Minutes of Meeting

Location: Conference Call

Present: Sanjeev Kapur, Michael Kennedy, Walter Postula, Michael Tallman, Greg Yeo

Absent: None

Distr: Above + ethyleneproducerscommittee@gmail.com

Agenda:

1. Reading of the Anti-Trust Statement (MJT)
2. Selection of Subcommittee Chair / Co-Chair(s) (All)
3. Status of Upload of the 2013 Proceedings to the Online Library (MJT)
4. Web Site Hosting (potential for AIChE to host site?) (GY / MJT)
5. Disposition of Excess KM Subcommittee Funds (SK / GY)
6. Any Other Business (All)
7. Adjournment

1. Reading of the Anti-Trust Statement

No activity of the Committee shall involve the exchange, collection or dissemination among competitors of information, or be used 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.

2. Selection of Subcommittee Chair / Co-Chairs

After discussion Greg Yeo and Michael Kennedy will serve as Co-Chairs for the 2013-2014 cycle.

3. Status of Upload of the 2013 Proceedings to the On-Line Library

Paul van Helmond is awaiting confirmation from some authors on minor edits (such as to remove "confidential") prior to upload. It is intended to complete this by the 22 August 2013 main committee meeting.

Knowledge Management subcommittee will consider taking over this role for future years and will discuss further later in the year.

4. <u>Web Site Hosting</u>

AIChE has recently updated their web site, and it is now easier to host divisions and other affiliated organizations such as EPC. AIChE has expressed willingness to host EPC site, but wanted to defer further discussion of this until after the summer. Greg will continue discussion of this item with AIChE in the coming weeks, including system for editing / adding content to the EPC portion of the site.

5. <u>Disposition of Excess KM Subcommittee Funds</u>

Greg and Sanjeev have prepared the attached proposal in response to the main EPC committee request for a written plan for consideration, addressing specific concerns and suggestions voiced at the EPC meeting.

In addition, Ralph King has been approached as potential author of the first module and agreed to prepare an outline of his suggested approach and content in line with the draft proposal.

AIChE has expressed an interest in making such modules accessible via its web site, for an access fee. They have various webinars and e-learning modules etc available and their approach in developing such content is to reimburse out of pocket expenses, but not pay hourly fees.

The format of the modules was discussed – one option is to use a PowerPoint file with narration turned on; with this format the host site needs to be capable of handling the bandwidth for streaming content. AIChE web site could host (although we had not anticipated charging an access fee), Michael Tallman will also inquire with Omnipress on ability for them to host such content within the auspices of our on-line library arrangement with them.

Michael Tallman will distribute a copy of the proposal at the next EPC meeting and request members to review and send comments to the Knowledge Management Subcommittee. It will be discussed in detail at the next meeting.

6. Other Business

No other business was raised.

7. Adjournment

There being no further business to discuss, the meeting was adjourned.