Knowledge Management Subcommittee Meeting, January 27, 2014

Meeting Minutes:

1. **Reading of the Antitrust Statement:** Greg
   - *"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, 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 above is referred to as the Committee's General Rules of Anti-Trust Compliance.)

2. **Update 2013 Conference paper uploads** – Greg
   1. Paul Van Helmond has sent KM Subcommittee's November 2013 corrections to Omnipress.
   2. Greg will followup with Paul to confirm Omnipress schedule for finalizing. Goal is to have completion by January 30 meeting of the Committee.

3. **Omnipress** - Mike, Walt, Greg,
   - Required actions, schedule, responsibilities for 2014 uploads
     1. Assign a KM person to attend the dry run of each session at conference. Confirm that presentations meet guidelines (no "Confidential" labels, no email addresses, limited company promotions, etc.)
     2. Walter will attend dry run of at least one session and direct other KM subcommittee members to cover the other.
     3. Our goal will be to leave conference with conforming presentations that are named and ready for upload.
   - Discussion of Omnipress proposal for upgraded website – Mike
     1. Omnipress offered upgrade last year, and we declined.
     2. Consensus that upgrade is of marginal value, especially considering the high cost. We will decline this year.
     3. KM Subcommittee authorizes Mike Tallman to begin discussions with Omnipresson 2014 and express concern about Omnipress long term commitment to the "old" system. KM subcommittee will consider future options based on Omnipress response.
     4. Mike Tallman will issue letter to subscribers following January 30 EPC meeting, committing to 2014 plans for fee waiver and upload schedule.

4. **Update on website development** - Greg
   - KM Subcommittee toured the new site: content, structure, access, especially from Program Chair and Program CoChair roles
     1. KM Subcommittee has webmaster access for editing and posting of content. Security managed through AIChE login credentials
     2. Walter will prepare update of the Program Chair timeline/activities document for posting after conference planning is complete.
   - Plan for storing of archived documents (Program Chair & Program CoChair files) on Google Drive
     1. KM Subcommittee discussed Google Mail / Google Drive structure for archiving historical EPC documents, including meeting minutes, Permission to Publish confirmations, and historical Program Chair/CoChair documents.
     2. We will remind Committee members to have all minutes cc'd to ethyleneproducerscommittee@gmail.com. KM Subcommittee will upload documents received to this address.
   - Security/passwords

1. Greg shared the password for accessing ethyleneproducerscommittee account. Complex password, but easy to remember.
   o Maintenance, ownership
     1. Agreed that KM Subcommittee will own and maintain account. For now, Greg will check the Inbox at least weekly and pdf/upload minutes as they arrive. All KM members have access capability and can do same.

5. **Update on Safety Training modules** - Sanjeev & Greg
   o Technical content / module development
     1. No further discussion at this meeting. Ralph King is making good progress
   o Contracting with authors
     1. Greg received advice from a lawyer friend that EPC interest will be best protected if we get advice from legal counsel on how to structure our simple agreements with authors. Based on recommendation, Greg asked Mike Kennedy to contact the EPC CPA for a recommendation. Our CPA recommended Jordin Nolan Kruse. Sanjeev will speak to her on January 28 to confirm her interest, capability and rate structure for advising the EPC. We will review this proposal at January 30 meeting and ask for a motion to proceed with developing appropriate protections for EPC.
   o Hosting of presentations: Proposal to store static files on aiche.org/epc, streaming files on Omnipress or EPC YouTube channel.
     1. Omnipress and aiche.org are the preferred options.
     2. Mike Tallman will check with Omnipress about hosting narrated PowerPoint slide shows and associated costs.

6. **Update of KM charter for 2014-2015 cycle** - Greg
   o Draft to KM Subcommittee for comment in advance of next Committee meeting (see attachment)
     1. Greg will post a draft charter in editable form in the KM Subcommittee Members Area (see link at bottom of http://www.aiche.org/community/sites/ethylene-producers-committee/knowledge-management-subcommittee. Login with AIChE ID required.

7. **New business** – None.

8. **Summarize followups**