

Ethylene Producers' Committee Meeting
Minutes – October 27th, 2016
FINAL

Following are the minutes of the October 27, 2016 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Tim Zygula

1. Attendance

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

Not present – Mark Schmidt.

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 Sasha Vragolic called the meeting to order at 6:00pm. Tim Zygula 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:

Jake Berret presented “Prevention of Incidents – Hazard Recognition”. The presentation appears as **Attachment 3**.

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

Tim Zygula sent the draft minutes of the September 15th meeting to all members on September 29, 2016. The comments received are reflected in the final minutes. The final minutes were published by Tim on October 13th. Walter Postula proposed to approve the minutes. The proposal was seconded by Greg Yeo and approved unanimously.

5. **Treasurer's Report:**

Tom Pickett presented the current EPC finances.

In the General Fund there was a total \$1,799.05 in expenses. Most of the expenses were related to EPC dinners at the Doubletree Hotel. There was a \$300.00 dollar expense for survey monkey. The balance of the general fund is less than the balance of the general fund in 2015. The balance is \$3,682.06 lower than the prior year's balance at the end of September. In the knowledge management fund another OmniPress subscription was just received. There has been no activity in this account. 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. **Review of the EPC Bylaws, Article II**

Sasha Vragolic presented Article III & IV of the EPC Bylaws. The slides presented are in **Attachment 5**.

7. **Nominating Committee**

Walter Postula presented proposed changes to the EPC by-laws. The proposed changes would make the by-laws gender neutral. His presentation of the proposed changes are attached as **Attachment 6, 7**. Walter Postula held a vote to approve the proposed changes to the EPC by-laws. The proposed changes were approved by unanimous vote.

8. **2017 Program Chair Conference Report**

Jeff Edwards presented his report on the program chair activities for the 2017 EPC conference. The slides for his presentation are in **Attachments 8**. The meeting room layouts are given in **Attachment 9** and **Attachment 10**.

Jeff reported that the number of abstracts uploaded to confex was considerably larger than it was 3 weeks ago.

Sasha Vragolic reported that there will not be an EPC keynote speaker for the 2017 conference.

AIChE finalized the meeting room layout. The meeting room layouts are given in **Attachment 9** and **Attachment 10**. The members approved the presented room layouts.

Jeff finalized the program grid. There will be a session on Thursday “Technology Solutions to Environmental Challenges Faced by Ethylene Plants”.

- Jeff will distribute the finalized program grid to all session chairs.
- Jeff will inform the speakers of the Aspect Ratio of the presentation equipment so they can format their presentation properly.
- Jeff will send out to the session chairs the EPC guidelines for papers and presentations.
- Jeff will communicate to all session chair to tell all authors that papers are a requirement to be a contributor at the EPC conference.
- Jeff will remind all the session chairs that they will need to get permission to publish and permission to record from all authors.

9. **2017 Program Vice Chair Conference Report**

Richard Rolke presented the slides in **Attachment 11**

Richard Rolke is working on finalizing the contract for the speaker’s dinner. This year’s speaker’s dinner will be at the “Little Rhein Steak House”. Richard said a deposit of \$2,300 will be required. A check for the deposit will be issued.

Richard reported that the contract for the Networking lunch has been finalized. This year’s Networking lunch will be at Rio Rio Cantino at a cost of \$50.00 per person.

Richard reported that the Fire Marshall at the hotel has not given permission yet to allow the sponsors to be set up in the open area in front of the meeting rooms.

The Sunday EPC reception will be held at the New Henry B. Gonzalez Convention Center (target Sunday 5:00-6:00 PM).

10. **Break**

11. **Subcommittee Reports**

Safety – Jake Berret reported.

The safety subcommittee will have two sessions at the 2017 conference.

The main session will be the General Safety session. This session has 5 abstracts uploaded. Two more abstracts will be added by November 21. Part of this session will be used to review the CSB finding from the Williams incident.

The second sessions will be on SIS methods used to prevent cold embrittlement failure. The session has 5 abstracts uploaded. The 1st presentation for the tutorial on SIS basics has been uploaded.

Environmental – Richard Beleutz reported.

The technology/environmental joint session update is in the technology subcommittee update section.

Operations – Richard Rolke reported.

The operations session currently has five abstracts uploaded. Three additional abstracts have been submitted. The information on the tutorial has been uploaded into confex.

Maintenance – Paul van Helmond reported.

The maintenance subcommittee will have three papers before the break. After the break there will be a panel discussion. The committee will be meeting next week to work on the session.

Technology & Fundamentals – Michael Tallman reported.

The technology subcommittee will have three sessions.

- a. Fundamentals – Has 11 abstracts in place. The committee goal is to have 6 good papers for the session. Some of the papers could be redirected to other session that are short on papers.
- b. Large Capacity Plants – Has 6 abstracts that have been uploaded into confex.
- c. Review of Process Technology Solutions to Ethylene Plant Environment Challenges. Mike reported – Seven abstracts have been uploaded to confex. An 8th paper, which is not an Environmental Paper, could be redirected to F&PD. This session will be held on Thursday morning.

Process Control – Sasha Vragolic reported.

The session will hold a round table discussion on real time optimization. The session also has three papers uploaded into confex.

