

## Ethylene Producers' Committee Meeting Minutes – June 18<sup>th</sup> 2020

Following are the minutes of the June 18, 2020 meeting of the Ethylene Producers' Committee (EPC) held virtually via WebEx, hosted by Richard Rolke.

Minutes prepared by Walter Postula.

### 1. Attendance

Present – Richard Beleutz, Jake Berret, Daryl Bitting, Toby Darbonne, Bala Devakottai, Jeff Elam, David Gent, KJ Han, Sanjeev Kapur, Aivars Krumins, Ravi Lal, Tom Pickett, Jennifer Port, Walter Postula, Richard Rolke, Mark Schmidt, Micheal Smith, Michael Tallman, Mark Whitney, and Tim Zygula

Not present – Jeff Edwards, Jeff Nichols, and John Zylks (John inadvertently left off meeting invite list)

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]*

Note: Meeting held virtually because of COVID-19 travel restrictions and gathering concerns. Since the 2020 Spring meeting did not occur prior to this Committee meeting, most officer duties remained with the 2019-2020 officers. The incoming Chair presented Nominating Committee and Knowledge Management Subcommittee appointments and thoughts for the 2020-2021 cycle. Subcommittees updated on 2020-2021 cycle.

### 2. Call To Order:

Richard Rolke called the meeting to order at 6:00pm. Richard Beleutz 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 an 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:

Micheal Smith presented some thoughts on COVID-19, drawn from bluezones.com (full link at bottom of presentation slides). See **Attachment 3**.

### 4. Approval of Previous Meeting Minutes:

Rick sent out final minutes for January 30<sup>th</sup> meeting. They are included here, see **Attachment 4**, for reference. All approved.

### 5. Treasurer's Report:

Bala Devakottai presented the current EPC finances. See **Attachment 5**. The General Fund has a higher balance than typical because the remainder of the Speaker's Dinner charges were not incurred (forfeited deposit of \$3,750.00) because of cancellation. The total membership dues collected since December indicate that 19 of 22 had paid. Taxes still need completion, IRS has extended deadline to July 15<sup>th</sup> because of COVID-19.

**ACTION:** Bala, Richard, and Rick need to "handover" check signing authorities.  
**ACTION:** Bala to complete taxes (July 15 deadline). **ACTION:** Rick to complete financial audit. **ACTION:** All to ensure they have paid membership dues.

### 6. Committee Chair (Incoming) Business

Prior to the necessary voting as part of the incoming Chair business, Walter Postula put forth a motion to allow "electronic" voting in addition to written ballots and update the Bylaws post meeting (Bylaw updates also currently require written ballots). Micheal Smith seconded, all approved. Mentimeter was used for voting. Results of voting are given in **Attachment 6**.

#### A. 2020-2021 Nominating Committee

Rick proposed that Richard Rolke (Chair), Jeff Edwards, Tim Zygula, and Aivars Krumins make up the Nominating Committee (all confirmed their desire to serve). Walter Postula and Mike Tallman will "retire." Bylaws require a minimum of 3 members and majority approval from Committee. Proposal was approved (voting discontinued after majority achieved).

#### B. 2020-2021 Knowledge Management Subcommittee

Rick proposed that Knowledge Management Subcommittee remain Mke Tallman, Sanjeev Kapur, Walter Postula, and Mark Whitney (all confirmed their desire to continue serving). Bylaws require a minimum of 3 members and majority approval from Committee. The updated Knowledge Management Charter (only change was

date), see **Attachment 7**, was also put forward for approval. Proposal and Charter was approved (voting discontinued after majority achieved).

#### C. 1-year Member Renewal

Sanjeev Kapur indicated his desire to remain on the Committee in an e-mail to Rick Beleutz. Rick brought proposal to continue Sanjeev's membership to Committee. Bylaws require unanimous approval. Twenty votes were recorded (out of 20 attendees)

#### D. Chair Thoughts for 2020-2021 Cycle

Rick shared the Chair award that was to be presented to Richard at the Speakers' Dinner. He also shared that his perception was that ideas/papers for the 2021 Conference may be lacking and that subcommittees might need to "change" the structure of the sessions to compensate. Following the Environmental Subcommittee telecon, where there was nearly a full session of ideas presented, he became less concerned. Finally, he questioned if the presenter was able to refuse pre-recording for the 2020 virtual conference.

