

Ethylene Producers' Committee Meeting
Minutes – February 4th, 2016
FINAL

Following are the minutes of the February 4, 2016 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Sasha Vragolic

1. Attendance

Present – Rick Beleutz, Toby Darbonne, Bala Devakottai, Jeff Edwards, David Gent, Sanjeev Kapur, Ravi Lal, Gene Osborne, Tom Pickett, Walter Postula, Richard Rolke, Mark Schmidt, Micheal Smith, Michael Tallman, Paul van Helmond, Sasha Vragolic, and Tim Zygula.

Not present – Jake Berret, Aivars Krumins, Jonathan Sterne, and Greg Yeo.

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:

Chairman Walter Postula called the meeting to order at 6:00pm. Sasha Vragolic 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.”

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

3. Five Minutes on Safety:

Michael Tallman discussed the KBR safety vision. The presentation appears as **Attachment 3**.

4. Approval of Previous Meeting Minutes:

Sasha Vragolic sent the draft minutes of the December 10th meeting to all members on December 31st, 2015. The comments received are reflected in the final minutes. The final minutes were published by Sasha on February 3rd. Sanjeev Kapur proposed to approve the minutes. The proposal was seconded by Richard Rolke and approved unanimously.

5. Treasurer's Report:

Tom Pickett presented the current EPC finances.

There was significant activity in the General Fund as 16 EPC members paid their dues and payment was received from many sponsors. The balance is within \$200 of the prior year's balance at the end of January. Therefore, we should have adequate capital to continue to fund the normal operations of this Committee. A copy of the Treasurer's report is included in **Attachment 4**.

Tom discussed the need to shift the names on the committee checking account and a need for the new Committee chairman to perform an audit. These activities are to take place after the upcoming EPC conference. There was some discussion that this can be accomplished at the end of the conference as all of the officers will be in Houston, for the conference.

6. Nominating Committee

Paul van Helmond presented and chaired the execution of the business of the Nominating Committee. His presentation is attached as **Attachment 5**.

Paul presented the automatic successions that are effective after the next EPC conference, in accordance with Article IV, sections 1 and 2, of the EPC Bylaws.

Paul then presented the Nominating committee's nominee for Treasurer, Tom Pickett. Tom was reelected as Treasurer through a unanimous vote by secret ballot.

Paul presented the Nominating committee's nominee for EPC Vice-Chairman, Tim Zygula. Tim was elected through a unanimous vote by secret ballot.

Paul presented the Nominating committee's nominees for 2017 Program Co-Chairman, Rick Beleutz and Richard Rolke. Richard Rolke was elected in a very close vote, by secret ballot.

Paul van Helmond presented a list of EPC members whose term of office will expire in the next meeting cycle. They will be eligible for reelection to the EPC on the first meeting of the committee following the conference.

Paul confirmed that Huntsman, Ineos, and Sasol intend to continue to participate in the activities of the EPC and will provide potential candidates for the Nominating Committee to consider for EPC membership. In the meantime, Sasol has paid the annual dues for their future member. Tom Pickett will contact Huntsman and Ineos about dues payments.

The committee discussed inviting new producers to join the EPC. The invitation should be made once these producers either begin producing Ethylene or their production is imminent. The committee felt that it was too early to approach these potential future producers of Ethylene. The members did discuss that Formosa has been encouraged to participate but has declined to do so in the past. The nominating committee should periodically check with Formosa.

7. 2016 Program Chair Report

Tim Zygula presented the slides in **Attachment 6**. AIChE has moved the deadline for paper uploads to March 18. The other deadlines have remained the same. Tim will send out a reminder of the due dates and EPC guidelines to the session chairs. There was discussion over the fact that the EPC guidelines for papers are not the same as the AIChE guidelines. For next year, we should review the two sets of guidelines and look for an opportunity to reconcile into one set of guidelines to avoid confusion. Tim presented the conference room layouts. For the panel discussion session, Tim will work with the hotel staff directly to arrange for repositioning of the panel tables as needed.

8. 2016 Program Co-Chair Report

Jeff Edwards presented the slides in **Attachment 7**. In addition to the information on the slides, Jeff pointed out that there was considerable confusion on the part of the potential EPC coffee break sponsors with respect to enrolling to sponsor versus registering for the AIChE conference. There may be a need to review our methodology for sponsor registration.

