

**Sent:** Thursday, December 5, 2013 7:14 PM

**Subject:** RE: December EPC Operations Sub-Committee Meeting "minutes"

Would you guys review and comment before we make these official for Carl?

- Good attendance. 8 people. 5 got a good tour at Dow Freeport.
- Feb 6<sup>th</sup> 10am tentatively scheduled for CPChem Sweeny – pending approval
- Hilton New Orleans Riverside. Begins Sunday March 30. Operations session 8am Thurs April 3.
- Official Operations Session program printout attached.
- Reviewed 6 abstracts. Assigned periodic cattle-prods: Richard for Dow paper. Jeff for CPC. Carl for LYO. Patty for Solomon.
- We expect the session chairs usually bumps/reminds the authors periodically also
- Lots of energy to help AiChE new hire and student programs / panels. Richard potential New Orleans area Dow plant tour for them. (Patty following up)
- Lots of support for EPC progress on tutorials
- Began discussing potential for a second session 2015 in Austin on tutorials – ranging from basic furnace operations to reactor safety systems
- Jeff / Carl followup to make sure presenters are getting deadline reminders already – in progress

Thank you

Jeff Edwards