role as we proceed.

Thank you for your cooperation.

✓ cc: Susan M. Stuntz

TIOK 0008675

D R A F T #2  
July 1, 1988

Clean Indoor Air Coalition

ORGANIZATIONAL OUTLINE

I. Purpose

To advise those who contribute to and make public policy in the area of indoor air quality on how to address indoor air issues; to monitor indoor air activities in federal and state agencies and legislatures; and communicate such information to the Coalition's members; to present the Coalition's perspectives to the public as the need arises.

II. Structure and Governance

The organization will be incorporated as a non-profit corporation (501-C-3) and will be managed by Cammer and Associates, 1225 19th Street, Washington, D.C., a firm specializing in the management of scientific and technical associations concerned with environmental issues.

Cammer and Associates will report to a Board of Directors comprised of one representative of each member. The Board may establish an executive committee and other committees to facilitate the organization's business. A simple majority of the Board will be sufficient to adopt all actions brought to it.

III. Membership

A committee of corporations and associations interested in forming this organization will be constituted and will take all steps necessary to create the organization. The members of this committee will be regarded as charter members.

This committee of charter members will recruit other members from corporations and associations interested in encouraging improved indoor air quality through ventilation. Therefore the following industries may be among those represented: chemical, furnishing and carpeting, natural gas, consumer goods, heating and air conditioning, ventilation equipment and construction.

Members will be responsible for contributing to and approving policy, programs and budgets. As needed, members may be asked to contribute technical and scientific support, government and public relations expertise and resources.

#### IV. Functions

##### A. Information gathering

The organization will actively identify, obtain, analyze and organize information related to the improvement of indoor air quality through ventilation.

##### B. Policy

The organization will establish policy and positions related to its goals as determined by the Board of Directors.

##### C. Assistance to policymakers

The organization will offer advice to elected and appointed public officials, and others engaged in setting and enforcing public policy related to indoor air quality. This shall include but not be limited to individual and group briefings, testimony at legislative and/or regulatory hearings, release of position papers and studies.

##### D. Public communication

The organization will seek to increase public understanding of indoor air issues and, in that process, may rely on publications, periodicals, the news media, advertising, direct mail and other methods.

#### V. Funding

Expenses related to the establishment of the organization will be shared equally by the founding members. Once the organization is established, a budget and a method of apportioning costs will be established by the Board of Directors.

#### VI. Timing

The committee of charter members will be formed and the organizational process begun by July 29, 1988. The first meeting of the Board of Directors will be held by September 30, 1988. Two weeks prior to the meeting -- for approval at the meeting -- Cammer and Associates will propose an operating plan and budget for the organization.