

Ethylene Producers' Committee Meeting
Minutes – August 14th, 2014
FINAL

Following are the minutes of the August 14, 2014 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Greg Yeo.

1. Attendance:

Present – Rick Beleutz, Toby Darbonne, Jeff Edwards, David Gent, Sanjeev Kapur, Aivars Krumins, Ravi Lal, David Mullenix, Robert Nussbaum, Tom Pickett, Walter Postula, Rick Prickett, Richard Rolke, Mark Schmidt, Jonathan Sterne, Michael Tallman, Sasha Vragolic, Greg Yeo, and Tim Zygula.

Not present – Jake Berret (not currently active), Jeff Edwards, and Paul van Helmond

The updated EPC member contact list appears in **Attachment 1**.

[The contact list also includes attendance records since 2008. The attendance records are utilized by the Nominating committee in accordance with Bylaw Article III, Section 6]

2. Call To Order:

Vice Chairman Walter Postula called the meeting to order at 6:00pm. Walter Postula read the Antitrust Statement:

“No activity of the Committee shall involve the exchange, collection or dissemination of information among competitors for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, among competitors with regard to costs, prices or pricing methods, terms or conditions of sale, distribution, production quotas or other limitations, on either the timing, or volume of production, or sales, or allocation of territories or customers.”

Walter Postula welcomed Mark Schmidt to his first meeting with the Committee. Mark will be joining the Environmental subcommittee.

The meeting agenda was published in advance and appears in **Attachment 2**.

3. Five Minutes on Safety:

Aivars Krumins discussed the importance of considering safety hazards on the job site, in the office, when traveling, and at home. He shared a deck of playing cards with each in attendance, with safety tips / safety meeting topics on each card. The slides that were presented are included in **Attachment 3**.

4. Approval of Previous Meeting Minutes:

Walter Postula sent the draft minutes of the June 12 meeting to all members. Corrections were received prior to meeting and incorporated into the update issued by Walter in advance of the meeting. Sanjeev Kapur proposed to approve the minutes of meeting with these corrections, seconded by Mike Tallman. The minutes were approved unanimously.

5. Treasurer's Report:

Tom Pickett presented the financial report. No deposits have been made since the June meeting. Expenses included refund of a double billed Sponsor payment and payment for the June meeting dinner.

No deposits were made in Knowledge Management. Expenses were limited to the annual payment to Omnipress for website operation.

Tom presented a review of 2014 conference sponsor break income vs. expenditure in New Orleans. Expenditure was reported as \$34,113 vs. income of \$32,300. Discussion followed, reinforcing the importance of maintaining the principle that break expenditures must match income so that no revenue is gained or lost due to sponsorships and refreshments.

A copy of the Treasurer's report is included in **Attachment 4**.

6. Nominating Committee:

Mike Tallman presented the Nominating Committee Report.

The Nominating Committee presented three candidates for membership:

- Neil Amedee, Huntsman
- Micheal Smith, ExxonMobil
- Trobie Thompson, Sasol

All three candidates had been interviewed and recommended by the Nominations Committee. Their resumes were distributed prior to the meeting and are included in **Attachments 5, 6, and 7**, respectively. Membership of all three candidates was approved by a unanimous vote.

A welcome note needs to be sent to Neil, Micheal, and Trobie, inviting them to the September Committee meeting.

Prior to the meeting, David Mullenix had communicated his intention to resign from the Committee. Mike Tallman thanked David Mullenix for his many years of service to the EPC.

The Nominations Committee contacted Jake Berret and tested his plans for rejoining the Committee. Jake confirmed that he expects to resume regular attendance at the end of this year.

A copy of the Nominating Committee report is included in **Attachment 8**.

7. 2014 Program Chair/Co-Chair Report:

Sasha Vragolic presented the timeline for program development and a summary of the site visit. The detailed timeline is included in the Program Chair presentation.

The site visit was completed in early August, attended by Sasha Vragolic, Tim Zygula, Walter Postula, and Greg Yeo.