### 7. Nominating Committee Business

Two main items covered: 5-year member renewals and election of new members, see **Attachment 8**.

Three current members are up renewal during the 2020-2021 meeting cycle: Bala Devakottai, Walter Postula, and Tim Zygula. Bylaws require unanimous approval. Each was independently voted upon and were approved (see **Attachment 6**).

Two potential new members were brought forward for consideration. Dan Euhus from Shintech and Alex Michinel from Indorama. Their respective resumes are given in **Attachment 9** and **Attachment 10**. The Nominating Committee interviewed each and recommended both for membership. Bylaws require unanimous approval. Each was independently voted upon and were approved (see **Attachment 6**). **ACTION:** Rick will send welcome e-mails to new members informing of upcoming meetings and payment of member dues.

The current status of other producers that are not members is:

- MarkWest Javelina [Mark W.] "No"
- Huntsman [Sanjeev] "No"
- Formosa [Sanjeev] "No, but revisit"
- Motiva still needs follow-up

Tom Pickett announced that he is leaving the Committee (and Technip, though he will be around for a few more months). He has already submitted a candidate to replace him on the Committee to the Nominating Committee. Tom will ensure

Feedstock subcommittee needs are addressed before his departure as well. The Committee thanked Tom for all his contributions during his tenure.

## 8. Knowledge Management Updates

Walter Postula informed Committee that all Committee/Subcommittee minutes submitted to the gmail address have been posted on the EPC website. Directors were encouraged to review and ensure all “known” minutes are included.

Mike Tallman informed Committee that Omnipress had provided a proposal for the 2020 upload. While some items proposed may not be needed, the amount falls within the Knowledge Management purview and is consistent with the past few years. Question was asked when and how we pay the Omnipress bill. We pay after upload has been reviewed and by check.

Sanjeev Kapur shared that the NOx learning module should be ready for upload with the 2020 papers. Sanjeev plans to share with the Knowledge Management Subcommittee for review. The voice over style is different than Ralph King, but should still be acceptable. Sanjeev reported not much progress on the ethylene decomp learning module. Plans to check-in again with Steve Coleman.

## 9. BREAK

## 10. 2020 Program Chair/Co-Chair Report

Mark Schmidt and Jake Berret provided the update. See **Attachment 11** for details.

2020 Spring Meeting will be completely virtual using vFairs as provider. Sessions will be spread over August 17-21 in 1 ½ hour blocks. Only larger keynotes will be “live” (held on Monday). All other presentations to be pre-recorded. Comment made that presentations being available for 30 days on the site might be a sticking point with some authors. Still many unanswered questions.

AIChE proposed a schedule to Mark the night previous to the Committee meeting. New schedule was quite different than originally proposed. Session did not begin until 9:30 AM and ran through 10 PM with many extended break times between. Much discussion ensued, but basic message was that the proposed schedule was not acceptable to EPC and that our preference is to make timing and feel as much like in-person meeting as possible. **ACTION:** Mark will follow up with AIChE on schedule and ensure Session Chairs/Co-Chairs have confirmed info as soon as possible.

AIChE will have two virtual events prior to August where they hope to settle on best practices for handling Spring. Timeline for accomplishing all that needs to be done is very compressed.

Registration has been lowered to \$495. AIChE is working on automatic refunds of delta between in-person registration and virtual as well as refund of any ticketed events (EPC Networking luncheon).

The deposit (\$3750) for the Speakers' Dinner has been forfeited (was equal to the >30-day cancellation fee). Sunday welcome reception (even in virtual format) was eliminated.

**ACTION:** Jake to feedback to AIChE that EPC Break Sponsors should have their own virtual area and that the food & beverage portion of money AIChE collected should be refunded unless AIChE and Break Sponsors come to agreement on compensation. Again, desire is to maintain look and feel of in-person meeting.

Ideas discussed on how to recognize virtual Speakers. Most appealing seemed to be enlarging attendance at 2021 Speakers' Dinner.

