

**Ethylene Producers' Committee Meeting
Minutes – Thursday, June 15, 2023**

Following are the minutes of the June 15, 2023, meeting of the Ethylene Producers' Committee (EPC) held at the DoubleTree Greenway Plaza.

Minutes prepared by Mark Whitney and Micheal Smith

1. Attendance

Present – Jake Berret, Daryl Bitting, Jose DeBarros, Bala Devakottai, Jeff Elam, Rob Fox, Sanjeev Kapur, Aivars Krumins, John Pena, Ryan Pitt, Ross Perchuk, Richard Rolke, Micheal Smith, Michael Tallman, Jeremy Terro, Sasha Vragolic, Yong Wang, Mark Whitney, Tim Zygula

Not present – Jeff Edwards

The updated EPC member contact list appears in **Attachment A1**.

[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 5]

Members, please check your information on the Contact Info sheet in Attachment A1 and send any/all updates to Micheal Smith.

2. Call To Order:

Mark Whitney called the meeting to order at 6:05 pm.

Micheal Smith 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 A2**.

3. Five Minutes on Safety:

Presentation on micro-plastic impacts by Yong Wang appears in **Attachment A3**.

4. Approval of Previous Meeting Minutes:

Mark Whitney sent out the final minutes of the January 26, 2023 meeting on June 12, 2023. A motion to approve was made by Jake Berret and seconded by Sanjeev Kapur. The committee unanimously approved the minutes.

5. Treasurer's Report:

Bala Devakottai prepared the Treasurer's Report and reviewed the statement.

Bala identified a lumped bank fee he wants to cross-check to ensure it has been charged correctly (**Action Item**). Noted that there have been 3 new subscriptions to EPC OmniPress archives this year. Finally, the committee requested Bala to investigate possible Certificate of Deposit (CD) opportunities including current (elevated) rates/durations and total possible investment amount (follow-up discussion with Knowledge Management committee) (**Action Item**).

The financial report is given in **Attachment A4**.

6. Committee Chair Report

Mark Whitney welcomed Rob Fox (LBI) and Ross Perchuk (Shell) to the committee as new members attending their first meeting. The committee also took time to go around the room to do a round table introduction.

Per Article VII, Section 3 of the EPC Committee bylaws, Mark Whitney appointed a Nominating Subcommittee consisting of Jake Berret, Aivars Kruminis and Tim Zygula. Sanjeev Kapur made a motion to approve, and it was seconded by Richard Rolke. The committee unanimously approved.

Per Article VII, Section 2 of the EPC Committee bylaws, Mark Whitney appointed a Knowledge Management Subcommittee consisting of Sanjeev Kapur, Michael Tallman, Ross Perchuk, Mark Whitney and Rob Fox. Tim Zygula made a motion to approve, and it was seconded by Bala Devakottai. The committee unanimously approved.

Mark Whitney recognized Mark Schmidt (not present, joined 2014) and Richard Rolke (present, joined 2013) for their years of service to the EPC with a plaque as they retire from EPC active participation.

Mark Whitney discussed with the committee the inclusion of the EPC Keynote Address for the coming conference which the committee responded that it was nice to be asked but the decision rests with the chair position.

7. Nominating Committee

Jake Berret of the Nominating Committee presented Mallory Mudd of Dow as a replacement for Mark Schmidt. Nominating Committee members Jake Berret, Tim Zygula and Aivars Krumins recommended Mallory for membership on the Committee. Results of anonymous paper balloting indicated unanimous approval for Mallory.

Mark Whitney to send a welcome and invitation to Mallory (**Action Item**).

Jake Berret of the Nominating Committee presented Abraham Gonzales of Oxy for committee membership. Nominating Committee members Jake Berret and Tim Zygula recommended Abraham for membership on the Committee. Results of anonymous paper balloting indicated unanimous approval for Abraham.

Mark Whitney to send a welcome and invitation to Abraham (**Action Item**).

Per Article III, Section 3, Jake Berret representing the Nominating Committee recommended the renewal of Mark Whitney's membership on the EPC committee as he has reached the fifth (5th) year of committee service. Results of anonymous paper balloting indicated unanimous approval for Mark.

Per Article II, Section 6, Sanjeev Kapur and Aivars Krumins were recommended for 1-year EPC membership re-approval by Jake Berret representing the Nominating Committee. Results of anonymous paper balloting indicated unanimous approval for Aivars and Sanjeev.

