

Ethylene Producers' Committee Meeting
Minutes – January 30th, 2014
DRAFT

Following are the minutes of the January 30, 2014 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Paul van Helmond.

1. Attendance

Present – Jeff Edwards, David Gent, Sanjeev Kapur, Michael Kennedy, Aivars Krumins, Ravi Lal, Robert Nussbaum, Tom Pickett, Walter Postula, Rick Prickett, Richard Rolke, Jonathan Sterne, Michael Tallman, Paul van Helmond, Sasha Vragolic, Greg Yeo & Tim Zygula.

Not present – Jake Berret, Toby Darbonne, Michael Moran, David Mullenix and Jack Tindel.

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 Michael Tallman called the meeting to order at 6:00pm. Paul van Helmond 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:

David Gent presented about "sitting safety". Dangers of spending too much time sitting are addressed and also some ideas how to integrate more "standing" in the life of office people. The slides that were presented are enclosed in **Attachment 3**.

4. Approval of Previous Meeting Minutes:

Paul van Helmond had sent the draft minutes of the November 21st meeting to all members. Corrections by David Mullenix and Greg Yeo were received prior to meeting and incorporated. Richard Rolke proposed to approve the Minutes of meeting with these corrections, seconded by Walter Postula, approved unanimously.

5. Treasurer's Report:

Michael Kennedy reported.

All membership dues for 2014 have been paid and we also received payment of 29 conference coffee sponsor at this time. One new omnipress member was signed up.

Michael explains balances of accounts (general, knowledge management checking's and knowledge management CD) and compares to previous year. A lower balance in general fund is largely due to larger down-payment for the speaker's dinner this year as compared to previous year. The knowledge management committee has still bill for 2013 Omnipress due (approx. \$4,500). A copy of the Treasurer's report is included in **Attachment 4**.

6. 2014 Program Chair Report

Walter Postula reported. Walter's slides are included in **Attachment 5**.

In preparation for the conference there is one last deadline on March 28. This is a deadline from AIChE. If this deadline is missed the paper does not go in the conference proceedings, however it can still go on our Omnipress site, so committee chairs are still encouraged to collect papers even after the conference.

Changes in the program after Jan 24 will not appear in the printed program book but changes will still show in the electronic program.

Early bird (lower cost registration) ends Feb 14, but there is a credit card problem. You can decline to get a program book. Program will be on google play and an app and show up to date program changes. (post meeting note: Program is live at <https://aiche.confex.com/aiche/s13/webprogram/ata glance.html>. The page detects your browser type, so if it's accessed from a smart phone or tablet, the formatting adjusts so it is readable).

7. 2014 Program Vice Chair Report

Walter Postula reported on behalf of Michael Moran. Michael's slides are included in **Attachment 6**.

Sunday night reception will be at 5 PM in the same rooms as where are set up for coffee breaks.

Sponsors have been signed up. We may have to find some extra tables since we have 31 sponsors.

A contract for the networking luncheon is signed. Maximum number of people 150.

Invitations for speaker's dinner will go out in February.

8. Subcommittee Reports

Safety – Robert Nussbaum reported

Rick Swain is not available as chair for the session but replacement has been found. paper session has 6 papers and there will be a workshop with panel in afternoon. No papers in hand but no concerns.

Environmental – Walter Postula reported

One paper withdrawn but there is back-up. The paper session will remain at 4 papers.

Operations – Richard Rolke

Operations sub-committee will meet next week. There are no issues with the session.

Maintenance – Paul van Helmond reported

The subcommittee is planning two sessions, a paper session and a tutorial. The abstracts of the paper sessions were all loaded into confex. There are six papers and they are in review by the s/c. The s/c has good commitments from presenters at the tutorial. Both sessions will have the same chair and co-chair (Trobie Thompson – SASOL & Mohammed Imran – Technip Stone & Webster).

Technology & Fundamentals – Tim Zyluga reports

Two sessions are being planned.

