

## **Ethylene Producers' Committee Meeting Minutes – August 10<sup>th</sup>, 2017**

Following are the minutes of the August 10, 2017 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Jeff Edwards

### **1. Attendance**

Present – Rick Beleutz, Jake Berret, Bala Devakottai, Chaka Elam, Gene Osborne, Tom Pickett, Walter Postula, Micheal Smith, Paul van Helmond, Jeff Nichols, Sasha Vragolic, David Gent, Sanjeev Kapur, Richard Rolke, Mark Schmidt, Aivars Krumins, Ravi Lal, Jeff Edwards and Tim Zygula.

Not present – Toby Darbonne, Greg Yeo and Michael Tallman.

The updated EPC member contact list appears in **Attachment A1**.

*[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:**

Committee Chair Tim Zygula called the meeting to order at 6:00pm. Jeff Edwards 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 A2**.

### **3. Five Minutes on Safety:**

Richard Beleutz discussed a natural gas release incident on a superheater that was caused by a damaged flange face. More detail of this incident will be presented at the EEPC conference in Dresden.

A summary presentation is included in **Attachment A3**.

#### **4. Approval of Previous Meeting Minutes:**

Sasha Vragolic sent the final minutes of the June 15<sup>th</sup> meeting to all members on July 28<sup>th</sup>, 2017. The minutes reflect the comments received. The approval of the minutes was proposed and seconded. The minutes were approved unanimously.

#### **5. Treasurer's Report:**

Tom Pickett presented the current EPC finances. The report is attached as **Attachment A4**.

The report included the balance between cost of conference break refreshments and the income from the sponsors for the past three years.

There was discussion with reminders to maintain the general fund above \$10K.

#### **6. Nominating Committee**

Sasha Vragolic proposed a change to the bylaws to add acquisitions and divestitures to mergers in Article II Section 4. It passed unanimously. Sasha and Walter Postula will change the bylaws accordingly.

Jeff Edwards, Richard Rolke, and Michael Tallman were nominated by the nominating committee and voted by ballot to renew their membership. This is consistent with Article III Section 2 of the bylaws

A summary presentation is included as **Attachment A5**.

#### **7. Committee Chair's Thoughts**

Committee Chair Tim Zygula reviewed the 2017-2018 meeting dates and deliverables. The slides are attached as **Attachment A6**.

There was a discussion that the session chairs needed to be finalized, and they needed access to Confex. Richard Rolke took the action item to resolve.

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#### **8. 2017 Program Chair Report**

Richard Rolke presented the slides in **Attachment A7**. The discussion included comments that the Audio/Visual set-up would be the same as last year at San

Antonio. Similarly, the seating arrangement would be the same since the rooms were very large like last year. The Marriott World Center in Orlando is more remotely located than other downtown venues, so the dinner will require a bus ride. There are facilities for the lunch onsite.

There was discussion about a panel question and feedback application for smart phones. This could potentially replace the paper feedback forms. Richard will be working on this and updating the committee as he prepares for the conference.

There was also discussion about the need for a Thursday session. Our current session count did not appear to require extension to Thursday, at this early stage of the process.

## **9. 2017 Program Co-Chair Report**

Rick Beleutz presented the slides in **Attachment A8**. The committee approved Rick to spend up to \$16K to make the necessary arrangements for the speaker's dinner. Rick is working with AIChE for AIChE to develop 'sponsor packages' for us to send to our sponsors. These packages will provide useful information to sponsors about a wide range of issues, including booth electricity, mailing materials, storage of materials, space restrictions, registration expectations, and other cost and logistics information.

The EPC-EEPC networking meeting was tentatively set for breakfast Wednesday morning, similar to last year, in or near the session rooms.

## **10. Break**

## **11. Subcommittee Reports**

**Safety** – The safety subcommittee is planning a single session. 6 papers are probable. There is no general theme. The next meeting is in September.

**Environmental** – The environmental subcommittee is planning a single session. They expect to start their session with a consultant overview, then fill the rest of the session with papers.

**Operations** – The operations subcommittee is planning a single session. They have approximately 10 papers in progress, from which to select the best 6. They are meeting again before the end of August.

