

ESA Special Executive Committee Meeting

Minutes 27th September 2018, Carrara, Italy

Those attending:

John Morton
Wolfgang Bommers
Ozan Devlen
Simone Wilson
Alberto Rocca
Sandy Van den Broeck
Ronald Noesel
Manuel Seyrl
Ralf Vogel
Manfred Schaaf

1. Apologies for absence:

Mark Horton
Ulf-Oscar Homann
David Mitchell
David Edwin-Scott
Andrew Douglas
Stefan Puchtler

2. Divisional Reports.

The chairmen of each of the following divisions presented the current projects and future plans together with any requests for funding in 2019.

Packing Division – Manuel Seyrl

Manuel Seyrl presented an overview of current activities and plans for the future. He had concerns that a number of the major projects were nearing an end and we agreed that as this was a fundamental driver in terms of membership then he would create a small team to look at future projects. No request for funding in 2019 was required but it was agreed that the animated training budget from previous years could be carried forward as David Edwin Scott was currently completing the Packing Installation training video.

There was also a discussion on SharePoint and Knowledge Base that the FSA are using. MN confirmed that the Exec had discussed KB 12 months previously and agreed that our priorities were to relocate the web site onto a more flexible server platform and introduce SharePoint as a means of holding and sharing folders/files with other members.

MN to set up a meeting on SharePoint involving Alberto Rocca, Ralf Vogel, David Edwin Scott and Manuel Seyrl with a view to it being used for the Packing Division.

Flange Gasket Division – Sandy Van den Broeck

Training: SvdB covered a number of subjects and suggested that updating our current training publications was required but in a more modern way. Online training such as video (webinars) or animation were considered more current. SW suggested that it would be beneficial to have a mentor with experience on these new types of training methods. We have recently purchased LMS (Learning Management System) software and loaded it onto the website for the packing division. David ES is currently in the process of producing the current Packings Installation booklet into an animated packing installation but we had struggled previously on structuring this for the user on the web site. It was suggested by SW that David ES maybe suitable mentor for the other divisions for the production of more interactive training programmes.

(LMS = Learning Management System is a computer-based operating platform to register, track and monitor activity in training. LMS software can also include course and student monitoring and tests). There is flexibility in the software to allow video, and animated video (not on U tube) loaded and broken down into modules. Euro 9k budget request for LMS training software and animation of current training documents. See also flange gasket div meeting 26th September 2018.

SvdB provided an overview on the five standards affecting the FGD at CEN. F Werner is the main liaison contact on the CENTC74 committee. MN to ask FW to provide an update on CEN projects that affect the Flange Gasket Division. This update to be posted in the ESA news letter.

Gasket Database - Manfred Schaaf, Amtec

Following on from Sandy MSc presented an overview of how the Amtec/ESA gasket database would work (see previous minutes). There would be increased functionality with the Amtec software compared to the current Munster University version. Additional data could be held such as brochures or technical documents from member companies relating to the data for each material. The process to upload new material data would be a quicker turnaround and after discussion it was decided that the FG Technical Task Force would provide a check function on behalf of the ESA before final publication. Amtec would independently cross check any manufacturers data if it looked unusual. There were no perceived copyright issues as Amtec currently have all the data and the data belongs to the manufacturer. There are several opportunities to provide ESA members with preferential benefits/costs over non members.

Suggested costs:

MSc outlined that to date Amtec have invested €15k and would like this to be shared. Any cross check requirement would be performed at a rate of €200 for an ESA member to have new published data per material, higher for non ESA members. There would be a “small” annual fee for registration with Amtec which would be at a lower rate for ESA members.

MSc would confirm the cost structure.

The ESA should also consider a brand name for the database. For Budgeting purposes we should look at allocating suitable funds.

Mechanical Seals Division – Ronald Noesel

RN outlined the current work programme for the division. There were no requests for funding. RN confirmed that WS had now finally retired and Peter Bowden was active with the MSD division.

Expansion Joints – Stefan Puchtler

SP was unable to attend but had sent in a power point slide and MN presented this. There was a requirement to have a folder sharing platform. Again this would come through in the form of an ESA SharePoint. There was no request for funding in 2019.

Elastomeric & Polymeric Seals – Andrew Douglas

Unfortunately AD was unable to attend but he had sent a slide presentation covering all the aspects of the division. There was a request that the ESA fund the purchase of elastomer compound which was required for the continuation of test work by all members.

4. Standards and Legislation Update – MN

MN highlighted the key areas in DM's latest update. This had also been widely covered the previous day in other divisional meetings. Everyone was very supportive of DM's activity and his continued support was much appreciated.

5. Web Site Update.

MN confirmed that the website had been relocated onto a Wordpress server platform and all functionality was now up and running. There was also now an online membership application form and the Careers area uploading function was active with the ability to add a CV in PDF format.

Moving the website had also required the routing of ESA emails through the new server which had created conflicts with MN's own system, this still remained unresolved with Virtua PR. OD said that he may be able to help.

6. Objectives/LDAR Programme.

MN outlined concerns that the proposed objectives whilst understood needed more detailed measures if bonus payment triggers were to be achieved. The measures were not specific enough. We discussed SMART objectives to avoid any ambiguity. It was agreed that SW would lead this discussion with MN and that final wording would be offered at the March Exec meeting.

7. Dates for all Meetings

The following dates were agreed.

Exec 11/12th December – Dusseldorf

Exec 6/7th March 2019 - Munich

8. Finance Overview

MN provided a finance overview. There were potentially four organisations which would not be renewing membership in 2018. Lamons had closed it's operations; Hemple Firmus (action with MH), not paid for two years; Munster University would not pay (but haven't paid in any year) and Temac who wanted to resign through finance issues.

We still had funds due from a VAT rebate in December and the Cetim invoice was to be settled. Unplanned expenditure came from Brodermann Jahn now that we had engaged in their legal services, Web Site relocation and ten year renewal of various 10 year trademarks which we weren't aware of. 2018 December end cash position was expected to be €110k depending on whether we are asked to pay a deposit in advance for the AGM hotel and restaurant.

9. Membership Fees and Structure 2019

Membership fees for 2019 at this stage were expected to remain static as the cash position of €90k for December year end was unlikely to be breached.

New Membership Application - CF Services.

There were a number of concerns regarding their application to be an ESA member. This was largely centered around poor service, pre and post sales but could not be substantiated.

After some discussion MN was asked to “audit” their manufacturing capability as this would affect their membership status if they were accepted. They had requested associate membership. AR would also make some enquiries. WB would also speak to SGL and ask for an unofficial reference.

10. AGM 2019

There were two date options but the 26/28th March was favoured if we were to use the Tivoli hotel which was very well situated in Lisbon. However the cost proposal was unclear in terms of the cost per night for bedrooms. MN to verify the room costs and look for an alternative if need be. MN to check with UOH as to whether we could prepare the accounts in good time if we were to go with the March dates.

11. Trademark Renewals.

We receive bogus e mail and trademark renewal requests weekly for the European Sealing Association name. Whilst most requests appear to be false after checking with Brodermann Jahn we were advised that one of these was in fact authentic. We chose not to renew the South African TM but the European TM was agreed to and the invoice settled for another ten years.

12. FSA Fall Meeting.

MN had discussed with JM the FSA fall meeting and as costs were not excessive then we would attend in order to maintain relations. It was generally felt that we were welcome but largely not given “air time”. MN would try and find an opportunity to present at the event.

13. A.O.B

No other business

14. Date and Venue of next Executive Committee Meeting

11th/12th December 2018 – Dusseldorf

Mark Neal

16th November 2018