

Ethylene Producers' Committee Meeting
Minutes – June 18th, 2015
Final

Following are the minutes of the June 18, 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 – Jake Berret, Toby Darbonne, Jeff Edwards, David Gent, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Walter Postula, Richard Rolke, Mark Schmidt, Michael Smith, Jonathan Sterne, Michael Tallman, Trobie Thompson, Sasha Vragolic, Greg Yeo, and Tim Zygula.

Not present – Neil Amedee, Rick Beleutz, Robert Nussbaum, Tom Pickett, Rick Prickett and Paul van Helmond.

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:

Jake Berret described the Williams Geismar Olefins Plant incident.

4. Approval of Previous Meeting Minutes:

Walter Postula sent the draft minutes of the February 26th meeting to all members. There were no corrections and the final minutes were published by Walter on March 26th. Sanjeev Kapur proposed to approve the minutes. The proposal was seconded by Greg Yeo and approved unanimously.

5. Treasurer's Report:

Walter Postula covered Tom Pickett's report.

This year's end of May balance in the General Fund is about \$2700 lower than the balance at the same time, last year. But, it is in line with the historical balance at this time of the year. Therefore, we should have adequate capital to continue to fund the normal operations of this Committee. The amount of the 2015 coffee break spend was very well balanced by the total amount received from sponsors. The previous Program Co-Chair, Tim Zygula, did an excellent job of managing the conference coffee breaks.

Walter Postula performed an independent review of the committee financial transactions on June 3rd, 2015. No irregularities were found.

A copy of the Treasurer's report is included in **Attachment 3**.

6. Chairman's Thought for 2015-2016

Walter Postula shared a few thoughts for the committee, for the 2015-2106 planning cycle. Walter indicated his goal to publish the first learning module and identify the topic and author for the second learning module during this year. Walter reminded all of the directors to upload a picture to the EPC website, review and update their contact information, and to encourage use of the EPC website by their Subcommittees. Walter indicated a desire to better institutionalize work flow to minimize and eliminate recycles and re-work that delay upload of papers and presentations after a conference. **Attachment 9** is a proposed best practices document. The directors are asked to review this document and be prepared to vote on the adoption of this work flow at the next meeting. Walter suggested that the committee consider the use of electronic feedback on session quality to further utilize modern technology and reduce reliance on a labor intensive system. Walter concluded his remarks by stressing the importance of maintaining the high quality of the EPC conference. A copy of these slides is shown in **Attachment 4**.

7. 2015-2016 Nominations

Per committee bylaws, Walter Postula brought forth his nominations for the nominating committee and the knowledge management subcommittee.

Proposed members of the 2015-2016 nominating committee are Paul van Helmond, Aivars Kruminis, Michael Tallman, and Greg Yeo.

Proposed members of the 2015-2016 knowledge management subcommittee are Michael Tallman, Greg Yeo, Sanjeev Kapur, and Walter Postula.

Both the nominating committee and knowledge management subcommittee were approved by separate, unanimous votes. A copy of these slides is shown in **Attachment 4**.

8. Review/Critique of 2015 Conference

Ravi Lal presented a summary of the 2015 Ethylene Producers' Conference in Austin, TX. Spring Meeting attendance was excellent. EPC attendees estimated at 275-300, with an average of 151 attendees per session.

Sasha Vragolic discussed the success of the conference and the issues. The primary issue was the problems with the computer system. The attempt to host the presentations on a server and deliver them through Wi-Fi created several instances where the presentations froze.

A summary document is shown in **Attachment 5**.

9. 2016 Program Chair/Co-Chair Report

Tim Zygula discussed the content of his presentation. The slides are included in **Attachment 6**.

Tim discussed the AIChE programming deadlines. The call for abstracts closes on November 2nd and the paper submission closes on March 15th. The conference will be at the Hilton in Houston, TX from April 10-14, 2016. Therefore, this will be a shorter planning period than the previous one.

Tim 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.

The AIChE site visit with EPC in Houston is scheduled for August 3-4, 2015. Tim Zygula, Jeff Edwards and Greg Yeo will attend.

Tim also discussed his follow up with the EEPC and the papers that he received. He forwarded these papers to the appropriate directors for consideration by their respective subcommittees.

10. Subcommittee Reports

Safety – Jonathan Sterne reported.

The safety subcommittee already has 3 potential papers. They are evaluating their theme. There is significant interest in SIL systems.

Environmental – Walter Postula reported.

The subcommittee had a lot of interest from AIChE Environmental. There were 3 ideas for papers generated in the first meeting. Ethylene MACT as a paper topic was discussed.

Operations – Richard Rolke reported.

The subcommittee had not met but there was a considerable exchange of e-mails. The subcommittee is currently considering 6 papers, three on fundamentals of operation and three on other topics.

Maintenance – Walter Postula reported for Paul van Helmond.

No meeting yet.

Technology & Fundamentals – Michael Tallman reported.