## **11. Subcommittee Reports**

**Safety** – (Jake Berret) No meeting yet, scheduled for 6/25.

**Environmental** – (Rick Beleutz) Telcon earlier today, good energy and topic generation for 2021 conference. 5 of 5 2020 Speakers on-board with virtual format for 2020.

**Operations** – (Richard Rolke) No meeting yet.

**Maintenance & Reliability** – (Sanjeev Kapur) No meeting yet, scheduled for 6/23.

**Technology & Fundamentals** – (Mike Tallman) No meeting yet, scheduled for 6/25.

**Industry 4.0** – (Richard Rolke) Still have 1 ½ hour session planned for 2020 (some presenters had to drop because of travel restrictions). Might be able to bring back because of virtual format. Richard to check.

**Rotating Equipment** – (Mike Tallman) No meeting yet.

**Feedstock** – (Tom Pickett) One 2020 paper dropped. Still planning to “meet” for dry run. Will have 5 papers and update to contaminants database.

## **12. Old Business**

Discussion on next meeting date(s) and format. Committee decided to move August meeting from 8/13 to 8/27 and to make the meeting virtual. Still many company travel restrictions in place. 2020-2021 Officers will lead.

### **13. New Business:**

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

Action item list was reviewed and updated with new actions.  
See action item summary listed on the table at the end of this document.

#### **Next Meeting:**

The next meeting will be at 5:30 pm, August 27, 2020, held virtually with Rick Beleutz as host. Subsequent meetings are planned as face-to-face at the Double Tree Hotel in Houston, TX with social beginning at 5:30 pm., but subject to change as conditions warrant.

Future Meeting dates  
August 27, 2020 (virtual)  
October 15, 2020  
December 10, 2020  
February 11, 2021

**2020 EPC Conference:**  
Virtual on vFairs platform  
August 17-21, 2020

**2021 EPC Conference:**  
Hilton Anatole, Dallas, TX  
April 18-22, 2021

Future conferences:  
2022 San Antonio  
2023 Houston  
2024 New Orleans

### **15. Adjournment:**

Richard Rolke adjourned the meeting at 8:30 pm.

## ACTIONS SUMMARY

ITEM	BY	WHEN
Complete Tax Return	Bala Devakottai	July 15, 2020
Develop a charter for a second meeting on NOx around analytics for review by the committee	Micheal Smith	August 2020
Send notice to website subscribers that maintenance fees will not be required for 2020 but remain a possibility for 2021.	Mike Tallman	September 2020 (when notification of 2020 upload is sent)
Provide comment to Aivars regarding EPC Timeline issued in December, fill in blanks (if known)	All	June 2020
Follow-up with AIChE to get legal advice on how to deal with future requests from CSB or other parties outside of the EPC.	Richard Rolke	June 2020
Purchase a projector for the next meeting	Bala Devakottai	June 2020
Audit the books before the next meeting	Bala Devakottai Richard Beleutz	August 2020
Continue the follow-up with aligning the EPC names and addresses on file at the bank and state	Bala Devakottai	June 2020
All members to provide Mike Tallman with a 2 <sup>nd</sup> responsible person for your company contact for the OmniBooks site	All	June 2020
Coordinate “handover” of check signing authority	Bala, Richard, Rick	August 2020
Send welcome e-mails to newly elected Committee members from Shintech and Indorama informing them of meeting dates and member dues. Ensure all members are on meeting invite list.	Rick	June 30, 2020
Follow up with AIChE on proposed schedule for EPC and feedback Committee desire to make virtual conference look and feel as much like in-person conference as possible.	Mark Schmidt	July 6, 2020
Ensure Session Chairs/Co-Chairs have whatever information is finalized as soon as possible.	Mark Schmidt	As info is available
Feedback to AIChE that EPC Break Sponsors should have their own virtual area and that the food & beverage portion of the money AIChE collected should be refunded unless AIChE and Break Sponsors come to agreement on compensation.	Jake Berret	July 6, 2020
Can speakers who cancelled in Industry 4.0 session because of travel restrictions now participate in virtual session?	Richard Rolke	July 2020
Ensure 2021 EPC member dues are paid	ALL	August 27, 2020