

Ethylene Producers' Committee Meeting Minutes – June 14, 2018

Following are the minutes of the June 14, 2018 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

1. Attendance

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

Not present – Jake Berret, Jeff Nichols, 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 Jeff Edwards called the meeting to order at 6:00pm. Richard Rolke 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 preventing Heat Stress both on and off the job. Included in attachment A3

4. Approval of Previous Meeting Minutes:

Jeff Edwards sent the final minutes of the Feb. 1st meeting, incorporating comments he received. Meeting minutes were approved with no corrections needed.

5. Treasurer's Report:

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

The general fund balance is currently at \$16,769. Previous balance was \$11,297. Total deposits since last meeting were \$77,510 (\$19,950 member dues & \$57,560 sponsorships). Total expenditures was \$72,039 which included Meeting dinner, Conference refreshments, Speaker's Dinner, and Bank fees.

Knowledge management fund received subscription deposits for \$4000 (one corporate and two individual) and a fee of \$50. Current balance is \$68,516.

Total accounts are about \$4700 lower than a year ago.

6. Nominating Committee

Paul von Helmond will be leaving the nominating committee. The total committee will remain at the minimum of 5 members with the current remaining members. Sasha Vragolic will be moving to the Knowledge Management committee. See Attachment A3.

7. Program Chair Report

Richard Rolke, Rick Beleutz and Ravi Lal reviewed the program chair final report slides for the 2018 conference. Review is attached. The overall results of the conference were very positive. Issues with previous conferences around Confex were no longer an issue. Conference attendance was even with previous locations away from Houston area. Good discussion about moving more to a virtual session feedback format. Plus/Deltas were reviewed to carry forward into the 2019 conference planning cycle. See attachment A5. Reviewed joint EPC/EEPC meeting notes attachment A6.

8. Program Co-Chair Report

Rick Beleutz/Mark Schmidt presented early proposals for the 2019 conference. Presentation is attached. First pass sessions will need to be uploaded into Confex by June 21st. These can be revised as needed going forward. Attachment A7.

9. Committee Chair Report - Thoughts for 2018-2019

Jeff Edwards discussed some of his thoughts around the direction for the EPC going forward. Discussed thoughts around how to further leverage the extensive technical paper library that EPC maintains? Can the EPC further provide training within the industry? What will the next generation of the EPC look like? Forward comments to Jeff. See attachment A3.

10. Subcommittee Reports

Safety – First meeting was held on June 14th. Three potential areas of focus discussed for upcoming conf; joint session with Operations on Commissioning, NOx subcommittee paper, and tutorial with Process Safety around RTO..

Environmental – Walter Postula – First mtg on June 14th. Interest in session focusing on Ethylene MACT. 3 carryover papers available.

Operations – Richard Rolke - first mtg scheduled for July 31st. Interest in a tutorial session.

Maintenance – Paul Van Helmond – First mtg scheduled for July 12th. No updates yet.

Technology & Fundamentals – First mtg June 14th. Interest in a tutorial session.

Process Control – Sasha Vragolic – First mtg scheduled for mid-July. No updates yet. Big Data joint session is again supported and will be co-sponsored by EPC.

Rotating Equipment – No updates.

Feedstock – Tom Pickett – No updates.

AIChE Big Data Topical – see above update in Process Control

11. **Knowledge Management**

Michael Tallman - Conference papers have been uploaded into Confex, as of June 22nd. Ethylene decomposition tutorial is getting ready for review. Draft charter reviewed and approved. Attached for review. Discussed whether other options outside of Omni Press are available to manage the technical paper library. Cost keeps rising for this service.

12. **New Business:**

A) See above.

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 August 9th, 2018 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

Following meetings:

Oct. 10th

Dec. 6th

Jan 31st

2019 EPC Conference:

Hilton Riverside in New Orleans, LA.

Draft session schedule input – June 20, 2018

Call for papers June 25, 2018

Conference March 31 – April 4, 2019

Future conferences:

2020 Houston - Hilton Americas/GRB

2021 Dallas

2022 Florida?

2023 Houston

2024 San Antonio or New Orleans

15. Adjournment:

Committee Chair Jeff Edwards 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
Follow-up with Oxychem, Formosa, Shintech, Endorama, Total for possible membership in the EPC	Aivars Krumins Tim Zygula Michael Tallman	December 31, 2018

Forwards ideas to Jeff Edwards on what next generation of EPC; Tech sharing, etc... generate charter to review incremental changes to EPC charter.	Jeff Edwards	August, 2018
Distribute a template slide for papers		December, 2018
Reinforce maximum cost of speakers dinner	Jeff Edwards	August, 2018
If looking for new committee members, contact Sanjeev	Committee chairs	August, 2018
Determine if NOx survey needed this year	Jake Berret	August, 2018
Session Committee chairs to forward session timing information and timing to Rick B	Session chairs	August, 2018
Program chair/co-chair to drive technology enhancement for next conference	Rick B/ Mark S	December, 2018
Clean-up action item list	Richard R	August, 2018