The Nominating Committee brought a request for possible EPC committee membership (Pratap Nair) but after discussion highlighting that Pratap does not meet the criteria for membership (he is not employed by an ethylene producer or by a contractor who offers ethylene technology and the Committee did not deem his current role appropriate for Committee membership), discussion was closed.

Jake Berret of the Nominating Committee brought a request to increase the number of members in the Nominating Committee to five (5) vs. the current three (3). Sanjeev Kapur and Sasha Vragolic volunteered to join the Nominating Committee, filling Jake's request.

Once final information is complete, Jake Berret to send the final EPC director's list to Mark Whitney and Micheal Smith to update EPC website and records (**Action Item**).

Nominating Committee's presentation is given in **Attachment A5**.

8. 2023 Program and Co-Chair Report

Committee suggested gathering any subcommittee feedback on the 2023 conference and forward to the 2024 EPC Program Chair and Co-Chair (**Action Item**).

The Committee requested an update to the slide in the report package showing a summary of the break sponsor budget/outlays to be more representative of the total spend and expenses – Daryl will update and include in the final package. (**Action Item**)

The committee provided feedback on increasing Slido survey responses – these will be forwarded to the 2024 EPC Program Chair and Co-chair.

See the Program Chair and Co-Chair Report **Attachment A6** by Micheal Smith and Daryl Bitting.

9. 2024 Conference Planning and Status

Mark shared the current known milestone dates provided by AIChE for the 2024 conference.

- June 13, 2023 - Sessions & Session Chairs Due & In Confex
- June 15, 2023 – Call for abstracts opens
- October 25, 2023 – Call for abstracts closes
- TBD – Papers accepted or rejected
- TBD – Draft schedule ready
- TBD – Program goes live
- TBD – Paper submission closes
- Conference: March 24-28, 2024 Spring Meeting – New Orleans, LA

Mark also noted that the New Orleans site visit with the AIChE is planned for July 19 where the EPC Program Chair and Co-Chair will attend.

10. Subcommittee Reports

Safety – (Jake Berret)

Met for the first time today, identified new subcommittee chair and co-chair, identified session chair (Norman Wilhelm), session co-chair position still open, Reviewing list of ideas

Environmental & Sustainability – (M. Smith - replaces R. Beleutz)

Met for the first time today, identified session chair (James Kendall) and co-chair (Isa Mbaraka), discussed possible joint flare operations session with the operations subcommittee, good list of topics for next year generated

Operations – (J. Edwards replaces R. Rolke)

Subcommittee has not met for the first time (wk of June 19), considering joint flare operations session with the Environmental & Sustainability subcommittee

Maintenance & Reliability – (Sanjeev Kapur)

Identified session chair and co-chair (will provide), identified a good list of papers and ideas for 2024 session

Technology & Fundamentals – M Tallman

First meeting of the year held today, Identified 3 sessions total to date – Fundamentals, Decarb session and a Tutorial (currently focused on adsorbents), considering the tutorial to possible be a joint session with Contaminants and Impurities subcommittee

Industry 4.0 – (R. Rolke)

No update yet

Rotating Equipment – (M Tallman)

Not met for this cycle yet, already have some abstracts looking forward

Contaminants and Impurities – (M Whitney)

Identified a session chair/co-chair, discussing a joint session with the Technology & Fundamentals subcommittee on adsorbents, working on session chair/co-chair

11. Knowledge Management (KM)

KM subcommittee confirmed roles of current subcommittee membership – M Tallman is handling EPC/AIChE website updates/maint and interface with OmniPress, S Kapur is managing proceedings and M Whitney is managing the email/gmail accounts

Sanjeev introduced a change to the KM charter to reflect the current year/cycle after review by the KM subcommittee for approval. Richard Rolke made a motion to approve, and it was seconded by Jake Berret. The committee unanimously approved dependent on confirmation that the date was the only item updated/changed in the charter (did not have a copy of the recommended changes to display at the time). Will receive and review copy of updated charter to confirm (Action Item).

Discussed the OmniPress EPC archive upload for the 2023 conference and displayed the updated archive site “look”. Noted that the search function continues to improve and the new look seems more intuitive and provides better information in an easier to view format.

Updated/approved KM charter is **Attachment A7**.

