

ESA Special Executive Committee Meeting

Minutes 7th March 2019 Dusseldorf, Germany

Those attending:

John Morton
Wolfgang Bommers
Simone Wilson
Mark Horton
Ozan Devlen
Ulf-Oscar Homann

1. Apologies for absence:

Alberto Rocca

2. Review minutes last Ex Comm meeting 12th December 2018

The minutes were accepted from the 12th December meeting.

3. Final Accounts 2018

The final year end accounts for 2018 were presented by UOH and accepted by the attendees. These would be circulated to the Exec and separately to all members of the ESA prior to the AGM and posted in the Members area.

WB would look at the accounts structure to see if it was still a valid layout and discuss with B&H what procedure we could follow to recover bad debts. WB would also discuss with B&H whether we could simplify our current financial structure and discuss the impact of MN submitting expenses rather than running a VAT registered company. Potentially this would eliminate the need for duplicate bank accounts, auditors and recovering VAT. MN would write a procedure for chasing late payments and circulate to the Exec for approval.

Assuming there were no bad debts MN felt that the cash position at year end would be a surplus on 2018 based on anticipated receipts and known costs. Some issues such as the Gasket data base and the outcome of the Blue Sky Day may have an impact. The Cash position at the end of 2018 was similar to 2017 on a like for like basis.

4. 2019 and 2020 AGM

The Tivoli Oriente had confirmed approx. 45 rooms were now booked (as of 4th March). MN would visit in late March/April to review the final arrangements. Michael Sauter (Klinger) confirmed that they would assist in selecting venue options for 2020 in Vienna. Rather than having a guest speaker it was decided that we would discuss the Blue Sky Day at the CEO lunch. Each Exec member would present one subject as a way of introducing themselves to the audience.

The Subjects and presentations were to be:

Full Time Technical Directors – WB

Funding (est €50k) to partially come from:

- i) Cancelling Discounts for contribution
- ii) Increasing fees by €500

Upside Down AGM – SW
E Knowledge Base – OD
Engagement of Young Members – MH
More Divisions – JM
Going Green – MN

Separate minutes will be circulated covering the Blue Sky meeting held on the 6th March.

MN to provide the ESA slide pack to everyone 2/3 slides each.

CEO Lunch Invitations: not discussed.

Lunch and Learn Workshops:

At a similar time to the CEO lunch several workshops would be taking place for those not involved with this dinner. The main subjects would be:

- No Plastics: David Edwin-Scott/SW
- Internet of Things: Jasna
- Younger People Initiative SW

MN to arrange.

SW might struggle with timing as she will also be helping out with the Lunch & Learn/Workshops MN to arrange with the hotel suitable workshop areas and lunch requirements.

MN/SW to draft a message and discuss how we communicate this to all members.

Re Election of Exec Comm Members.

WB had kindly provided an update. This will also now be held by MN on a positions spreadsheet (see attached)

In Summary:

SW/JM are due for re election as Exec Team members.

UOH is to retire as Treasurer. WB is willing to be elected to fill this position which leaves VC vacant. SW is willing to be elected as VC. This would leave a position available for the Exec.

Suggestions in priority order were:

Oliver Zach
Hans Dekker
Christoph Klinger-Lohr
Bertram Axmann

Mn to discuss with Oliver Zach.

5. Review the Future Direction of the ESA

A Blue Sky Day meeting was held the previous day, see attached separate minutes. The following “high scoring” ideas are to be taken forward as projects and in some cases were combined with other similar suggestions.

Full Time Directors.
Upside Down AGM
E Knowledge Sharing
Engagement of Younger Members
More Divisions

See Blue Sky Minutes attached.

6. MN Objectives Review

A review of MN Objectives was undertaken. See attached 2018 Objectives.

Objective 1. The database link was now on the ESA website and functional but not visible to the general public. There are some technical practical issues which the FGD TTF will discuss at the AGM in May

The amount of discount granted to members was similar to last year despite there being fewer opportunities to increase discount. Fewer opportunities were because Valve World had reduced the number of articles that it takes to four per annum from 6 and this was further impacted in 2018 as one member produced two of the four. We agreed to strike this objective as it was beyond MN's control.

Objective 2. Financial forecasts have been provided at every Exec meeting and the budgets presented each year.

Objective 3. MN presented a New Member initiative which would be discussed at the AGM with the Chairmen of each division. Separately we would hold a meeting at the AGM regarding Membership. See attached slides covering the proposal and suggested tracking form.

Objective 4. The new ESA website and ESA SharePoint are all functional and being utilized. This led to a further discussion on the longer term IT needs of the ESA. Currently this is largely based around one person and needs greater support. It was suggested that this forms part of MN's 2019/20 Objectives.

We agreed to include four possible people on the Positions spreadsheet as suitable Exec members. Oliver Zach was thought to be the most suitable based on his Chairmanship of the FGD. MN to approach. See attached Position spreadsheet.

We agreed that there needed to be an alignment of MN's Objectives with the financial calendar ie Jan to Jan. We also agreed to review the objectives and progress at each Exec meeting. See point 4 above.

7. Gasket Database

The ESA GD is moving forward positively and on track for introduction at the AGFM. There are still some procedural issues relating to approving materials by the ESA but these are expected to be resolved at the 25th March on line meeting between Amtec and the TTF.

8. CF services

MN to confirm that CF Services are manufacturing in Europe. If so they will be approved as members. There were no formal objections from ES Members

9. A.O.B

WB raised the issue that Exec Minutes were not being posted to the members area. MN agreed to update this and maintain it

JM raised the issue of Cyber Security for the ESA. Whilst we hold nothing particularly sensitive on the web site, we are storing data on SharePoint which contains ESA financial information/expenses details and we hold a database of names and e mail addresses in Mail Chimp. MN to discuss with VirtuaPR (now called Actuodo).

10. Date and venue of the next meeting

19th Sept Divisional Meetings

20th Sept Special Executive

Dusseldorf. MN to notify all divisions.

December/March Exec, Majorca

Mark Neal

April 2019.

Attachments:

Accounts 2018

Positions and Succession Planning.

Minutes of Blue Sky Day

2018 MN Objectives

ESA Slide format