

**Ethylene Producers' Committee Meeting
Minutes – November 21st, 2013**

Following are the minutes of the November 21, 2013 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, Michael Kennedy, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Michael Moran, Robert Nussbaum, Tom Pickett, Walter Postula, Rick Prickett, Richard Rolke, Jonathan Sterne, Michael Tallman, Paul van Helmond, Greg Yeo, Sasha Vragolic & Tim Zygula.

Not present – Jake Berret, Toby Darbonne, David Mullenix & 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:

Greg Yeo presented about a safety incident at the Esso's gas plant in Longford, Victoria, Australia. 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 October 10th meeting to all members. Corrections by Walter Postula were received and incorporated. Richard Rolke proposed to approve the Minutes of meeting with these corrections, seconded by Aivars Kruminis, approved unanimously.

5. Treasurer's Report:

Michael Kennedy reported.

Michael explains balances of accounts (general, knowledge management checking's and knowledge management CD). Low balance in general fund is largely due to larger down-payment for the speaker's dinner. 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**.

Michael also presented the budget for 2013. Sanjeev Kapur proposed to approve the 2014 budget, Greg Yeo seconded, unanimously approved. The 2014 budget is included in **Attachment 5**.

6. 2014 Program Chair Report

Walter Postula reported. Walter's slides are included in **Attachment 6**.

AIChE does no longer sell the hardcopy proceedings. This eliminates the priting time and therefore papers can be uploaded to Confex until very close to the conference. We will have 11 sessions at the conference , nine of which are complete in Confex.

7. 2014 Program Vice Chair Report

Michael Moran reported. Michael's slides are included in **Attachment 7**.

Restaurants for speaker's dinner and network luncheon have been reserved. Michael is coordinating with AIChE on the Sunday evening reception and the contract for the network luncheon.

The speaker's dinner has sufficient budget left, even if we go somewhat over estimated cost of \$120 per person.

8. Subcommittee Reports

Safety – Robert Nussbaum reported

Morning session good. six papers, all confirmed all abstracts uploaded.

Environmental – Walter Postula reported

Four papers, possibly five. Needs a session chair. Aivars Kruminis volunteers to assist.

Operations – Jeff Edwards

Six papers. all uploaded. They have back-up if they need them that will be pushed to next year.

Site visit for young professionals/students to DOW site. St Charles. Part of student conference. Greg will give some details about student conference.

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 were six papers but one dropped out. The s/c has good commitments from presenters at the tutorial. A meeting is scheduled for Dec 12 to review slides of the presenters in 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.

Fundamentals is planning a paper session with six papers. The s/c made a selection of all abstracts submitted and also has a back-up paper selected. The s/c plans to have the papers by March 3rd and presentations by March 17 for review.

The second session is the Auto-Refrigeration workshop. This is in development. The schedule for the workshop is as follows:

- 1) Greg Thompson will present a paper on PHA methodology.
- 2) Ralph King will present Part 1 of his tutorial – This will address API specifications.
- 3) Next will be the panel discussion.
- 4) After the break, Ralph King will present part 2 of his tutorial – Examples and war stories.

The workshop should be ready to go by the first of the year.

Process Control – Sasha Vragolic reported

Have 5 papers and round table.

Rotating Equipment – Michael Tallman reported

The s/c will have two sessions.

Six abstracts needs to be reduce to 4 or 5

Four papers for afternoon plus roundtable. Looking for new co-chair internally in the s/c

Feedstock – Tom Pickett reported

The s/c has five papers uploaded. One presentation will be an update on the contaminant database. Andre Bernard has an update of the contaminant database. separate link. Check on links working.

Request to copy directors on e-mails to session chair/co-chair. discussion who goes the e-mail back to on permission to publish.

9. BREAK

10. Nominating Committee Report

David Gent reports

A the next meeting we will vote on officers. Members are requested to contact David Gent if interested to serve.

11. Old Business:

Knowledge Management – Greg Yeo and Sanjeev Kapur report. Copies of the slides presented are included in **Attachment 8**. Embedded in this attachment are the plans for the safety training module. This file is also separately included as **Attachment 8A**.

The 2013 papers and presentations have been uploaded but some errors persist that need to be corrected. In the future the uploading of papers will be handled by the knowledge management s/c in coordination with the program chair.

Knowledge management suggests that the EPC website be hosted through AIChE website and that we abandon the google site. All agreed this is a good idea.

A detailed plan has been prepared for the preparation of process safety training modules.

The Safety s/c was asked to suggest topics for the training modules. KM had a meeting with Ralph King who is prepared to make a first pilot. An outline has been

prepared for two 45 minute sessions. Suggested format is power point with voice recording. There may be band-width problem with voice so this is still uncertain. There would also be a backup white paper for more depth. Transcript is also an idea.

Hosting on Omnipress is possible also AIChE is interested. If we go with AIChE, KM will ask for members of EPC to get free access.

There is discussion about possible liabilities involved with the training sessions. KM intends to draft rules that describe responsibilities and liabilities of the EPC and author. Intention is to use similar rules as apply to paper authors.

Motion for KM s/c to continue to develop the plan as presented without committing expenditure or committing to publish is proposed by Michael Tallman and seconded by Paul van Helmond, unanimously approved.

12. New Business:

None

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

15. Adjournment:

Michael Tallman adjourned the meeting at 8:55 pm.

ACTIONS SUMMARY

ITEM	BY	WHEN
Provide instructions for up-load to all session chairs	Walter Postula	
Amend session chair guidelines	Walter Postula	
Charter for KM will be updated after conference	KM	
KM will give update on progress of website on AIChE platform	KM	
M Tallman to write a request for payment to Michael Kennedy to collect dues	Michael Tallman & Michael Kennedy	