Session rooms will be in 4th floor ballrooms at the Hilton, with a double size ballroom for the larger session and a half size ballroom for the smaller session. Seating plans are being prepared to ensure adequate seating capacity. Attendance at last year's conference will be used as a starting point to establish initial seating. Jeff Parker of Freeman is in the process of preparing first pass room layouts.

It was suggested that the guidelines for speakers & authors may be out of date, referring to obsolete versions of Word and PowerPoint.

Sasha presented a summary of the preliminary plans for sessions. These session plans need to be updated as soon as possible.

It was noted that many papers were submitted very late last year, since there was no firm deadline. Sasha was encouraged to set a clear deadline for final paper submission so that papers can be reviewed in advance.

Sasha's slides are included in **Attachment 9**.

Tim Zygula presented the Program Co-Chair report.

The Sunday night reception will be held in the Hilton on either the 4th floor or 6th floor. Details will be finalized with AIChE.

Event venues were visited by Tim and Greg. Tim had communicated with the convention & visitors bureau to obtain a list of qualifying restaurants. Hotel venues were not considered.

There were limited options in the area that could host our target attendance of 150 for lunch and 100 for dinner. Five venues were visited, three were shortlisted.

The recommended venue for the Networking Lunch is Capital Grill. Tim advised that the restaurant required a buy-out, since there is no event space. As a result, the food & beverage minimum requires that we sell 150 lunch tickets. This target is consistent with recent years, when the lunch has sold out. The obligation associated with the buyout minimum was discussed with Jeff Wood at AIChE, and he is aligned that the risk is manageable.

The recommended venue for the Speakers' Dinner is Sullivan's Steakhouse. EPC will have the public bar space during the cocktail hour and a private dining area for the dinner.

A motion was made by Tim Zygula to accept the recommended restaurants (Sullivan's for Speakers' Dinner and Capital Grill for the Networking Lunch), with a budget not to exceed \$15000, and authorization for Tim to execute a contract with Sullivan's. The motion was seconded by Mike Tallman and approved unanimously.

Tim's slides are included in **Attachment 10**.

8. **BREAK**

9. **Subcommittee Reports:**

Subcommittees are reminded to send minutes of all meetings to ethyleneproducerscommittee@gmail.com

Safety – Rob Nussbaum reported. The Safety Subcommittee has two strong candidates for papers, and three candidates. The subcommittee is actively looking for more papers. Three of the papers are related to low temperature embrittlement. Jonathan Sterne will be session chair.

More papers are desired – members are encouraged to pass along ideas for Safety papers to Jonathan. There are two session Co-Chairs. Contact information will be sent to Sasha.

Environmental – Walter Postula reported. The subcommittee held a teleconference yesterday with 5 members. Two abstracts are in hand, one on NO_x CFD modeling, one on furnace SCR catalyst performance. The subcommittee also has leads on a permitting paper and an EEPCC paper from the Flaring Issue Group. There were also potential papers from CP Chem on SCR performance and permitting. Walt Postula will be session chair, Rick Beletz will be co-chair.

Operations – Richard Rolke reported. Seven papers are proposed, four of the seven were on flaring (Dow & ExxonMobil on ground flares), CP Chem on permit application, L-B on flare gas recovery. Next meeting will be in late September.

Maintenance – Walter Postula reported on behalf of Paul van Helmond. Two meetings have been held. The subcommittee has leads for papers, but less than targeted, so it is planning for one paper session. Chair and co-chair have not been firmed up.

Technology & Fundamentals – Michael Tallman reported. Three sessions are under discussion. First session would be on flaring: regulations, flare gas recovery, etc. This session will be coordinated with Operations, aiming for a total of two flaring sessions: one focused on requirements/regulation/technology, one on performance. Second session is the Technology Fundamentals session, which has a good group of potential papers with followups planned to firm them in advance of the next meeting. Third session possibility is a panel discussion on macro trends that are driving the petrochemical business and technology development, e.g. low cost gas in North America and coal to chemicals in China. The session would have one or two papers, followed by a panel to trends and questions from the audience.

Session responsibilities on Flaring will be developed. Sanjeev Kapur and Greg Yeo will co-chair the panel discussion. Jack Buehler and Rob Krinock will co-chair Fundamentals.

