

Notes from 01/23/2023 KM S/C Meeting

Attendees: Walter Postula, Mike Tallman, Mark Whitney, Sanjeev Kapur

Agenda: Transition plan discussions for Walter Postula's role in the S/C, in light of his leaving the subcommittee after the current conference cycle.

- Read the antitrust statement
- Walter provided a summary of his KM activities along with a brief discussion about the level of effort for each activity
 1. Keeping track of the Ethylene Producers Committee's Gmail account inbox - organize folders, respond as necessary, and post minutes of meetings (MOM) from the subcommittees on the EPC website
 2. EPC website updates - in addition to MOMs, keep other documents updated on an as-needed basis (Leadership and membership - in coordination with Gina from AIChE; bylaws; best practices etc.)
 3. Coordination and compilation of annual EPC proceedings for updating the Omnipress website. This is coordinated with Program Chair and Session Chairs ensuring the availability of all papers/presentations and working with authors about confidentiality statements. In addition to papers/presentations, an excel spreadsheet is generated to capture the session information, and about paper number/title/authors, etc.
- Mark Whitney volunteered to handle the first two activities. A working session will be organized with Walter to transition these activities along with the mechanics of performing them. Sanjeev will also attend as a backup observer.
- Sanjeev volunteered to handle the EPC proceedings-related activities and will follow Walter during the upcoming cycle
- Other Items - (1) S/C agreed that we will need additional member(s) to support future activities and S/C will approach some of the potential members for their willingness/interest. (2) Mike will initiate the process for the Omnipress proposal for 2023 proceedings.