

Ethylene Producers' Committee Meeting Minutes – June 6th, 2013

Following are the minutes of the June 6, 2013 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel (formerly Renaissance Greenway Plaza Hotel), in Houston, TX.

1. Attendance

Sanjeev Kapur, Michael Kennedy, Aivars Kruminis, Ravi Lal, David Mullenix, Robert Nussbaum, Walter Postula, Richard Rolke, Jonathan Sterne, Michael Tallman, Jack Tindel, Paul Van Helmond, Sasha Vragolic, Greg Yeo & Tim Zygula

Not present was Jake Berret, Toby Darbonne, Jeff Edwards, David Gent, Michael Moran, Tom Pickett, Rick Prickett and Richard Rolke

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.

Vice Chairman 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:

Sasha Vragolic presented a safety moment about hurricanes. A hurricane preparedness flyer of FEMA discussed (see **Attachment 3**).

4. Approval of Previous Meeting Minutes:

Approval of the minutes of the March 7th meeting proposed by Sanjeev Kapur, seconded by Tim Zygula – approved unanimously.

5. Chairman's thoughts for 2013/2014

Michael Tallman explains that the 2014 conference next year will be one month earlier than in 2013. This will require some extra effort and earlier than normal start of planning activities.

6. Treasurer's Report:

Michael Kennedy handed out the input forms for tax filings that he prepared for the tax accountant. The report shows monthly balances deposits and withdrawals. He also reported the status of the following accounts:

- Activity since last meeting – only 1 transaction – expense of last meeting
- General Fund Checking Account (expenses described above)
- Knowledge Management Fund Checking Account
- Knowledge management Fund Certificate of Deposit (interest earned)

All balances are in line (main fund slightly lower) compared with those from last year.

Two thirds to three quarters of members have paid their dues for 2013.

A copy of the checking account summary is provided as **Attachment 4**.

7. Review / Critique 2013 Conference

Ravi Lal / Paul van Helmond / Walter Postula

Some issues with presentation given at the last conference were discussed:

- Readability of slides needs to be reinforced. We have a guideline that gives hints but presenters sometimes do not follow these. It is a task session chairs and sub-committees to reinforce this
- Aspect ratio (3-4 or 9-16) needs to be communicated
- Written permission for uploading papers needs to be revisited. Shall we re-instate the form?

Ravi Lal had sent out evaluation forms prior to the meeting. These forms are included under **attachment 5**

Past conference chair (Paul van Helmond) and past conference vice-chair Walter Postula presented their critiques. The slides are attached in **attachment 6 and 7**.

8. 2013 Program Chair Report

Dates for the conference next year will be in the Hilton New Orleans Riverside on March 30 – April 3. We will try to have our conference in the Hilton not the convention center. There is a tentative date to visit to New Orleans in week of August 19. More details on the timeline are in **attachment 8**.

Sub-committee directors are asked to provide number of sessions, session titles, session descriptions, and chair-co-chair information ASAP.

9. Report on 2013 Meeting with EEPC

Michael Tallman reports on the meeting we had with the EEPC. Mike gives a summary of the discussion that were held on May 1st between EPC and EEPC:

- Explanation of the EEPC structure and work methods.
- Potential exchange of papers between our conferences
- Our plans on producing safety training modules

Minutes of the meeting were taken and are included in **attachment 9**.

10. BREAK

11. Subcommittee Reports

Safety – Robert Nussbaum reported

The S/C had their first meeting. Jake Berret will act as S/C chair and Robert Nussbaum as S/C co-chair. In the conference feedback sheet five papers were suggested/offered. The S/C is contacting the people that made the comments.

The S/C will tentatively have 2 sessions. Rick Swain will be chair and Anne Balinsky co-chair for one of these sessions.

Environmental – Walter Postula reported.

The S/C has not met yet. New members have joined. The first meeting is scheduled for late June through teleconference.

S/C will have one session (tentative).

Operations – Jake Berret left note for Michael Tallman to report.

The S/C is reviewing feedback forms, but they have not yet met. They are seeking new membership. Richard Rolke plans to join. New members are requested to contact Jeff Edwards and/or Michael Tallman.

Maintenance – Paul Van Helmond reported

The subcommittee has scheduled the first meeting on Tuesday June 25. At this meeting the S/C normally nominates session chairs and co-chairs and this is also in the planning for this year. Sub-committee will also review critiques of the sessions at previous conference.

Technology & Fundamentals – Tim Zygula reported.

The first meeting was held. S/C went through feedback forms. They have collected a back-log of papers on fundamentals from past year. Jack Buehler and Brian Bahr will chair and co-chair this session once again.