Rotating Equipment – Michael Tallman reported.

Eight abstracts have been approved. Papers will be given in the morning session and early in the afternoon session. The second half of the afternoon session will have a panel discussion.

Feedstock – Tom Pickett reported.

The feedstock session has five approved abstracts.

The feedstock subcommittee received 1 abstract this week. They will ask the author if they could hold off on this paper until next year.

The feed stock survey has had 43 responses. 20 of these responses have been from North America. The survey will continue until mid-November.

12. Knowledge Management

A) Greg reported - A Thank You letter was sent to Ralph King for the work he did on the Low Temperature Embrittlement modules. The presentation is uploaded but need a voice track from Ralph King.

B) Greg reported that the committee is working on other tutorial modules.

- Greg – Ask about copyright on pictures in the Ralph King presentation.
- Mike Reported – There was a person from Baker O'Brien who purchased an individual subscription. Mike wrote to him and stressed that as an individual subscriber he could not pass along his login credentials to others, even others within his company. He wrote back confirming he understood that and pledged to keep the username and password to himself. As a consequence however the KM subcommittee re-worded the message on the website as it relates to individual subscriptions, in an effort to prevent future occurrences. Mike has sent the new wording to OmniPress, but it has not yet been updated. Mike will follow up with OmniPress about the format of email addresses.

All subcommittees should send final meeting minutes, attendance sheets and other related materials to the following Gmail address.

ethyleneproducerscommittee@gmail.com

13. Old Business:

A) Low Temperature Embrittlement subcommittee - Micheal Smith reported that the committee is looking to have the results of the survey returned by the middle of December. The committee will be meeting on February 2nd 2017 at the Linde facility. The three EPC committee members will decide who will present the survey information.

B) If anyone wants to participate on this committee let Micheal Smith know.

14. New Business:

Richard Rolke and Jeff Edwards made the following proposal:

1. That AIChE will handle the implementation and administration of our sponsorship sales. This includes the following activities:
2. Working with EPC to determine the maximum number of tables available at the venue.
3. Sending out of solicitations for sponsorships to a list provided by the EPC.
4. Collecting and processing forms and payments.
5. (Optional; this is what is typically done for AIChE sponsors and we can create a separate section for EPC sponsors) Collecting sponsor logos and posting on the conference website.
6. Providing sponsors with sponsor kits (equivalent to the AIChE exhibitor kit) that covers key information, including move-in/move-out dates and times, shipping instructions, etc.
7. Following up with sponsors to register them for the conference.
8. Work/negotiate with the venue to order F&B for coffee breaks (currently consists of 10 breaks as outlined below, but is subject to change).
9. Ensure that the proper timing and F&B order at the pre-conference meeting with the hotel.
10. Ensure that the correct F&B for the breaks arrive at the set location and desired timing.
11. Work with the hotel in the event there are any issues.

The EPC members discussed the issue and agreed that there are several issues with the process needs to be addressed.

- A sub group will meet to suggest ideas to streamline the sponsorship process. The suggestions will be collected and brought back to the main committee.
- Aivars and Richard will work together to develop modified sponsorship guidelines for this year's conference.

15. Review Action Items List

See action item summary listed on last page of minutes.

16. Next Meeting:

The 2017 EPC conference is scheduled for March 26-30, 2017 at the Henry B. Gonzalez Convention Center in San Antonio.

The next meeting of the planning cycle will be at 6:00 pm December 1, 2016 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

17. Adjournment:

Chairman Sasha Vragolic adjourned the meeting.

ACTIONS SUMMARY

ITEM	BY	WHEN
Jeff will distribute the finalized program grid to all session chairs.	Jeff Edwards	December 1, 2016
Jeff will inform the speakers of the Aspect Ratio of the presentation equipment so they can format their presentation properly.	Jeff Edwards	September 30, 2016
Richard to finalize the contract for the speaker's dinner	Richard Rolke	December 1, 2016
Discuss later in the year about the possibility of electronic feedback on our conference sessions using the AIChE APP.	Sasha Vragolic	December 31, 2016
Sasha will contact the EEPCC to see if they are coming to the EPC conference this year. Sasha will decide if there is going to be an EPC-EEPC joint lunch meeting this year.	Sasha Vragolic	December 1, 2016
Jeff will send out to the session chairs the EPC guidelines for papers and presentations.	Jeff Edwards	December 1, 2016
Jeff will communicate to all session chair to tell all authors that papers are a requirement to be a contributor at the EPC conference.	Jeff Edwards	December 1, 2016
Jeff will remind all the session chairs that they will need to get permission to publish and permission to record from all authors.	Jeff Edwards	December 1, 2016
Jeff will send out to the session chairs the EPC guidelines for papers and presentations.	Jeff Edwards	December 1, 2016
Greg – Ask about copyright on pictures in the Ralph King presentation.	Greg Yeo	December 1, 2016
Mike – Follow up with OmniPress about the format of email addresses.	Mike Tallman	December 1, 2016
A sub group will meet to suggest ideas to streamline the sponsorship process. The suggestions will be collected and brought back to the main committee.	Sasha Vragolic	March 26, 2017
Aivars and Richard will work together to develop modified sponsorship guidelines for this year's conference.	Richard Rolke Aivars Krumins	December 1, 2016