

Saudi Aramco Annuitants

Biennial Hafla Organizing Committee

The undersigned Saudi Aramco Annuitants respectfully submit this proposal to form a not-for-profit, all-volunteer committee for the purposes and activities herein stated. This document constitutes the Agreement of the organizing members listed herein to the terminology, purpose and activities, accountability and composition of the committee.

1. NAME

The name of the committee is The Saudi Aramco Annuitants Biennial Hafla Organizing Committee (the “Committee”) and refers directly to the reunion and celebration of Saudi Aramco annuitants and their families.

2. PURPOSE AND ACTIVITIES

- 2.1. The Committee is organized to facilitate the efficient and effective planning of biennial reunions of the Saudi Aramco Annuitants and to assure the continuity, transparency and transfer of knowledge.
- 2.2. The Committee will be responsible for the identification, evaluation and selection of the locations and facilities (“venues”) for future biennial reunions of the Saudi Aramco Annuitants.
- 2.3. The Committee will be responsible for organizing all aspects of each biennial reunion of the Saudi Aramco Annuitants, including but not limited to, the formation of the subcommittees needed for registration; hotel accommodations and meeting rooms; meals and menus; golf, tennis and bridge tournaments; logistics and materials; and, associated shipping and travel.
- 2.4. The Committee will develop and maintain a written record of all activities and deadlines required to organize and conduct a biennial reunion of the Saudi Aramco Annuitants for the purpose of continuity and to serve as guidelines for future members of the Committee. This written record will be referred to as a perpetual “Checklist and Schedule” to facilitate the planning of each biennial reunion of the Saudi Aramco Annuitants and will be maintained and updated as necessary.

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- 2.5. The Committee will prepare and maintain a financial record and accounting of all funds received (“Income”) and payments made (“Expenses”) for each biennial reunion of the Saudi Aramco Annuitants.
- 2.6. The Committee will operate strictly as a not-for-profit organization without personal compensation and strive to contain expenses and conserve income for transfer to the starting budgets of subsequent biennial reunions of the Saudi Aramco Annuitants.

3. ACCOUNTABILITY

- 3.1. Although no previous requirement has been stated by Saudi Aramco or Aramco Services Company (“ASC”) for any form of accountability or audit of the use of funds provided by them for the purpose of conducting a biennial reunion of the Saudi Aramco Annuitants, the Committee will make all financial records fully transparent and available to the Finance Departments of both Saudi Aramco and ASC, if requested. In addition:
- 3.1.1. Any Annuitant who has attended a reunion can submit written questions to the Committee regarding the compositions and activities of the Committee, including copies of the Checklist and Schedule (paragraph 2.4), and the financial record and accounting of all Income and Expenses (paragraph 2.5).
- 3.1.2. Promptly after the close of each biennial reunion of the Saudi Aramco Annuitants, the Committee will make available a complete accounting of all funds received from ASC.
- 3.1.3. The Committee retains the right to request a full record and accounting of all funds distributed to individual Event Chairs and sub-committees.
- 3.1.4. Each biennial reunion of the Saudi Aramco Annuitants is a not-for-profit venture. Therefore, the Committee will strive to contain expenses and conserve income so that at the start of each subsequent biennial reunion of the Saudi Aramco Annuitants there are enough funds to cover initial contract down payments (i.e., deposits) until the ASC contribution is received and until the attendees registration monies accumulate.

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4. COMPOSITION

4.1. All members of the Committee must be either an annuitant of The Saudi Arabian Oil Company ("Saudi Aramco"), or its predecessor, The Arabian American Oil Company ("Aramco"), or one of its wholly-owned subsidiaries, or a spouse of an annuitant. All members of the Committee must have attended at least two (2) recent reunions in order to be familiar with the expectations of each reunion and its attendees. All members of the Committee will be volunteers and will not receive any financial compensation other than reimbursement of documented, approved expenses directly associated with the Purpose and Activities of the Committee.

4.2. The initial and organizing members of the Committee are:

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- 4.3. Any annuitant of Saudi Aramco, Aramco, or one of its wholly-owned subsidiaries, or a spouse of said annuitant, can volunteer to be a member of the Committee and, from time to time, existing members of the Committee will resign or “retire” without prejudice.
- 4.4. Any annuitant of Saudi Aramco, Aramco, or one of its wholly-owned subsidiaries, or a spouse of said annuitant, can volunteer to be the official “Host and/or Hostess” of a specific, scheduled biennial reunion of the Saudi Aramco Annuitants. In order to facilitate the entire process offered in the aforementioned perpetual “Checklist and Schedule” guidelines and to provide local knowledge and experience, the “Host and/or Hostess” should preferably reside in or near the venue city for the specific, scheduled

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reunion. Additionally, the “Host and/or Hostess” of the previous reunion and the Chairperson of The Saudi Aramco Annuitants Biennial Hafla Organizing Committee will serve as “Special Advisors” in order to provide continuity of succession, knowledge and experience from the planning and organization of the reunion immediately preceding the current scheduled reunion. It is intended and understood that any future “Host and/or Hostess” will be required to work closely with “Special Advisors”.

- 4.5. The number of members of the Committee will be determined by the work associated with the Purpose and Activities of the Committee as stated herein and will be updated as needed to satisfy the expanded activities of the aforementioned perpetual “Checklist and Schedule” guidelines.

This Agreement, including any exhibits, schedules and attachments, constitutes the entire agreement of the organizing members and replaces all previous communications, representations and understandings of the organizing members. Any changes to this Agreement must be in writing and signed by a simple majority of the organizing members or their successors.

Respectfully submitted this 28th day of February 2011 by:

Eva Kinga Farnsworth

Richard D. Chimblo

Maria A. Chimblo

Fred Shoemaker

Maggie Shoemaker

William A. Walker

Judy Walker