

## ESA Special Executive Committee Meeting

10th December 2019 Dusseldorf, Germany

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### Those attending:

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

### 1. Apologies for absence:

Ozan Devlen

### 2. Review the minutes of the last Ex Comm meeting 20<sup>th</sup> September 2019

The minutes were accepted from the 20<sup>th</sup> September meeting.

### 3. Simplification of the ESA Accounts

WB kindly provided an update on the VAT position following a discussion with our German accountants. The position in Germany remained unaltered and it is not possible for a trade association to charge VAT in Germany. Germany never adopted an EU ruling in this issue. Therefore the only viable route to reclaim VAT is through the UK at this moment in time. Firstly the accounts are not simplified and we run with dual accountants, banks and taxation systems and associated costs and we are exposed to currency fluctuations. One possible remedy is that we open a UK Nat West Euro account. MN to investigate once WB had discussed with Hezler Kollegen.

We felt that at this stage whilst ever Brexit was unresolved that changing the current ESA financial structure was inappropriate.

Further Actions:

MN to create ESA Dropbox access for WB and Ines at Hezler Kollegen. MN would create a Finance area which would allow WB and IG to download any financial files required for the accounts. MN to load "traditional" bank statements monthly into the Finance folder.

MN to open access to all ESA Dropbox files for JM and SW

### 4. Cash position and Forecast for 2019

The projected cash position (attached) was estimated to be €103k. This reflected some of the promised late payments from members, potential expenses from Tech Directors, costs for the Exec meeting and a VAT rebate which is normally paid in December.

At a projected figure of €103k for the year end then we would remain above the €90k trigger point for increasing membership fees on the basis of maintaining reserves. Several late/non payers would be charged the difference for taking the early payment discount as a flat on their 2020 membership invoices.

## 5. Agree 2020 Budget

The financial position/forecast for 2019 was discussed at length and a proposed budget for 2020 was derived. There are a number of proposed financial initiatives for 2020 which will have an impact on member invoice values. The three main issues were the commencement of a “Full Time” Technical Director with a cost of €50k per annum (+VAT), removing the “Attending Meeting” discount on invoices and charging up to €500 per member to cover for the new Tech Directors position. This had approval from the ESA members in 2019 at the AGM.

We decided ultimately to simplify the member invoice and charge a flat fee to all members of €6400 less €500 for holding a position within the ESA or writing an article. A 2020 member invoice was created (attached) and a simplified 2020 budget (attached) was to be circulated to all members.

## 6. 2020 AGM

The proposed schedule was discussed which broadly follows the 3 day layout of previous years which is orientated around the Divisional meetings and the General meeting. As the introduction of the workshop initiatives were warmly received in 2019 we decided that they should be continued. The workshops needed to be combined with potential guest speakers and subjects. The following list was drawn up.

Amanda Keetly – Less Plastics

API 623/624 changes. SW and AR both felt that they had contacts in this area and were to send MN the details. MN would invite.

SW would look at the possibility of running a Brown Bag Lunch on the subject of the Agile Work Environment.

Young Persons Initiative to be introduced following the discussion at the March 2020 Exec.

3D Technology, Additive Manufacturing (Rapid Prototyping)– Alberto to arrange.

We would host a Mix and Mingle reception on the Tuesday evening, drinks and canopies.

Introduce the Exec. MN to organize room/food etc

A flat fee for Technical Directors attending the AGM is to be introduced.

There were to be no coaches to the Dinner on the Wednesday evening.

## 7. I.T Update

MN outlined the new areas of the website which required feedback.

Gasket Database is now visible and goes live in February 2020.

Knowledgebase is now established and this will form the base for all file links on the website.

The ESA now has a Dropbox account. MN to provide various share links to individuals and set Ralf his own folder.

The Plastics Initiative now has an alternatives table which can be populated by members.

## 8. Indian Sealing Association

MN shared a letter from the ISA which asked for support. The ISA are looking to remove asbestos from the Sealing Industry within India. There is a proposal to introduce legislation which will ban asbestos and the ISA would like to use our Gasket and Packing handbook and receive a letter from the ESA offering support. We had no issue with the utilization of the handbooks but we decided not to provide the letter as it was not in the interests of our members.

## 9. Membership Growth

MN provided the updated membership spreadsheet and all were to add potential members to this. MN would then invite all the prospects to the AGM.

## 10. AOB

There was no other business.

## 11. Date and venue of the next meeting.

As previously discussed these are the dates and venues for the next year.

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

## M. Neal

Attached.

Cash Position Forecast.

Member invoice

2020 Budget

Membership Growth