

Ethylene Producers' Committee Meeting Minutes – February 1, 2018

Following are the minutes of the February 1, 2018 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

1. Attendance

Present – Rick Beleutz, Jake Berret, Bala Devakottai, Jeff Edwards, David Gent, Sanjeev Kapur, Ravi Lal, Jeff Nichols, Gene Osborne, Tom Pickett, Walter Postula, Mark Schmidt, Michael Tallman, Sasha Vragolic, and Tim Zygula.

Not present – Toby Darbonne, Chaka Elam, Aivars Krums, Richard Rolke, Micheal Smith, Paul van Helmond, 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 6:01pm. 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:

Bala Devakottai presented the safety topic on the CSB video about the Arkema organic peroxide fires during Hurricane Harvey. It can be found at the following link:

<https://www.youtube.com/watch?v=WZmUVQMh9qM>

4. Approval of Previous Meeting Minutes:

Jeff Edwards sent the final minutes of the December 7, 2017 meeting, incorporating comments he received, to all members prior to the February 1, 2018 meeting. The December minutes were unanimously approved at the February 1, 2018 meeting.

5. Treasurer's Report:

Tom Pickett presented the current EPC finances. The report is attached as **Attachment A3**.

The general fund was temporarily propped by sponsor deposits ahead of the conference. It is expected to have a longer-term boost following the \$100 increase in dues this year, and the reduction in meetings from 6 to 5 during this next 2019 conference cycle.

There were also two subscriptions added in January 2018.

6. Nominating Committee

Sasha Vragolic presented an update from the nominating committee. He led us through implementation of Article IV Sections 2 and 3 of the bylaws. Tim Zygula, Jeff Edwards and Rick Beleutz automatically succeeded to Past Committee Chair, Committee Chair and Program Chair, respectively. Tom Pickett, Richard Rolke and Mark Schmidt were each unanimously elected to Treasurer, Committee Co-Chair and Program Co-Chair respectively. In addition, Jake Berret volunteered for program co-chair elect. A special appreciation was extended to Mark, Rick and Jake for their expected workload in the upcoming conference cycle.

These successions and elections are summarized in **Attachment A4**.

7. Program Chair Report

Rick Beleutz reviewed the program chair report slides that Richard Rolke developed. They are included as **Attachments A5, A6, A7, A8**. Rick reported the sessions are all currently full. The authors, presenters and subcommittee chairs are fine tuning details with their papers and presentations and sessions.

The slide templates for the sessions are included in the attachments. There was discussion about suggested changes to the templates. Richard made some changes since the meeting, and the updated revisions are reflected in the attachments.

8. Program Co-Chair Report

Rick Beleutz presented the program co-chair report slides in **Attachment A9**. Arrangements are complete for the Speakers' Dinner at Vines and the Networking lunch at Siro's at the Marriott. For the dinner, optimal timing of buses was discussed. Optimal times for the social hour before dinner were also discussed. Because of the easy accessibility of the lunch near the Marriott hallways, we will need additional directors to stand at the various entrances to ensure the lunch is reserved for our networking guests.

The Sunday afternoon reception planning is in progress with AIChE.

The EEP/EP meeting will be held Wednesday morning prior to the start of the sessions.

9. Subcommittee Reports

Safety – Jake Berret – The safety subcommittee has a full session. Peer reviews of the papers are planned before April 1st. There was potential to lose a double paper from the CSB, but the CSB re-committed to the conference.

Environmental – Mark Schmidt – The environmental subcommittee has a full session. The subcommittee is reviewing papers at this time.

Operations – Jeff Edwards – The operations subcommittee session is full. No issues at this time. Each paper is being tracked to completion by different subcommittee members.

Maintenance – Tim Zygula read email update from Paul Van Helmond – The maintenance subcommittee has 7 draft papers received. Their main concern is the session could run a little over.

Technology & Fundamentals – Michael Tallman – The technology subcommittee is planning two sessions. Both sessions are full. No issues at this time.

Process Control – Sasha Vragolic – The process control session is full. The Big Data session is also full. Cooperation with Big Data is working well.

Rotating Equipment – Michael Tallman – The rotating subcommittee has both sessions full, including the round table discussion. They are considering reducing from 8 to 7 papers for time consideration. The rotating session included an EEP paper. The EEP pulled the paper and is currently not allowing it to be used for EP. Michael is following up for the committee and will update us at the conference.

Feedstock – Tom Pickett – The feedstock subcommittee has 6 abstracts and papers uploaded. No known issues at this time.

AIChE Big Data Topical – see above update in Process Control

10. **Knowledge Management**

Michael Tallman discussed the two new subscribers.

There are still 6 subscribers that have not logged into the new Omnipress website. Efforts are being made to contact them.

Sanjeev Kapur discussed Steve Coleman's tutorial progress on ethylene decomposition. We did not have an update on the NOx tutorial. Greg Yeo is following up on it.

11. **Old Business:**

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

12. **New Business:**

Jeff Edwards facilitated a discussion about the proposed meeting dates for next year. They are included in **Attachment A10**.

13. **Review Action Items List**

The directors reviewed the action item list and made several revisions. See action item summary listed on the table at the end of this document.

14. **Next Meeting:**

The next meeting will be at 6:00 pm June 14, 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

ITEM	BY	WHEN
Send draft charter for NOx subcommittee to Directors	Micheal Smith	December 1, 2017
Determine if existing feedback App can handle free form input	Greg Yeo	December 7, 2017
Send Aivars Krumins information on founding members of EPC for creation of "history" on website	Directors	December 7, 2017
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
Develop a proposal to address the proper share of the fees for merged companies to pay for archiving costs.	Knowledge Management	December 31, 2017
Provide all session chairs with access to confex versus sending them direct contact to AIChE	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
Update and circulate session template slides	Richard Rolke	February 28, 2018
Send tax exempt form to Rick Beleutz	Tom Pickett	February 28, 2018
Add a slide to the beginning of the session to remind people to log into omnipress	Michael Tallman Richard Rolke	March 28, 2018
Check hotel availability for Dec 6 versus Nov 29 as the final meeting in 2018	Tom Pickett	March 28, 2018
Followup with Oxychem, Formosa, Shintech, Endorama, Total for possible membership in the EPC	Aivars Krummins Tim Zygula Michael Tallman	December 31, 2018