9. Break

10. Subcommittee Reports

Safety – Mark Schmidt reported.

The safety subcommittee has their session in great shape. They have elected Jake Berret as the Chairman and Toby Darbonne as the Co-Chairman for the 2017 session.

Environmental – Rick Beleutz reported.

The subcommittee is planning to have a speaker's rehearsal on March 29th.

Operations – Richard Rolke reported.

The subcommittee is prepared for their sessions.

Maintenance – Paul van Helmond reported.

Their session is in good shape.

Technology & Fundamentals – Michael Tallman reported.

All 3 sessions are in good shape.

Process Control – Sasha Vragolic reported.

There are no outstanding issues.

Rotating Equipment – Michael Tallman reported.

The subcommittee does not see any issues with being ready for the conference.

Feedstock – Tom Pickett reported.

The subcommittee has their session in good shape. They have scheduled a speaker's rehearsal for 2 weeks prior to the conference.

11. Knowledge Management

- A) Learning Modules – Sanjeev Kapur reported that the sample of the first module is not yet ready to present to the committee. But, he still expects that the first module will be complete before the conference.
- B) Michael Tallman proposed to waive the on-line library maintenance fee for 2016. The committee voted to accept this proposal. Mike reported that the EPC has one new subscriber to the database. It is a German company.
- C) Michael Tallman agreed to follow up with Omnipress regarding setting up the single user subscription to the EPC paper and presentation database. The intent is to have a mechanism for this subscription option by the conference date as we will advertise this new option during the conference.

12. Old Business:

- A) Micheal Smith tallied the responses from the EPC members on their company's willingness to participate in a Low Temperature Embrittlement subcommittee,

based on the draft charter that was distributed at the prior meeting. No one declined to participate. Most of the responses were positive with only two responses as undecided. With this response, Micheal Smith and Greg Yeo will work on generating a template of potential information that would be useful to the subcommittee. Each EPC member is requested to provide Micheal and Greg a name and contact information of the person, in their organization, who should receive this information.

13. New Business:

- A) Sasha Vragolic presented a proposed set of EPC meeting dates for planning the 2017 EPC conference. There was discussion and a consensus was reached on the dates in **Attachment 8**.
- B) Tom Pickett presented the slides in **Attachment 9** to seek approval for the Feedstock Impurities subcommittee to conduct a survey. The committee voted unanimously, in a secret ballot, to approve the survey proposal. Tom will provide the survey questions to Sasha by 5/26/2016 and Sasha will send out the questions to the committee along with the draft agenda for the first meeting of the next conference planning cycle. That first meeting is scheduled for June 9, 2016.

14. Review Action Items List

See action item summary listed on last page of minutes.

15. Next Meeting:

The 2016 EPC conference is scheduled for April 11-14, 2016.

The first meeting of the next planning cycle will be at 6:00 pm June 9, 2016 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

16. Adjournment:

Chairman Walter Postula adjourned the meeting.

ACTIONS SUMMARY

ITEM	BY	WHEN
EPC Treasurer to follow up with Huntsman and Ineos about dues payments.	Tom Pickett	April 30, 2016
Program Chairman to send an e-mail to session chairs to remind them of the deadlines and format guidelines.	Tim Zygula	March 1, 2016
Program Chairman to work with hotel staff to arrange proper seating for Panel Discussion session.	Tim Zygula	April 11, 2016
For the 2017 conference, review differences in EPC and AIChE paper guidelines to determine if the two can be merged and provide a recommendation.	Sasha Vragolic	September 15, 2016
For the 2017 conference, the Program Chairman and Program Vice-Chairman to review the methodology for potential sponsor responses and recommend a system for minimizing potential sponsor confusion.	Jeff Edwards, and Richard Rolke	September 15, 2016
Develop a template of possible information to help participants in the low Temperature Safety Subcommittee.	Greg Yeo, and Micheal Smith	April 15, 2016
Provide name and contact information for company contact for the Low Temperature Safety Subcommittee. Provide this contact information to Greg Yeo and Micheal Smith.	EPC	April 15, 2016
Provide questionnaire for the Feedstock Impurities Survey to Sasha Vragolic.	Tom Pickett	May 26, 2016
Follow up with Omnipress on setting up the single user subscription option to the EPC paper and presentation database.	Michael Tallman	April 10, 2016