

## ESA Executive Committee Meeting

17th June 2020 On Line Meeting - Final

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### Those attending:

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

### 1. Apologies for absence: None

### 2. Review the minutes of the last Ex Comm meeting 19<sup>th</sup> December 2019

The minutes were accepted from the 19<sup>th</sup> December meeting. MN to check that the Exec minutes are being posted to the Members area.

### 3. 2019 Year End Accounts

WB provided an overview of the accounts (attached) and there was a slight surplus of funds at the end of 2019 compared to 2018. WB is to prepare a summary which can be used to circulate to the members. MN to check that the accounts were included in the last News Letter and that they are posted in the members area.

### 4. Cash Situation and Forecast 2020

MN provided an overview of the cash situation as of the 16<sup>th</sup> June. NW stood at £172k and the Comm bank account was €22k. In total €215k.

We had received the deposit back from the Savoyen Hotel for this year's cancelled AGM. We had also settled the 2019 AGM final invoice of €10k. A reduction in travel costs and no AGM in 2020 would mean a reduction in overall costs for the year.

WB also provided an overview of a spreadsheet tracking payments from members. There were still 6 members that hadn't paid the 2020 membership fees and within this Cetim still owed for 2019. In total €43.4k was still outstanding with no perceived risks.

Current projections are based on a total working fund of €258k (cash balance plus outstanding membership fees) as of June with potentially a further €10k for VAT rebates. The cash forecast for the year end would be approx. €150 to €170k, which would result in a surplus for the year over 2019 of approximately €50 to €70k

MN to chase all outstanding member fees.

After analyzing the membership payments received (Kastas and General Packing) versus what was actually paid by members in euros it was established that exchange rate differences were having a dramatic effect on the sterling funds received. MN to chase the Nat West for a Euro account.

(MN/WB to have a follow up meeting on 25<sup>th</sup> June 9.00CET to discuss Fees, payments and obligations highlighted in **Point 5 under AGM**)

## **5. 2020 AGM**

As the situation across Europe with COVID was still fragile it would be inappropriate to arrange a “normal” AGM later in the year. As we still have legal obligations regarding the ESA statutes then it would be necessary to canvas support and acceptance/objections from all ESA members on the following:

- Minutes of the 2019 AGM
- 2019 Accounts
- Releasing the Executive Committee
- Releasing the Treasurer and Auditor
- Re electing the Auditor for 2021
- Re electing the Executive team members who’s term had expired (Mark Horton, Alberto Rocca)

It was agreed to write/email all members and ask for any Objections or questions regarding the above. This would be done before a proposed Online AGM during wk. comm. 19<sup>th</sup> October. At this Online AGM we would also hold a workshop/meeting to discuss the above. If no Objections were received via either route (e mail notification and online workshop at the AGM) then we would assume the motion as being approved. MN/WB will draft the proposals to be debated. Whilst not ideal we agreed that this was the only practical route under the circumstances. We would also hold a series of Online 30 minute workshops during week commencing 19<sup>th</sup> October. The divisional meetings would also be held during this week and we would cover other topics such as the Reduction in Plastics initiative. The 2021 AGM would be held on 27/28/29 April in Vienna if the hotel had availability. MN to speak to Chris at Klinger and make enquiries at the hotel Savoyen.

## **6. Divisional Project Update**

MN provided a brief summary of the Divisional activities. Working with Ralf we now have a regular meeting for each division online every 4 to 5 weeks. We are also posting the meeting dates within the website and linked In and numbers of participants is steadily growing. This could be a result of people working from home or hopefully a sign of interest from members. MN expressed concern that the Expansion Joints Division appeared to have disbanded and there was a general lack of interest within this group. MN/RV to run the meeting regularly and try to gain support through regular meetings and content.

## **7. JIP 33**

AR kindly provided a summary of the JIP 33 proposal. There was to be a review of this involving AR/FA and MN. Dates a time proposal would be provided by AR

## **8. AOB**

MN/JM to hold a review meeting with RV

**9. Date and venue of the next meeting.**

MN/WB 25<sup>th</sup> June online 9.00am CEST

Exec Meeting online 27<sup>th</sup> July 9.00am CEST

Exec 22/23<sup>rd</sup> September Dusseldorf - Sheraton Hotel

AGM 2020 wk comm 19<sup>th</sup> October

9<sup>th</sup>/10<sup>th</sup> December 2020 – Prague

AGM 2021 27/28/29<sup>th</sup> April TBC

MN

MN - Cancelled

MN

MN

**M. Neal**