Fundamental session is in good shape. All six papers are on track and two have been uploaded. s/c is planning to have all papers uploaded by March 1 and to have all presentations in hand by March 15.

Process Control – Sasha Vragolic reported

The process controls s/c will have one paper session with five papers immediately followed by a round table with all authors.

Rotating Equipment – Michael Tallman reported

The s/c met last Friday. One paper was withdrawn. Three draft papers were reviewed.

Feedstock – Tom Pickett reported

The s/c has five papers uploaded and an update on the contaminants database.

Knowledge Management – Greg Yeo reported. Papers uploaded with exception of two papers. Good plans for next conference! Goal is to upload before June meeting. New website is being offered by Omnipress for mobile apps. It is deemed not of value for us considering that it would double our cost.

There are questions on search functionality on the Omnipress site. Several members had noticed difficulties. KM will investigate.

The KM management s/c has launched a new EPC website on www.aiche.org/epc. KM members are the web masters. In future the KM also wants to provide access for the program chair and co-chair.

All sessions chairs should know about this! All MOM are here as long as all s/c send copy of mom to ethylene-email.

AIChE is very satisfied with our website under their umbrella, "We are the heroes of the AIChE sub-groups". Members thanked the s/c for the work done. The new website looks very good!

9. BREAK

10. Nominating Committee Report

David Gent reports. The slides that were presented are included in **Attachment 8**

Ravi, David Mullenix, Mike Moran, Sanjeev are all unanimously

Mike will retire from the committee. Mike has served us for many years and has done much for our organization. Thanks are expressed by Michael Tallman, chairman and all members of the committee. THANK YOU!

A - New LyondellBasell member -

Rick Beleutz is suggested as new member for the committee. The nominating committee spoke to Richard and explained the expectations of membership. They recommend Rick for membership. Rick was not a member of AIChE member or F&PD but will become a member. Rick has not indicated in which s/c he would serve. Michael Tallman will contact Rick to explain where we have most needs (Maintenance, Environmental & Rotating) but giving Rick the freedom to select the committee where he can contribute most.

B - Officer Election: Treasurer -

Tom Pickett is candidate for new treasurer. A majority vote is sufficient. Tom received unanimous vote.

C - Officer Election: Vice Chairman -

Walter Postula is candidate. A majority vote suffices. Walter received unanimous vote.

D - Officer Election: Program Co Chairman -

Sasha Vragolic and Tim Zygula are both willing to serve. Tim obtained majority vote and will serve as Program Co Chair. Sasha was thanked for his willingness to serve and is asked to volunteer again.

11. Old Business:

Knowledge Management Excess Funds –

Greg Yeo and Sanjeev Kapur report.

An attorney was consulted to prepare a short agreement between EPC and author as well as the Omnipress language that authors and readers see when loading or opening content.

EPC will not take ownership or copy rights of the content. We also don't want to ask for compensation to distribute content. The decision on whether we leave it open to just omnipress members or general public can be made later.

The cost for legal advice is estimated to be below \$1000. A motion was made to approve that KM sub-committee retain council to prepare draft agreement and

liability language when accessing content for up to \$2,000. Richard Rolke proposed and Aivars Krumins seconded, unanimously approved.

12. New Business:

A – F&PD Membership Initiative –

Looking for new members. EPC is largest group within F&PD. Flyer is included in **attachment 9**. Members are encouraged to distribute.

B – Conference Evaluation Forms –

Membership in s/c. Can we add a question on the evaluation form "if you are interested in this s/c please provide name". Good idea.

C – Proposed Meeting Dates 2014/2015 Cycle –

A suggestion is made for meeting dates for the 2014/2015 cycle. Suggested dates are:

June 14 2014; August 23 2014; October 11 2014; November 29 2014; January 17 2015 and March 7 2015. Conference next year will take place in Austin TX from April 27 till May 1. As year progresses we can determine need for two meetings in 2015 before the conference.

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 June 12th, 2014 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

15. Adjournment:

Michael Tallman adjourned the meeting at 8:30 pm.

ACTIONS SUMMARY

[illegible]