

**Ethylene Producers' Committee Meeting**  
**Minutes – August 13<sup>th</sup>, 2015**  
**FINAL**

Following are the minutes of the August 13, 2015 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Sasha Vragolic

**1. Attendance**

Present – Neil Amedee, Rick Beleutz, Jake Berret, Toby Darbonne, Jeff Edwards, David Gent, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Robert Nussbaum, Tom Pickett, Walter Postula, Richard Rolke, Trobie Thompson, Paul van Helmond, Sasha Vragolic, Greg Yeo, and Tim Zygula.

Not present – Bala Devakottai, Mark Schmidt, Michael Smith, Jonathan Sterne, and Michael Tallman.

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 Walter Postula called the meeting to order at 6:00pm. Sasha Vragolic 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:**

Richard Rolke described a heat exchanger incident at a DOW facility. The presentation appears as **Attachment 3**.

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

Sasha Vragolic sent the draft minutes of the June 18<sup>th</sup> meeting to all members. There were corrections. The final minutes were published by Sasha on August 12<sup>th</sup>. David Gent proposed to approve the minutes. The proposal was seconded by Richard Rolke and approved unanimously.

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

Tom Pickett presented the current EPC finances.

This year's end of July balance in the General Fund is within \$600 of the balance at the same time, last year. Therefore, we should have adequate capital to continue to fund the normal operations of this Committee.

A copy of the Treasurer's report is included in **Attachment 4**.

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

Per committee bylaws, there are four committee members whose five year terms of office would expire this year. The nominating committee recommended the renewal of membership with the member's respective concurrence. The committee unanimously voted to renew the five year terms for those four members.

Per committee bylaws, the nominating committee did review attendance records and found one member whose attendance was such as to require a further consideration. The nominating committee did present this to the EPC but did recommend that the member maintains his membership due to extenuating circumstances. The EPC voted unanimously to maintain this individual's membership on the EPC main committee.

A copy of the Nominating Committee's slides with the names of the above individuals is shown in **Attachment 5**.

#### **7. 2016 Program Chair Report**

Tim Zygula gave a report on the visit to the site of the 2016 Ethylene Producers' Conference. The slides detailing the report are included in **Attachment 6**.

Tim discussed the location and that the 4<sup>th</sup> level of the hotel will only be used by the Ethylene Producers' Conference and the Kister Distillation Symposium. Tim also presented alternate layouts for the rooms and the committee clearly agreed on the

preference for the room layouts. Tim agreed to arrange for a safety flyer for attendees to indicate emergency evacuation routes and any other pertinent safety information. The expectation is that the Hotel will have such information.

**Tim still needs feedback from the directors on session chair and co-chair contact information (name, e-mail, phone, address, and affiliation) prior to the next committee meeting. Also, number of sessions, titles, and descriptions should be provided so Confex can be populated.**

## **8. 2016 Program Co-Chair Report**

Jeff Edwards gave a report on the visit to the site of the 2016 Ethylene Producers' Conference. The slides detailing the report are included in **Attachment 7**.

Jeff discussed the layout of the sponsors' area for the conference. Jeff had visited multiple possible venues for the Speakers' Dinner and the Networking Lunch. He had clear preferences for each event that fit with the EPC's normal attendance and normal budget.

## **9. BREAK**

## **10. Subcommittee Reports**

**Safety** – Jake Berret reported.

The safety subcommittee already has received 1 abstract. They are making very good progress in organizing their session.

**Environmental** – Walter Postula reported.

The subcommittee had their second teleconference. They are following up on 2 papers and they are considering a possible panel discussion on upcoming changes to regulations that would affect the Ethylene Industry.

**Operations** – Richard Rolke reported.

The subcommittee is currently considering 3 papers and a tutorial. They plan to have one session. It has been a while since a tutorial was presented. Many Ethylene Producers seem to have a significant percentage of staff that are relatively new to ethylene manufacture and may get significant value from a tutorial.