**Maintenance** – The maintenance subcommittee is planning a single session and has 6 papers in progress.

**Technology & Fundamentals** – The technology subcommittee will have a technology fundamentals session of papers that are currently under review. They are also considering a technology tutorial session, and prefer to co-sponsor with another subcommittee, such as operations or maintenance. These discussions are in progress.

**Process Control** – The process control subcommittee is planning a single session with 4 papers.

**Rotating Equipment** – The rotating subcommittee is making progress. They are working with potential papers from EEPCC.

**Feedstock** – The feedstock subcommittee has ideas, but no papers in hand yet.

**AIChE Big Data Topical** – This will be a co-sponsor opportunity between EPC and AIChE for a session in AIChE's big data topical that is dedicated to the ethylene industry. This is currently in the discussion stages, and more details are expected to follow in ensuing meetings.

## 12. Knowledge Management

- A) Knowledge Management Charter was reviewed, and the proposed changes were approved. The draft is included as **Attachment A9**.
- B) OmniPress Paper and Presentation Database – consistent with the last meeting, there was discussion about the change from company ID's to individual ID's. Notices were sent to company contacts, or licensing managers. EPC members asked for a list of their company contacts to help ensure follow-up within their companies. EPC members also asked for a procedure or written summary to help educate the EPC on these changes. See the action item register.

## 13. Old Business:

- A) The Low Temperature Embrittlement subcommittee will create a proposal for the next three areas to discuss in continued participation among its subcommittee members. Micheal Smith will draft the new charter.
- B) Aivars Krumins led a discussion about simplifying break sponsorship management. Several ideas were discussed. The over-arching theme was small changes each year, instead of large scale changes in a single year.

## 14. New Business:

- A) The NOx subcommittee will meet to generate a proposal for refreshing this subcommittee and for the direction of its deliverable for the EPC.
- B) There was discussion about what to do and where to store our notarized survey forms from our recent surveys. Sasha Vragolic took the action item to develop ideas.

## **15. Review Action Items List**

See action item summary listed on the table at the end of this minutes document.

## **16. Next Meeting:**

The next meeting will be at 6:00 pm September 21, 2017 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm. Subsequent meetings are scheduled for 11/2/2017, 12/7/2017, and 2/1/2018.

The 2018 EPC conference is scheduled for April 22-26, 2018 at the Marriott World Center in Orlando, Florida.

## **17. Adjournment:**

Committee Chair Tim Zygula adjourned the meeting.

## **ACTIONS SUMMARY**

<b>ITEM</b>	<b>BY</b>	<b>WHEN</b>
EPC Chairman to send final meeting minutes of prior meeting with the agenda for first meeting after the conference.	Future EPC Chairs	Prior to first meeting of each meeting rotation
Nominating committee change bylaws to add acquisitions and divestitures to mergers.	Sasha Vragolic Walter Postula	September 21, 2017
EPC Program Chair work with AIChE to get session chairs access to Confex, and last year's session 'rolled into' this year's program for a starting point.	Richard Rolke	September 21, 2017
Continue progress on a smart phone application for session feedback and panel questions.	Greg Yeo Aivars Krums	September 21, 2017
Send Richard Rolke session chair and co-chair names for your subcommittees.	Directors	September 21, 2017

Technology and Operations or Maintenance subcommittee chairs work together to determine if a joint-session is viable	Aivars Krumins Richard Rolke Paul van Helmond	September 21, 2017
Develop a plan or options for handling and storing our notarized survey forms from recent surveys	Sasha Vragolic	September 21, 2017
Send Directors the names of their company licensing managers with Omni-press. Also send the Directors a copy of the note that went to the licensing managers already.	Michael Tallman	September 21, 2017
Develop and send a proposal for the next 3 areas to focus our continued participation on the low temperature embrittlement subcommittee.	Micaheal Smith	September 21, 2017
Develop and send a proposal for the next focus area for the NOx subcommittee.	Micaheal Smith	September 21, 2017
Develop a proposal to address the proper share of the fees for merged companies to pay for archiving costs.	Walter Postula	September 21, 2017
Consider scheduling the most highly attended sessions, Safety and Operations, later in the week to maintain high attendance throughout the conference.	Directors	On-going
Program Vice-Chair to discuss with AIChE the last-minute change of EPC reception location.	Rick Beleutz	December 15, 2017
Program Vice-Chair to consider having someone at the door of the networking lunch to collect tickets.	Rick Beleutz	April 24, 2018