The S/C is further considering a tutorial on reactors and/or a joint session maybe with rotating or environmental.

Process Control – Sasha Vragolic reported.

The S/C will meet on June 20. Jim Hackney is likely chair and Sasha Vragolic will likely act as co-chair.

Rotating Equipment – Michael Tallman reported.

The S/C plans their first meeting by end of the month. Michael will advise that technology may have interest in joint session.

Feedstock – Note from Tom Pickett

S/C has not yet met but plans to have the number of sessions and chairs name after first meeting..

There is a contaminants database that was issued a few years ago, but this is not on-line. Are there plans to include it in our paper database?

Knowledge Management – Michael Tallman reported.

All current members of KM committee are willing to stay on. Michael Tallman will act as chairman, members are Greg Yeo, Michael Kennedy, Sanjeev Kapur and Walter Postula. Motion to accept by David Mullenix and seconded Robert Nussbaum. Motion is unanimously approved.

Uploading – we have a proposal from Omnipress ready for signature. Goal is to have all conference papers up-loaded before next meeting.

Import/export review – see slides **attachment 10**

Eight attempts to gain access from Iran but only two pages were viewed for all these attempts. We have an agreement in place with Omnipress that they give us the tools to verify who is accessing the database.

There has been no activity of the Knowledge Management subcommittee to report since the last meeting.

Charter needs to be confirmed each year. It is suggested that we vote on it at our next meeting. The charter is attached in **attachment 11**.

We have adequate funds to reinstate complete site. KM will make proposal on dues for next year at next meeting.

Sanjeev Kapur and Greg Yeo report on the development of learning modules. At the last committee meeting there was presentation of making learning modules, education packages on safety training. There is no written proposal yet. The KM is considering following questions:

- What will be the topics?
- Which experts do we use?
- What will be the guidelines for compensation?
- In what format will we produce the modules?

The S/C has approached Ralph King (CPC retired) as potential author. Ralph is doing something similar with ASME already and there are possibilities of sharing costs with AIChE.

AIChE is actually also working on a training website, so there may be possibilities to work with them. The format that they are considering is webinars.

There is enthusiasm. We have never directly contacted experts and pay them so there may be good sides to work with others. Idea will be to make one module to see how it works and how to grow it.

The S/C will present further ideas at the next meeting.

Michael Tallman presented slides covering nominating committee membership, knowledge management committee and suggested meeting dates of the committee. The slides are included in **attachment 12**.

12. Nominating Committee Report

No new action of the nominating committee was undertaken since last meeting.

Re-appointment of Nominating S/C. Jon Bowen will retire from the Nominating Committee. David Gent will join and act as chairman of the committee. Chairman shall appoint (per by-laws) nominating committee members. Greg Yeo and Michael Kennedy will remain as members.

13. New Business:

At the last conference we lost a complete session. There is discussion whether we need a hard deadline or are there lessons to be learned from lost session.

14. Upcoming Meeting Dates

Meeting dates for 2013/2014 are discussed and agreed:

Jun 6
Aug 22
Oct 10
Nov 21
Jan 30

A 6th meeting has been held in some years and we leave the option open.

15. Adjournment:

Chairman Michael Tallman adjourned the meeting at 7:30 pm.

16. Next Meeting:

The next meeting will be at 6:00 pm August 22nd, 2013 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

Minutes prepared by Paul van Helmond.

ACTIONS SUMMARY

ITEM	BY	WHEN
Send the treasurer's report to PVH	Michael Kennedy	
Audit on the books and report to the committee	Michael Kennedy /	
Get the requirements on up-loading papers clear. Prepare a procedure.	Walter Postula / Greg Yeo /Lauren	
Get all papers/presentations ready for up-load on website	Paul van Helmond	
Let Walter know about names of session chairs and numbers of sessions	All directors	
Old business feedstock contaminants uploading of spreadsheet	Michael Tallman	
Check with omnipress about upfront approval from non sanctioned countries.	Michael Tallman	
KM will make proposal on dues for next year at next meeting.	KM	
KM proposal on learning modules	KM	
KM to advise on article 7 section 2 needs revision to be specific on what type of vote is required majority or unanimously.	David Gent	
Advise their respective sc of meeting schedules and AIChE deadlines	All directors	
Inform all members and sub-committees of meeting dates of the EPC committee	Paul van Helmond	
Send guidelines to session chairs the guidelines for papers. Which points to emphasize permission to publish, presentation guidelines and other requirements when soliciting abstracts	Walter Postula	