**Maintenance** – Paul van Helmond reported.

The subcommittee has had 2 meetings and is progressing well in preparing their session. Jorge Blanco has been the session chair for the maintenance sessions for many years and has done an excellent job of organizing those sessions. For the 2016 session, the maintenance subcommittee has elected a new session chair.

### **Technology & Fundamentals** – Greg Yeo reported.

The subcommittee is currently considering 3 sessions:

- A) One session would be on environmental regulations. There seems to be considerable interest on Consent Decrees, SCR technology, and other areas of regulation.
- B) The second session would be on Fundamentals. The subcommittee has many ideas but would be interested in hearing other ideas. The directors are encouraged to explore ideas for a paper on fundamentals and to share any ideas with the subcommittee.
- C) The third session would be a panel discussion on Capital Cost Strategies. Sanjeev Kapur will chair that session.

### **Process Control** – Sasha Vragolic reported.

The subcommittee has met and elected Sasha Vragolic as the session Chair and Eddy Fontenot as the Co-Chair. The subcommittee is currently considering 3 papers and a panel discussion on maintenance of Advanced Process Control applications.

### **Rotating Equipment** – Walter Postula reported.

The subcommittee has not met but plans to have two sessions.

### **Feedstock** – Tom Pickett reported.

The subcommittee has not met but plans to have one session.

## **11. Knowledge Management**

- A) Learning Modules – Sanjeev Kapur reported that significant progress has been made in delivering the first module. Most of the issues have been resolved but one issue remains and that is issue of access control. There is concern about ensuring that only subscribers have access to the learning module.

The Knowledge Management Subcommittee will work on proposing the topic for the second learning module. There was general agreement that the second topic should also be related to safety. Jake Berret accepted the action item to poll the Safety Subcommittee for a recommendation of a safety topic for the second learning module.

- B) Knowledge Management Subcommittee Charter – Greg Yeo reviewed the charter with the directors. The charter is included in **Attachment 8**. Greg made the motion for the EPC to accept the charter as written. Paul van Helmond seconded the motion. The motion was carried by a unanimous vote of the EPC.

Walter Postula has developed a document on the Best Practices for Upload of Conference Proceedings. This document is available as **Attachment 9**. This practice has been very successful in recent years in significantly reducing the time from the end of the conference to the time when the conference proceedings are available to the subscribers.

## **12. Old Business:**

### **Subcommittee Membership Practices**

Greg Yeo reviewed current subcommittee membership practices of the subcommittees who shared such practices with him. Based on this review and the EPC bylaws, Greg developed a set of additions to the Guidelines for Subcommittees. The additions are in red color in the document which is presented as **Attachment 10**. The EPC was in favor of adopting this modification of the guideline if Greg would add a requirement for reasonable attendance of the Subcommittee members in the "Subcommittee Behaviors" section. Greg accepted the action item to add this requirement. Walter Postula made a motion to adopt the new version of the Guideline for Subcommittees, with the above mentioned edit. Sasha seconded the motion and the motion was carried by a unanimous vote of the EPC.

Given this new Guideline for Subcommittees, the directors associated with those subcommittees are asked to audit their subcommittee and report to the EPC on the subcommittee compliance with the new guideline at the next EPC meeting.

## **13. New Business:**

- A) Should we continue the EPC/EEPC annual lunch at the conference? The committee agreed to continue to fund this event as long as the participants continue to explore the possibility of sharing of technical content between the two organizations.
- B) Greg Yeo made a motion to authorize the 2016 Conference Program Chair (Tim Zygula) and the Program Co-Chair (Jeff Edwards) to execute a contract for the Speakers' Dinner for an amount up to \$15,400, which is in line with previous costs for this annual event. Richard Rolke seconded the motion and the motion was carried by a unanimous vote of the committee.

## **14. Review Action Items List**

See action item summary listed on last page of minutes.

## **15. Next Meeting:**

The next meeting will be at 6:00 pm September 24, 2015 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

## **16. Adjournment:**

Chairman Walter Postula adjourned the meeting.

## ACTIONS SUMMARY

[illegible]