

## **Ethylene Producers' Committee Meeting Minutes – December 7, 2017**

Following are the minutes of the December 7, 2017 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

### **1. Attendance**

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

Not present – Jeff Nichols, Richard Rolke, Micheal Smith, and Greg Yeo.

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:**

Jeff Edwards presented the safety topic on the importance of inspecting walking surfaces, i.e., grating over hazards and deterioration mechanisms of the grating supports and structure. He discussed an incident that occurred at an overseas facility.

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

Jeff Edwards sent the final minutes of the November 2<sup>nd</sup> meeting, incorporating comments he received, to all members prior to the December 7, 2017 meeting. They were approved at the December 7<sup>th</sup> meeting, along with the September 21<sup>st</sup> meeting minutes, that had not yet been approved at prior meetings.

#### 5. Treasurer's Report:

Tom Pickett presented the current EPC finances. The report is attached as **Attachment A3**. He also presented the proposed budget for 2018, attached as **Attachment A4**.

The general fund continues its ratable decline. It is currently at \$10,000 and projected to be near \$6,000 by year end. There was discussion about mitigations, including cost reduction ideas and price increase targets for dues. Ideas included a \$100 increase in dues this year and another \$100 increase next year. Ideas also included reducing the number of meetings to 5 meetings between the 2018 and 2019 conferences.

The committee voted to increase the 2018 dues to \$1050 per member.

Total accounts are about \$8,000 lower than a year ago.

#### 6. Nominating Committee

Sasha Vragolic presented an update from the nominating committee. Richard Rolke volunteered for committee co-chair. Mark Schmidt volunteered for program co-chair. Tom Pickett volunteered for Treasurer. Sasha asked anyone who wanted to oppose them to let him know of their interest.

Sasha presented the operating rules of the feedstock contaminant subcommittee for approval. They are included as **Attachment A5**. The committee approved.

#### 7. Program Chair Report

Jeff Edwards reviewed the program chair report slides that Richard Rolke developed. They are included as **Attachment A6**. Much of the discussion revolved around continued issues with confex and confusing badger mail. Richard is on point to assure the presenters and authors follow EPC requirements and to resolve confex issues.

## 8. Program Co-Chair Report

Rick Beleutz presented the program co-chair report slides in **Attachment A7**. Arrangements are nearing completion for the Speakers' Dinner at Vines, the Networking lunch at Siro's at the Marriott, the coffee break area at the Marriott.

There are 54 tables available for sponsors. A price of \$1000 per sponsor was suggested. The catering menu needs to be finalized so break pricing (and thus sponsor fee) can be finalized.

The EEPC/EPC meeting will be held Wednesday morning prior to the start of the sessions.

## 9. Subcommittee Reports

**Safety** – Jake Berret – The safety subcommittee has 6 papers in a single session. There are no known legal holds on any of the papers at this time.

**Environmental** – Walter Postula – The environmental subcommittee has all of their abstracts uploaded. No issues at this time.

**Operations** – Richard Rolke's email update – The operations subcommittee selected 6 papers from the 12 abstracts that were submitted. Notifying authors, will finalize operations program in confex next week.

**Maintenance** – Paul Van Helmond – The maintenance subcommittee has abstracts loaded for their session. 6 papers. No issues.

**Technology & Fundamentals** – Michael Tallman – The technology subcommittee is planning two sessions. The fundamentals session selected 6 papers from the 10 abstracts that were submitted. The quench oil tutorial session is in progress with no known issues at this time.

**Process Control** – Sasha Vragolic – The process control session is now full. The Big Data session also made positive progress, and they are currently reviewing two extra papers.

**Rotating Equipment** – Michael Tallman – The rotating subcommittee is on track with both two sessions, including the round table discussion. They plan to have all extended abstracts uploaded in January.

**Feedstock** – Tom Pickett – The feedstock subcommittee has their abstracts uploaded and are in good shape. No known issues at this time.

**AIChE Big Data Topical** – see above update in Process Control

The Chair's timeline was again displayed (See **Attachment A8**). The committee discussed meeting dates for next year and preparation for the February meeting.

#### **10. Knowledge Management**

Michael Tallman discussed waiving of dues for the knowledge management website. The committee approved waiving them again this year.

Sanjeev Kapur said we should have Steve Coleman's work on the ethylene decomposition learning module completed in time to be announced at the conference.

#### **11. Old Business:**

Micheal Smith was not at the meeting, so the agenda topic was not discussed.

#### **12. New Business:**

A) Aivars and Tim discussed the issues we have been experiencing with the distribution of attachments. Some of the issues were caused by corporate firewalls. Some of the issues were caused by embedded macros in the attachments. Reminders are being sent to authors and presenters to be wary of transitions in powerpoint and other macro problems that can manifest at the conference.

B) Meeting dates for the 2019 conference were discussed. Jeff will distribute a draft before the next meeting.

#### **13. Review Action Items List**

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

#### **14. Next Meeting:**

The next meeting will be at 6:00 pm February 1, 2018 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

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

### **15. Adjournment:**

Committee Chair Tim Zygula adjourned the meeting at 8:00 pm.

### **ACTIONS SUMMARY**

<b>ITEM</b>	<b>BY</b>	<b>WHEN</b>
Continue progress on a smart phone application for session feedback and panel questions.	Greg Yeo Aivars Krumins	December 31, 2017
Develop a plan or options for handling and storing our notarized survey forms from recent surveys	Sasha Vragolic	December 31, 2017
Send draft charter for NOx subcommittee to Directors	Micheal Smith	December 1, 2017
Develop a proposal to address the proper share of the fees for merged companies to pay for archiving costs.	Knowledge Management	December 31, 2017
Notify session chairs to notify tutorial presenters that speaker notes embedded in their presentation slides is required	Richard Rolke	December 31, 2017
Program Vice-Chair to consider having someone at the door of the networking lunch to collect tickets.	Rick Beleutz	April 24, 2018
Provide low temperature NOx paper lead to Micheal Smith	Tom Pickett	November 9, 2017
Determine if existing feedback App can handle free form input	Greg Yeo	December 7, 2017
Respond to Ralph King's request	Sanjeev Kapur	November 16, 2017
Send Aivars Krumins information on founding members of EPC for creation of "history" on website	Directors	December 7, 2017
Send Sasha your name if you want to oppose an officer position	Directors	February 1, 2018
Prepare committee vote on retirees to remain on EPC as active members	Tim Zygula Sasha Vragolic	February 1, 2018
Remind authors and subcommittees to pay attention to EPC badger mail and requirements, and not AIChE badger mail that could give different or conflicting direction	Richard Rolke	February 1, 2018
Provide all session chairs with access to confex versus sending them direct contact to AIChE	Richard Rolke	February 1, 2018
Send a note to all subcommittee's and directors to release some/most of their extra papers in confex	Richard Rolke	February 1, 2018
Send note to the committee and subcommittees to be wary that macros create issues with corporate firewalls	Tim Zygula	February 1, 2018