

Ethylene Producers' Committee Meeting
Minutes – November 13th, 2014
FINAL

Following are the minutes of the November 13, 2014 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Walter Postula.

1. Attendance:

Present – Rick Beleutz, Toby Darbonne, Jeff Edwards, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Robert Nussbaum, Tom Pickett, Walter Postula, Rick Prickett, Mark Schmidt, Micheal Smith, Jonathan Sterne, Michael Tallman, Trobie Thompson, Paul van Helmond, Sasha Vragolic, Greg Yeo, and Tim Zygula.

Not present – Neil Amedee, Jake Berret (not currently active), David Gent, 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 Paul van Helmond 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.”

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

3. Five Minutes on Safety:

Rob Nussbaum discussed the hazards of objects falling from heights. He presented an example of a piece of ½” stainless steel tubing that had been knocked off the upper level of their furnace structure and pierced a composite scaffold board.

4. Approval of Previous Meeting Minutes:

Walter Postula sent the draft minutes of the September 25 meeting to all members on September 30th. No comments were received. Walter issued the final minutes on October 23rd. Greg Yeo proposed to approve the minutes of meeting, seconded by Mark Schmidt. The minutes were approved unanimously.

5. Treasurer's Report:

Tom Pickett presented the financial report. One membership dues and one sponsor fee were deposited since the September meeting. Tom indicated that these were both "old business." With the additional sponsor fee the overrun of 2014 coffee break expenses was reduced to ~\$1063.00. Expenses included September meeting dinner and bank fees.

No deposits were made in Knowledge Management and there were no expenses

A copy of the Treasurer's report is included in **Attachment 3**.

Tom Pickett also presented a proposal for a 2015 operating budget, which is included in **Attachment 4**. Tom recommended that the member dues remain at \$850.00 for 2015 and that we target an "end of year" balance of \$10,000.00 in the General Fund. Tom also recommended that we consider increasing member dues for 2016, but will revisit in during our last meeting of 2015. Tom proposed to accept the operating budget and dues level as presented, seconded by Mike Tallman. The proposal was approved unanimously.

6. 2014 Program Chair Report:

Sasha Vragolic presented the timeline for program development, which remained unchanged from previous meeting. The deadline for upload of abstracts is November 14th. The question was raised about how to get an abstract uploaded after that date. Recommendation is to work with Sasha because as conference chair he has extra privileges within the AIChE Confex system.

NOTE: An e-mail from the Spring Meeting Chair came out on Friday, November 14th, stating that the deadline for abstract upload has been moved to December 1st.

Sasha presented his recommendation for session room layouts. The Ethylene Producers conference will be on the 4th floor of the hotel. The "large" room will be Salons A/B of the Governor's Ballroom with a mixture of classroom and theater seating for a total capacity of 342. The "small" room will be Salons D/E of the Governor's Ballroom with all classroom seating for a total capacity of 282. Rows of

tables can be removed if the audience needs help moving to the front. The room set ups are mirror image of one another, with entry from the rear in both cases.

There are 11 sessions planned, along with an EPC keynote. Abstract upload is progressing well.

Sasha presented a reworked draft program. The AIChE keynote will be from 8:00-9:15 AM on Monday. The EPC keynote will be from 1:30-2:15 PM on Monday. The EPC sessions will be shortened in the morning (9:30-11:30 AM) and in the afternoon (2:30-5:00 PM) on Monday to accommodate the keynotes. Tuesday through Thursday sessions will occur at their "normal" times of 8:00-11:00 AM and 2:00-5:00 PM. The Wednesday and Thursday sessions will run unopposed.

The Committee supported the recommended room layouts and the new program.

Sasha's slides are included in **Attachment 5**.

7. 2014 Program Co-Chair Report:

Tim Zygula presented the Program Co-Chair report.

Jeff Wood is organizing the Sunday reception.

AIChE has the contract with Capital Grille for the Networking Lunch in hand for execution. The target is 150 attendees at ~\$40 per ticket.

The contract with Sullivan's Steakhouse for the Speakers' Dinner is completed, just needs to be signed. They are allowing the EPC to pay by check on the date of the dinner. Overall cost for 110 attendees is projected to be \$15,060.00.

Coffee breaks will be in Salon C of the Governor's Ballroom. This space is between the two session rooms and should be able to accommodate 30 sponsor tables with no issue. Tim is planning to limit the sponsors to 30. Preliminary catering cost is much more in line with San Antonio 2013 than New Orleans 2014 (tax exempt status in Texas helps as well). Overall cost for San Antonio was ~\$24,500 and coffee was short during all breaks. Tim will adjust sponsor fee to ensure there is adequate budget.