The subcommittee did meet. There were many ideas. The subcommittee is currently considering 3 sessions: a Fundamentals session and 2 technology sessions.

The Technology & Fundamentals subcommittee has excellent participation and many potential members have expressed interest in joining the subcommittee. Some subcommittees accept all interested as members but some subcommittees have guidelines for accepting new members. Greg Yeo asked the directors that are on a subcommittee that has guidelines for electing members to send those guidelines to him so that Greg can review and decide if a membership guideline should be implemented within the Technology & Fundamentals subcommittee. Furthermore, this review may lead to a recommendation for standardizing a set of guidelines for all the subcommittees.

Process Control – Sasha Vragolic reported.

No meeting yet.

Rotating Equipment – Michael Tallman reported.
No meeting yet.

Feedstock – Walter Postula reported for Tom Pickett.
No meeting yet.

Knowledge Management – report given in section 14 below.

Co-programming Opportunities – the committee discussed the value of co-sponsorship of sessions with other AIChE programing entities. Michael Tallman and Greg Yeo accepted an action to consider strategies for co-programming and to present those to the committee at a future meeting.

11. **BREAK**

12. **Report on 2015 meeting with EEPC**

Walter Postula provided a slide (see **Attachment 4**) with summary of discussion. The final minutes of this meeting were issued by Walter on June 1st, 2015.

13. **Knowledge Management**

Greg Yeo reported.

A – Conference Proceedings

The 2015 proceedings are live. Upload was of good quality with minimal recycle.

B – Training Modules

Progress on the first training module continues.

C – Website Statistics

Paper/presentation archive is well used (~5,590 separate sessions from 61 different countries). The website is well used and the usage is growing.

There were 28 attempts to access the site from Iran and two of the sessions lasted longer than one page view. Michael Tallman will increase frequency of review of the usage of the website to determine if this is becoming an issue. Michael will also review potential security solutions with Omnipress

The Knowledge Management committee will work with Omnipress to add the keyword “Safety” to all of the safety related papers.

D – Knowledge Management Charter

The committee does not have any changes to propose. If any of the directors have any comments or changes to propose, contact a member of the Knowledge Management Committee.

14. Nominating Committee

Rick Prickett retired from the committee after many years of service on the EPC. Bala Devakottai is recommended as a replacement. Bala was interviewed by Michael Tallman and Paul van Helmond and his resume was distributed to the committee (see **Attachment 7**). The nominating committee recommended the approval of Bala. Vote to elect Bala to the committee was unanimous and Walter Postula sent Bala an e-mail to welcome him to the EPC. A copy of the nominating committee slides is shown in **Attachment 8**.

15. Old Business:

Remaining 2015-2016 Meeting Dates

The following dates were agreed upon for the remaining committee meetings

August 13, 2015

September 24, 2015

October 29, 2015

December 10, 2015

February 4, 2016

16. New Business:

Greg Yeo has received interest from the organizers of the Ethylene Middle East Technology Conference for participation from the EPC to help with organizing their conference. Greg described the differences between the mode of operation between their organization and how the EPC functions. The EPC has no interest in participating. If any individual member of the committee is interested, contact Greg and he will provide the contact information.

17. Review Action Items List

See actions summary listed on last page of minutes

18. Next Meeting:

The next meeting will be at 6:00 pm August 13, 2015 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm.

19. Adjournment:

Chairman Walter Postula adjourned the meeting.

ACTIONS SUMMARY

ITEM	BY	WHEN
Update profiles and upload photos to the EPC website.	All EPC Members	August 13, 2015
Consider electronic feedback forms.	Greg Yeo	August 13, 2015
Notify Bala Devakottai of his election to the committee	Walter Postula	August 13, 2015
Provide session chair and co-chair information to Tim	Directors	August 13, 2015
Provide deadline dates for the 2016 conference to Greg Yeo so that he can publish them on the EPC website.	Sasha Vragolic	June 20, 2015
Subcommittees that have guidelines for accepting members to submit those guidelines to Greg Yeo for consideration.	Directors	August 13, 2015
Session chairs and co-chairs to consider co-sponsorship of non-EPC sessions.	Directors	
Consider developing strategies for co-sponsorship of non-EPC sessions.	Greg Yeo and Michael Tallman	August 13, 2015
Increase frequency of review of website usage originating from Iran and discuss security options with Omnipress.	Michael Tallman	August 13, 2015
Add "Safety" as a keyword to all safety related papers in the Omnipress database.	Knowledge Management	
Send any comments on the Knowledge Management Committee charter to committee members.	All EPC Members	August 13, 2015
Consider if you have interest in participating in the planning of the Ethylene Middle East Technology Conference. If you do, contact Greg for more information.	All EPC Members	August 13, 2015
Review attachment 9 and be prepared to vote on the adoption of this process for managing papers and presentations to prepare for the upload of these documents to the Omnipress website.	Directors	August 13, 2015