

March 18 KM S/C Meeting Notes:

Agenda

1. Antitrust Statement
2. Mark's current responsibilities in the KM subcommittee along with status - Mark
3. Other activities of the KM subcommittee - Mike & Sanjeev
4. Transitioning Mark's current activities before his retirement (preferably before the next main committee meeting) - All
5. Any new business or other topics

Attendees:

Mike Tallman, Rob Fox, Mark Whitney, Sanjeev Kapur

Meeting Notes:

- Read the antitrust statement.
- Mark, Mike, and Sanjeev provided a summary of 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 - currently handled by Mark Whitney
 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.) - currently handled by Mike Tallman
 3. Coordination and compilation of annual EPC proceedings for updating the Omnipress website. This is coordinated with the 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. - currently handled by Sanjeev Kapur
 4. Coordinating licensing, proposal, and related activities with Omnipress - Mike Tallman
- In light of Mark Whitney's retirement from the subcommittee, Rob Fox volunteered to handle the activities under item 1 above. Mark agreed to bring the status of these activities up to date before handing over the future efforts to Rob - **Action by Mark.**
- Mark, Rob, and Mike will coordinate a meeting to go over the Gmail account and the process for transferring files to the EPC website (**Action by Mark**).

- Mike will coordinate with AIChE to update the EPC website managers so that Rob and Ross also have access rights for website management. (**Action by Mike**)
- Other Items - (1) Mike will initiate the process for the Omnipress proposal for 2024 proceedings (Post Meeting Note - done).