Tim's slides are included in **Attachment 6**.

8. Subcommittee Reports:

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

Safety – Rob Nussbaum reported. The Safety Subcommittee has four abstracts uploaded and one highly probable for next week. Planning on one session with five papers.

Environmental – Walter Postula reported. The subcommittee held a teleconference on November 10th. Four abstracts are uploaded, two papers are in hand for review, and one presentation. Planning one session with four papers. Proposed timing for session on Monday morning works well.

Operations – Greg Yeo reported. One abstract is uploaded and have a line on one or two more. Will pull two more in from the Technology/Operations “Flare” session.

Maintenance – Paul van Helmond reported. One abstract is uploaded. Six papers are planned for the session. One abstract will take a bit more time to finalize (over the next couple weeks).

Technology & Fundamentals – Michael Tallman reported. Three sessions are planned. The first is the typical Fundamentals session that has eight papers in hand and will likely have one or two more. The second session is a joint session with Operations on flaring (regulations, design, operation). There are nine abstracts in hand for this session, will be sending two to the Operations session. The third session is two papers followed by a panel discussion on macro trends that are driving the petrochemical business and technology development.

Process Control – Sasha Vragolic reported. Looking at four potential papers (one could be 2X the normal length). Have one unsolicited abstract that the subcommittee needs to decide on.

Rotating Equipment – Michael Tallman reported. Two sessions are planned with eight to nine papers total. Have eight abstracts uploaded and one more in hand.

Feedstock – Tom Pickett reported. Have three abstracts uploaded (two are just place holders at this point). Plan is to have total of four papers (one is two parts). Have one other abstract (from Baker Hughes on Cracked Gas Compressor Fouling) to share if needed by another subcommittee.

9. BREAK

10. Knowledge Management:

Greg Yeo reported. The subcommittee has not met since the last main committee meeting.

A – Safety Training Modules

Still slowly progressing toward a finished product for the Brittle Fracture module, but not there yet.

11. Old Business:

Nothing to report.

12. New Business:

Mike Tallman put in plug for member of the committee to serve as director of Fuels and Petrochemicals Division. His term is expiring at Spring Meeting, election is coming soon.

Tim Zyguła shared a few remarks on the EEPCC conference (Warsaw, Poland) he attended. Much more of a discussion based meeting than EPC.

An equipment vendor wished to join the main committee. Feed back to them was that subcommittee participation is more appropriate. Greg Yeo mentioned that a “subcommittee policy” document was started 7-8 years ago, but never completed. It would be good to have this reference document for when questions such as these arise.

Question was raised about the need to have a March meeting, or if January meeting would be the last. Important because of need for Nominating committee to bring officer nominations forward. After some discussion the decision was taken to have only one meeting before the conference, but to move it to Thursday, February 26, 2015.

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 February 26, 2015 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

15. Adjournment:

Paul van Helmond adjourned the meeting at 7:45 pm.

ACTIONS SUMMARY

ITEM	BY	WHEN
Follow up with Omnipress on the effectiveness of the search engine wrt old scanned documents.	Greg Yeo	February 26, 2015
Check for availability of NOx subcommittee minutes within respective company for late 90's to early 00's time period for upload to EPC archive site (compare with what Greg Yeo already uploaded).	Rick Prickett Walter Postula	February 26, 2015
Update profiles for new committee members (Neil Amedee, Micheal Smith, and Trobie Thompson) on AIChE site.	Greg Yeo	February 26, 2015
Include request to reaffirm intentions for rejoining committee in Jake Berret's dues letter for 2015.	EPC Chair	December 8, 2014
Send dues letter for 2015 committee membership	EPC Chair	December 8, 2014
Subcommittees are reminded to forward all subcommittee minutes to ethyleneproducerscommittee@gmail.com	All	Ongoing
Send note to session chairs/co-chairs on break timing and keeping Confex up to date with presenting author information (will help plan Speakers' Dinner invites)	EPC Program Chair	December 1, 2014
Remind sponsors (in invitation letter) that they need to also register for the conference	EPC Program Vice-Chair	January 2015
Keep EEPCC appraised on module (tutorial) status	Greg Yeo and Sanjeev Kapur	As needed prior to module issue
Inform Mike Tallman if you have interest in serving as an officer	All	January 2015
Review draft document on EPC website (aiche.org/epc) on Subcommittee Policies. Send comments to Nominating Committee.	All	February 26, 2015
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	
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	