

ESA Special Executive Committee Meeting

Minutes 20th September 2019 Dusseldorf, Germany

Those attending:

John Morton
Wolfgang Bommers
Simone Wilson
Mark Horton
Alberto Rocca
Ozan Devlen
Chiara Sozzi

Partial Attendance.

Peter Bowden
David Edwin Scott

1. Apologies for absence:

David Mitchell, Sandy Van den Broeck, Manuel Seyrl, Stefan Puchtler, Enrico Zini

2. Review minutes last Ex Comm meeting 7th March 2019

The minutes were accepted from the 7th March meeting.

3. Reports from Divisional Chairmen

David Edwin-Scott provided an overview of the **Packing Division** and **E&P Division**. There was no requirement for funding for either division in 2020. (Overview of each division attached)

David was also able to provide an update on the Plastics initiative and the progress to date. This initiative arose out of the ESA Blue Sky day in 2018 and was subsequently discussed at the 2019 AGM. One preliminary on line meeting had taken place and enthusiasm for this subject from the ESA members was strong. The working group identified that the initiative needed to be organization wide and not focused on just packing materials. External support would be desirable from an organization specializing in plastic reduction initiatives within business. A budget request for €5k was agreed to be utilised for such purposes. It was also agreed to that a guest speaker should be sought to talk about the subject at the 2020 ESA AGM.

Peter Bowden provided an overview of the **Mechanical Seals Division** activities (attached). A request was made for €6k to cover migration testing. PB also agreed to look at the value of being a "member" of EHEDG.

Mark Neal provided an overview of the activities of the **Flange Gasket Division** and **Expansion Joints Division**. Funds are required by the EJ Division to upload the video content and alter the web page to a newer format and image. €3k.

The Flange Gasket Division require additional funds to cover the animated gasket installation procedure. One quote received from Tuneful of €1700. Awaiting the final script.

4. Finance Overview

The current ESA Financial position and forecast was provided by MN. Please see the attached. It was anticipated that we would not fall below the €90k base line for year end cash balance and that we were in line with the ESA 2019 Budget

WB kindly provided an overview of the project to simplify the ESA accounts. This project required an understanding of the VAT position of the ESA and MH kindly agreed to utilise the Flexitallic in house resource to assist in this. MN/WB to discuss with MH. WB was to provide an overview of the presentation (attached) Once the VAT position was understood then MN/WB would discuss ideas on simplification.

5. Membership Fees 2020

At the 2019 ESA AGM it was agreed with the ESA members in the General Meeting that the “Discount for attending Meetings” would be removed from the member invoices for 2020. This would generate €18,500 additional revenue based on 2018 and €17,000 based on 2017 year end results. This benefit would be utilized to part fund the new Technical Director role.

It was also agreed at the 2019 ESA AGM that an additional €30k would be raised by increasing fees.

A suggested (attached) membership invoice was shown. It was agreed to simplify this as much as possible. WB also asked that we sequentially number the ESA invoices rather than allocate an invoice number by member account. Action MN

6. 2019 and 2020 AGM

Final payment for the 2019 AGM (€14k) had yet to be settled as the organisers had lost the ESA Exhibition equipment. Once this had been resolved then payment would be made. Approx €4k was paid in November 2018

The dates and venue for 2020 were now confirmed as 5/6/7th May 2020 in Vienna at the Savoyen Hotel. A deposit had been paid for the hotel and dinner on the 6th May. MN to circulate details (attached). The hotel bedroom costs were relatively high but next door is the NH Hotel which had more reasonably priced rooms.

7. Technical Director Update

MN confirmed that he was in discussions with Ralf Vogel regarding the position and outlined the “package”. This was discussed and MN was to make an offer on this basis. Mn to circulate the final outcome of the discussion with RV to the Exec. Objectives for the position were to be formalized at the 2019 December Exec meeting.

8. Standards and Legislation Update

DM unfortunately wasn't able to attend the meeting but had been present the previous day at the Divisional meetings. He had provided an update to the divisional attendees and supplied a summary (attached) for the Exec meeting. His support in this role was recognised by all concerned. The FERD document was discussed at length and the input required by David to achieve this.

9. Dates and Venues for 2019/2020

The following dates were agreed for Exec and Divisional meetings for 2019 and 2020.

9/10 th December	2019 – Dusseldorf - Sheraton Hotel	MN	
18 th /19 th March	2020 – Ismir		OD
5/6/7 th May	2020 – Vienna		MN
22/23 rd September	2020 – Dusseldorf - Sheraton Hotel	MN	
9 th /10 th December	2020 – Prague		MN

10. MN Objectives Review

MN ran through the objectives set for 2019/2020 In Summary:

1.1 A T. Director had been addressed, see point 7

1.2 An ESA file back up system was now established through two routes:

a) An ESA file Sharing Platform was now established and being utilized – Microsoft Share Point.

b) A Drop Box account for the ESA was now in place. MN had loaded all ESA files to the central destination (including BE's). MN would discuss with J M admin rights.

Two Knowledge Base options were discussed. One would be a “Plug In” suitable for the Wordpress platform the alternative would be more specific software and would be integrated into the ESA web site with no visible link. Costs for the latter were approx. €2.5k depending upon the level of development required. This was the preferred route. Implementation would be Q4 2019

1.3 As a result of the AGM and discussions on the Plastics initiative there was now a Working Group dedicated to looking at reducing Plastics within the ESA. As such there was a solid foundation to work from. In addition to this MN outlined alterations in the website to enhance the “Green” credentials of the ESA but felt that this could be extended to cover a policy statement and alterations to the website. Given the level of activity on Plastics alone MN didn't want to turn the ESA into an Environmental only association and suggested that the development of the ESA's green credentials be tempered and largely managed through the Plastics team in the next few years.

2. Updates provided at each Exec.

3. Growth in membership is being monitored via a spreadsheet and a working group from each division had been established at the AGM. Further activity is to be presented in December.

4. Items 4.1 and 4.2 were discussed in the finance review, see point 4 of these minutes.

4.3 MN had discussed the concerns with Actuado and had removed the hosting of the ESA web site to an alternative. Content and communication for the ESA would be Actuado's main focus. Potential candidates for future roles within the ESA Exec had been discussed at a previous Exec and remained in place. The commencement of a new ESA T. Director role would help support the existing T.D. and provide backup in all areas. DES communicated that he would be looking to retire in approximately 2 years. MN would also discuss with Divisional chairmen succession plans and present these in one document in March 2020.

11. FSA Fall Meeting

JM might be able to attend the FSA Fall meeting. 21st to 25th October

12. A.O.B

No other business.

M. Neal 15th October 2019

Attachments:

WB Financial overview and simplification

Divisional Summaries

Current Financial Position and Forecast

Savoyen Hotel Details AGM 2020