Process Control – Sasha Vragolic reported.

The next meeting is scheduled for September 11. The subcommittee has leads on several papers, but looking for more. They plan to present topics on best practices in Process Control, and advanced control implementation. An abstract has been submitted on advances in furnace effluent sampling. Sasha Vragolic will chair, Eddie Fontenot co-chair.

Rotating Equipment – Michael Tallman reported.

Two sessions are planned, but the subcommittee is running late with getting abstracts. Members are encouraged to send ideas for papers to Mike Tallman.

Feedstock – Tom Pickett reported. The subcommittee will meet next week, and they are actively looking for papers. The plan to have one session, have leads on 5 papers. Session leadership information will be sent to Sasha.

10. Knowledge Management:

Greg Yeo reported.

A – Charter

The knowledge management charter has been updated and was sent to committee members prior to the meeting (see **Attachment 11**). Greg Yeo moved that we accept the charter. Aivars Kruminis seconded. The charter was accepted unanimously.

B – Safety Training Modules

Knowledge Management is making progress with the Brittle Fracture module. Ralph has assigned copyright of the module to Stress Engineering. Stress has also requested minor edits to the agreement that EPC prepared. Sanjeev Kapur and Greg Yeo will followup.

E – Committee Member Identification

To aid new committee members in putting names and faces together it is requested that all members log in and populate their AIChE profiles (www.aiche.org) with basic information including photo. An AIChE username and password is required.

11. Old Business:

Remaining 2014-2015 Meeting Dates

- September 25, 2014
- November 13, 2014
- January 15, 2015
- March 5, 2015 (if necessary)

12. New Business:

No new business

13. Review Action Items List:

See actions summary listed on last page of minutes

14. Next Meeting:

The next meeting will be at 6:00 pm September 25, 2014 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

15. Adjournment:

Walter Postula adjourned the meeting at 8:20 pm.

ACTIONS SUMMARY

ITEM	BY	WHEN
How to handle new producers (i.e. invite to committee) – carryover from prior meeting followups	Nominating Committee	August 14, 2014
Subcommittees send conference session information, (title, summary, chair & co-chair contact information) to Sasha so that Confex can be updated as soon as possible.	All	As soon as information is available
Ensure that future expenditures for breaks matches sponsor income.	Program Co-Chair - Tim Zygula	April 2015 Conference
Send welcome note to three new EPC members	Paul van Helmond	August 2014
Confirm whether another motion is required to extend Jake Berret's absence from the Committee until the end of 2014	Nominations Chair - Mike Tallman	September 2014
Confirm that instructions to authors and presenters are up to date	Knowledge Management	Complete. Documents on website are correct. Old versions should be discarded.
Transfer contract for Capital Grill Networking Lunch to Jeff Wood at AIChE for execution.	Program Co-Chair - Tim Zygula	September 2014
Develop a contract with Sullivan's Steakhouse for the Speakers' Dinner, in an amount not to exceed \$15,000. Provide restaurant with tax free certificate.	Program Co-Chair - Tim Zygula	September 2014
Subcommittees are reminded to forward all subcommittee minutes to ethyleneproducerscommittee@gmail.com	All	Ongoing
At next meeting of EPC, start the meeting with brief introduction of all attendees so that newcomers get to know the committee.	EPC Chair	
Encourage all members to upload a photo to their AIChE profile at www.aiche.org so that the EPC Leadership webpage will include pictures of all members. This will help new members become familiar with the Committee members.	All	
Follow up with Omnipress on the effectiveness of the search engine wrt old scanned documents.	Knowledge Management	
Consider including strategy for document retention in the bylaws.	Nominating Committee with EPC Officers	
Member companies are encouraged to maintain active participation in the Safety Subcommittee.	All	
Consider setting a deadline for final paper submittal to subcommittees and Confex so that papers arrive in advance of the conference.	Program Chair – Sasha Vragolic	
Members are encouraged to suggest topics for papers in all sessions, especially Safety, Rotating Equipment, and Feedstock.	All	ASAP