

**Ethylene Producers' Committee Meeting
Minutes – June 15th, 2017
FINAL**

Following are the minutes of the June 15, 2017 meeting of the Ethylene Producers' Committee (EPC) held at the Double Tree Hotel in Houston, TX.

Minutes prepared by Sasha Vragolic

1. Attendance

Present – Rick Beleutz, Jake Berret, Bala Devakottai, Chaka Elam, Gene Osborne, Tom Pickett, Walter Postula, Micheal Smith, Paul van Helmond, Sasha Vragolic, Greg Yeo and Tim Zygula.

Not present – Toby Darbonne, Jeff Edwards, David Gent, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Jeff Nichols, Richard Rolke, Mark Schmidt, 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:

Committee Chair Tim Zygula 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:

Tim Zygula discussed a failure of a block valve due to brittle fracture. More detail of this incident will be the subject of a potential Safety paper for the 2018 conference.

4. Approval of Previous Meeting Minutes:

Tim Zygula sent the final minutes of the January 26th meeting to all members on March 6th, 2017. The minutes reflect the comments received. The approval of the minutes was proposed and seconded. The minutes were approved unanimously.

There was a proposal for future EPC Chairs to re-send the meeting minutes of the last meeting of the meeting rotation prior to the conference. There is a longer time gap between the last meeting and the first meeting in the rotation. A reminder of the minutes along with the new agenda might be beneficial to some of the members.

5. Treasurer's Report:

Tom Pickett presented the current EPC finances. The report is attached as **Attachment 3**.

There was a request for information at the next meeting on the balance between cost of conference break refreshments and the income from the sponsors.

6. Committee Chair's Thoughts

Committee Chair Tim Zygula reviewed his thoughts for the 2017-2018 meetings. The slides are attached as **Attachment 4**.

There was a discussion on improving electronic feedback. Tim Zygula agreed to have an agenda item, for the next meeting, to discuss electronic feedback from conference attendees. Greg Yeo agreed to provide limitations of the current AIChE feedback Application.

Tim Zygula provided a table of meetings planned for this meeting rotation with key deliverables for each meeting. Tim agreed to add to the table the key AIChE deadlines. Sasha Vragolic agreed to provide the table to Tim before the next meeting.

7. 2017-2018 Nominations

Chairman Tim Zygula presented his nominations for the Knowledge Management Committee and the Nominating Committee. The slides are included in the above-mentioned **Attachment 4**. The nominations for both the Knowledge Management Committee and the Nominating Committee were unanimously approved by the members present.

8. Review/Critique of the 2017 Conference

The Conference Evaluation summary, provided by Ravi Lal prior to the meeting, was reviewed and it is attached along with the associated attachments. These are **Attachments 5, 6, and 7**.

It was suggested that the Committee consider having the best attended sessions, usually the Safety and Operations sessions, later in the week to maintain high attendance. There was a downward trend in attendance for the 2017 conference.

9. 2017 Program Co-Chair Report

Rick Beleutz presented the slides in **Attachment 8**. There was discussion about the last-minute change in the location of the EPC reception. Rick Beleutz agreed to discuss this with the AIChE to avoid a repeat. There was discussion about the need for someone to collect tickets for the Networking lunch.

10. Break

11. Subcommittee Reports

Safety – Jake Berret reported.

The safety subcommittee has met and is progressing well.

Environmental – Rick Beleutz reported.

The subcommittee has met and is progressing well.

Operations – no report.

Maintenance – Paul van Helmond reported.

The subcommittee has scheduled their next meeting.

Technology & Fundamentals – Greg Yeo reported.

The subcommittee aspires to have more academic papers and to have a greater focus on quality of papers. There are two Sasol volunteers to participate on the Technology Subcommittee. The subcommittee needs help from Jeff Nichols to decide which one should be selected and to encourage the other person to serve on a different subcommittee. We don't want to discourage any potential members.

Process Control – Sasha Vragolic reported.

The subcommittee has met and is progressing well.

Rotating Equipment – no report.

Feedstock – Tom Pickett reported.

The subcommittee has not met but there are no issues.

12. Knowledge Management

- A) Knowledge Management Charter review and approval will be performed at the next meeting.
- B) OmniPress Paper and Presentation Database – Greg Yeo reported that the EPC will need to migrate the database to a more modern platform to avoid obsolescence. The annual maintenance fee will likely increase by about \$2,000.00. The new platform will not support company-wide username and password. Each individual user will have to maintain a personal username and password. The directors are likely to be asked to manage this within their company of employment.
- C) Learning Modules – there is continuing progress on the NOx in the Cold Box module by Dane Grenoble and on the Ethylene Decomposition module by Steve Coleman.

13. Old Business:

- A) The Low Temperature Embrittlement subcommittee has completed its charter. Micheal Smith will draft a new charter and send it out to the Directors for review and approval at the next meeting.

14. New Business:

- A) Micheal Smith will send out an e-mail to all of the directors to gauge interest in company participation on a NOx Subcommittee.
- B) Jeff Edwards will write an article for the Fuels & Petrochemicals Division (F&PD) and send it to the directors for approval.

15. Review Action Items List

See action item summary listed on last page of minutes.

16. Next Meeting:

The next meeting will be at 6:00 pm August 10, 2017 at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm. Subsequent meetings are scheduled for 9/21/2017, 11/2/2017, 12/7/2017, and 2/1/2018.

The 2018 EPC conference is scheduled for April 22-26, 2018.

17. Adjournment:

Committee Chair Tim Zygula adjourned the meeting.

ACTIONS SUMMARY

ITEM	BY	WHEN
EPC Chair to send final meeting minutes of prior meeting with the agenda for first meeting after the conference.	Future EPC Chairs	Prior to first meeting of each meeting rotation
Treasurer to provide a comparison of cost of refreshments and income from sponsors.	Tom Pickett	August 10, 2017
EPC Chair to include an agenda item to discuss electronic feedback on conference quality.	Tim Zygula	August 10, 2017
Greg Yeo to provide limitations of the current AIChE electronic feedback Application.	Greg Yeo	August 10, 2017
Sasha Vragolic to provide the AIChE timeline for the 2018 program development. Tim Zygula to add pertinent elements of the timeline to the table with meeting dates and deliverables.	Sasha Vragolic and Tim Zygula	August 10, 2017
Consider scheduling the most highly attended sessions, Safety and Operations, later in the week to maintain high attendance throughout the conference.	Directors	On-going
Program Co-Chair to discuss with AIChE the last-minute change of EPC reception location.	Rick Beleutz	December 15, 2017
Program Co-Chair to consider having someone at the door of the networking lunch to collect tickets.	Rick Beleutz	April 24, 2018
Send session chair and co-chair information to the Program Chair, Richard Rolke.	Subcommittee Directors	September 21, 2017
Provide input to the Technology Subcommittee on the choice of Sasol representative on that subcommittee. Encourage other Sasol volunteer to join a different subcommittee.	Jeff Nichols	August 10, 2017
Subcommittees to consider asking members to sign a letter of personal commitment each year.	Subcommittee Directors	August 10, 2017
Prepare a Knowledge Management charter review for approval at the next meeting.	Knowledge Management Committee	August 10, 2017
Draft a new charter for the Low Temperature Embrittlement Subcommittee and send it out to all directors for review prior to the meeting and approval at the next meeting.	Micheal Smith	August 10, 2017
Send e-mail to directors to gauge interest in company participation in a NOx subcommittee.	Micheal Smith	August 10, 2017
Write an article for F&PD and send to directors for approval.	Jeff Edwards	August 10, 2017