12. Old Business

Sanjeev updated the committee on the EEPCC contract work. He noted that no real work has occurred over the last few months and was trying to get it moving as we do not want to waste the progress that has been made. The current EEPCC chair is considering retirement and we would like to move the EEPCC/EPC contract through prior to that event. Working to get signatures on the agreements so we can share more information but it does feel like we have gone backwards. Pushing again to try and get complete.

13. New Business:

With Richard Rolke retiring, we are losing the primary interface to the Industry 4.0 in the Ethylene Production joint session. The committee felt that the area should not be dropped as it is a critical, emerging area in industry. This area has multiple vendors who are interested in explaining and demonstrating their products but minimal operator sharing of application and use. Overall, the committee felt that there was little “filtering” of subject matter and focus on the current papers and presentations in the session and would like to see that increased to continue progressing forward. Aivars Kruminis and Sasha Vragolic volunteered to take interface responsibilities from Richard Rolke to continue support in this area with increased oversight and standard setting. Richard Rolke will send information and introductions of the new leads to the Industry 4.0 main committee (Action Item).

14. Review Action Items List

Micheal Smith reviewed the Action Items list.

Next EPC Main Committee meeting is scheduled for August 10, 2023.

15. Adjournment:

Mark Whitney adjourned the meeting at 8:54 pm.

ACTIONS SUMMARY

ITEM	BY	WHEN
Align EPC names and addresses on file at the bank and state. Completed with Mark Whitney	Bala Devakottai Jake Berret Rick Beleutz	October 2022 COMPLETE
Bala Devakottai to transfer \$50k to KM savings	Bala Devakottai	October 2023
Inquire with AIChE if they can assist with routing of membership payments	Bala Devakottai	October 2022 DELETE
Forward communication on 2021-2022 Committee credit card expenses that require both Chair and Treasurer "signature" (those >\$1000)	Mark Schmidt Bala Devakottai	October 2022 COMPLETE
Make recommendations for people deserving special rewards at 2023 EPC such as Dane Grenoble	Directors & Subcommittees	EVENT PASSED Delete by nxt mtg
Follow up with EEPCC on agreement and get their approval.	Sanjeev Kapur	January 2023 October 2023
Follow-up with Bank of America regarding Authorize Net name change to Bala Devakottai	Bala Devakottai	February 2023 COMPLETE
Make agreed changes to AIChE-EPC memorandum of understanding and present to AIChE for their signature.	M. Smith	COMPLETE Delete by nxt mtg
Welcome Ross Perchuk to the committee	Jake Berret	COMPLETE Delete by nxt mtg
Welcome Rob Fox to the committee	Jake Berret	COMPLETE Delete by nxt mtg
Follow up with AIChE on recording permissions for authors	Micheal Smith	COMPLETE Delete by nxt mtg
Follow-up with AIChE on network lunch communications to registered individuals when it is available on the website; confirm vegan option for networking lunch	Daryl Bitting	COMPLETE Delete by nxt mtg
Bala identified a lumped bank fee he wants to cross-check to ensure it has been charged correctly	Bala Devakottai	August 2023 October 2023
Investigate possible Certificate of Deposit (CD) opportunities	Bala Devakottai	August 2023 October 2023
Mark Whitney to send welcome e-mail to Mallory Mudd and Abraham Gonzales	Mark Whitey	August 2023 COMPLETE
Send final EPC director's list to Mark Whitney and Micheal Smith to update EPC website and records	Jake Berret	August 2023 COMPLETE

Gather subcommittee feedback on the 2023 conference and forward to the 2024 EPC Program Chair and Co-Chair	Micheal Smith	August 2023 COMPLETE
Update slide in the report package showing a summary of the break sponsor budget/outlays to be more representative of the total spend and expenses	Daryl Bitting	August 2023 COMPLETE Updated for mtg minutes
Update/verify latest version of the KM charter	Micheal Smith w/Sanjeev Kapur	August 2023 COMPLETE Updated for mtg minutes
Richard Rolke will send information and introductions of the new Industry 4.0 leads to the Industry 4.0 main committee	Richard Rolke	August 2023 COMPLETE
Follow-up with Motiva, Total, Oxy and Indorama regarding EPC membership.	Nominating Committee	Ongoing
Follow-up with Sasol regarding EPC membership.	Rick Beleutz	On Hold