

**Ethylene Producers' Committee Meeting
Minutes – Thursday, October 12, 2023**

Following are the minutes of the October 12, 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 (15 members) – Jake Berret, Daryl Bitting, Jose Debarros, Bala Devakottai, Rob Fox, Tim Gilder, Sanjeev Kapur, Ryan Pitt, Ross Perchuk, Micheal Smith, Jeremy Terro, Sasha Vragolic, Yong Wang, Mark Whitney, Tim Zyguła

Not present – Jeff Edwards, Jeff Elam, Abraham Gonzales, Aivars Krumins, Mallory Mudd, Michael Tallman

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 6:03 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**.

Reference for remaining cycle meetings:

- June 15, 2023 - **complete**
- August 10, 2023 - **complete**
- October 12, 2023 - **complete**
- December 7, 2023
- February 1, 2024
- 2024 Spring Conference - New Orleans, LA - March 24-28, 2024

3. Five Minutes on Safety:

Presentation on Lithium Battery Safety by Tim Zygula appears in **Attachment A3**.

4. Approval of Previous Meeting Minutes:

Micheal Smith sent out the final minutes of the August 10, 2023, meeting on September 5, 2023. A motion to approve was made by Sanjeev Kapur and seconded by Jake Berret. The committee unanimously approved the minutes.

5. Treasurer's Report:

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

Bala noted we had one new subscriber (Becht) and reviewed the financial statements to date. He also reviewed our tax return summary.

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

6. Committee Chair Report

Mark Whitney welcomed Tim Gilder (Shintech) to the group as he attended his first meeting. The committee also took time to go around the room to do a round table introduction.

7. Nominating Committee

Jake Berret for the Nominating Committee asked if anyone had contact info for resources from Indorama and Total for possible committee nomination. Bala and Sanjeev indicated they had Indorama contacts; Jose has Total contact. **(Action Items)**

8. 2023-2024 Program and Co-Chair Report

Daryl presented the chair/co-chair report out – Jeff E could not attend this meeting.

Noted several items for program chair/co-chair to consider as they move forward-

- After discussion, noted desire to flip Rotating Equipment with Tech & Fundamentals sessions
- Also noted desire to flip Flare Ops and Decarb session times
- Discussion of DropBox setup provided a few considerations. An email should be sent to all the chairs/co-chairs on the set-up info. Cross check if permission to publish is needed/considered for DropBox **(Action Item)**

See the Program Chair and Co-Chair Report **Attachment A5**

Break – 7:00 PM – 7:10 PM

9. 2024 Conference Planning and Status

No remarks

10. Subcommittee Reports

Safety – (Jake Berret)

Identified 8 possible papers including 1 abstract, 2 EM papers, 2 CP Chem papers, 1 Linde, 1 Shell and 1 CSB paper (TPC event). Noted that we are considering going virtual for meeting.

Environmental & Sustainability – (Micheal Smith)

Currently have 5 presentations essentially committed, 2 'soft' commits. Feel good about where the current single session is shaping up.

Operations – (Jeff Edwards absent, sent updates later via email)

Noted 2 in confex, 4-5 others pending.

Maintenance & Reliability – (Sanjeev Kapur)

Committee met yesterday and look to be in good shape. Three in confex, 2 more coming with 6 expected.

Technology & Fundamentals – (Rob Fox)

Currently looking at 2 sessions – Fundamentals, Decarb session. Fundamentals session looks full; the Decarb session is still beating bushes to be full but expected to find enough.

Industry 4.0 – (Sasha Vragolic)

Currently have 2 and need 4 papers to fill. Continue to focus on quality of papers as much as possible

Rotating Equipment – (M Tallman via email)

According to the subcommittee chairs, Rotating Equipment currently has one abstract in hand and at least two others in the process of being finalized. Another communication regarding the deadline dates and soliciting more papers has been sent out to the subcommittee members. Seems they are a little bit behind this year.

Contaminants and Impurities – (M Whitney)

Will support 2 sessions in 2024 – base session and an adsorbent tutorial. Have identified a large number of possible presentations/papers and expect to be full.

11. Knowledge Management (KM)

Sanjeev noted that the joint EPC/EEPC NOx webinar can be published on our website/OmniPress. Sanjeev will attend the Oct 2023 EEPC meeting in Portugal and will meet with EPC to determine path forward signature on EEPC/EPC doc and possible collaboration items.

Noted EEPC popcorn polymer workshop planned for 2024.

12. Old Business

Noted that we would like to review the “emergency” replacement costs/process for OmniPress so we could discuss amount of money needed to remain in bank vs. possible placing in CD or saving account.

Bala mentioned that OmniPress search functions may not be completely picking up everything and if you notice something in OmniPress “missing” that you notify Nominating Committee members.

2023 EEPC Event Dates -

October 24-27, 2023 at Christine Surmont, Marina de Vilamoura, Vilamoura, Portugal.

13. New Business:

None

14. Review Action Items List

Micheal Smith reviewed the Action Items list.

Next EPC Main Committee meeting is scheduled for December 7, 2023.

15. Adjournment:

Mark Whitney adjourned the meeting at 8:03 pm.

ACTIONS SUMMARY

ITEM	BY	WHEN
Bala Devakottai to transfer \$50k to KM savings	Bala Devakottai	Dec 2023
Follow up with EEPC on agreement and get their approval.	Sanjeev Kapur	Dec 2023
Bala identified a lumped bank fee he wants to cross-check to ensure it has been charged correctly	Bala Devakottai	Dec 2023
Investigate possible Certificate of Deposit (CD) opportunities	Bala Devakottai	Dec 2023
Revisit EPC archived database back-up plans and share at a future meeting	KM Committee	Dec 2023
Revisit costs and methods to re-create the EPC archived data base to help understand how much funds need to be set aside and latest technology.	KM Committee	Dec 2023
Ensure website is up to date with officers/members	Mark Whitney	October 2023
Follow-up with Total (Jose has contacts) and Indorama (Bala and Sanjeev have contacts) regarding EPC membership.	Nominating Committee	Ongoing
Cross check on permission to publish regarding DropBox	Daryl Biting	Dec 2023
Set-up EEPC breakfast time at Spring 2024 meeting	Mark Whitney	Dec 2023