

ESA Executive Committee

Minutes for the meeting held on 4th December 2017, Frankfurt.

Persons Present

Mark Neal
Alberto Rocca
Wolfgang Bommers
Mark Horton
Simone Wilson
Ulf-Oscar Homann
John Morton

1. Apologies for absence
Ozan Devlen

2. Review minutes last EXCOM Meeting 19th October 2017
Minutes Accepted

3. Accounts YTD 2017
The 2017 accounts (Sept end) were reviewed.

4. Actual cash situation and cash forecast 2018
The projected cash forecast for 2017 at the end of Dec was calculated to be €105,000. This was above our threshold of €90,000 which would trigger an increase in membership fees. 2018 membership fees will remain static.

5. Agree 2018 Budget
The budget for 2018 was discussed alongside membership participation. The following actions arose:
MN to ask Technical Directors if membership involvement has increased as a result of offering a discount on membership fees for their participation.

The basic fee structure for each of the membership categories was reviewed and agreed as follows:

| | Fee | Brief Description* | Voting |
|-----------------------|-------|---|--------|
| Full Membership | €5900 | Manufacturer in Europe of Sealing Devices | Yes |
| Associate Membership | €5900 | Supplier or Man'r outside of Europe | No |
| Scientific Membership | 50% | Invitation Only | No |

- For full description refer to the ESA Statutes

The Exec Committee are to review any Scientific members every Dec Exec meeting.

We should ensure that the fee structure is outlined at the General Meeting at the AGM.

MN to invoice Cetim, Amtec and Munster University at the Associate level. The total budgeted revenue figure for 2018 is to be increased recognising the fees to be charged for these 3 Associates.

Tech Directors fees to be excluded from the early settlement discount.

The revised budget is to be circulated in the next Newsletter. Action MN

We purchased a Global Pump and a Global Valve report in 2017. There has been little response from members. It was suggested that we try and engage more members through a News Letter review in an enticing way. MN to discuss with SW.

AR to supply details of the company who can provide bespoke reports for the ESA. It maybe possible to meet with this company whilst in Italy to discuss AGM and meet with LDAR (FA)

6. 2018 AGM - Update

Please reserve rooms now if you wish to stay in Hotel Franceshi.

Possible Guest speakers were:

| | |
|---|----|
| LDAR Representative – Francesco Appuzo | AR |
| IED or EDW Representative | MN |
| Chinese Sealing Association – AR to check the correct approach and confirm the contact. | |
| BHR Representative or Presenter at the Conference | MN |

7. Standards and Legislation Update

MN to confirm by Division who is the IED Contact.

There will be a WG and separate discussion at the AGM to review the BAT document.

8. Knowledge Base/Share Point ESA/FSA Cooperation

The FSA Knowledge Base was discussed and it was felt that the website is the public area for documents. Holding documents separately in a KB type platform would be complicated. SharePoint costs would be confirmed and circulated. The major benefit of Share Point would be the opportunity to link files to the web site. Ie one central point library that members could access.

9. Chinese Sealing Association (CSA)

We would invite a representative of the CSA to present on Current Emissions Control & Legislation in China at the AGM. AR to provide contact details (see Point 6)

10. Explainer Video

The Final version to be circulated to Exec Comm

11. Legal Support

MN to arrange a meeting with Pvd in the first instance.

12. LDAR Update

The concept of an LDAR division within the ESA was discussed. It was felt that this was a positive step forward and supports the ESA knowledge and relevance objectives. Guest speaker to be invited see point 6. MN to continue to research.

13. Careers Update

We need greater buy in from Members generally. MN will discuss with Smith's group how we can market the Careers area better. New Positions advertised on the website will also be posted on Linked In. CV's can also be up loaded now.

14. AOB

No other business.

15. Date and venue of next meeting was 14th March, now moved to 6/7th March 2018 WB to confirm the hotel contacts details.

Location: Burgmann Packings GmbH, nr Munich
Address: Bahnhofstraße 15, 82515 Wolfratshausen, Germany
Web: <http://www.burgmannpackings.com/contact>