

ESA Executive Committee

Minutes of Meeting held on 16th December 2015

Held at W.L Gore & Associates, Putzbrunn

Those Present.

Mark Neal	ESA
Michael Werner	Teadit
Alberto Rocca	W. L.Gore & Associates
Ulf-Oscar Homan	ESA
Wolfgang Bommers	Burgmann Packings
Ozan Devlen	Kastas
John Morton	John Crane
David Mitchell	Stds and Legislation

1. Apologies

Mark Horton Flexitallic Ltd

There was some concern that MH's work load may prevent him from being an active member of the Exec. There followed a general discussion about succession planning and the following was agreed.

MN to talk to MH about what his feelings were going forward. Simone Wilson IDT, Thomas Dötsch Frenzelit, Bertram Axmann Frenzelit and James Walker were potential candidates if need be. WB also had a contact at Eagle Burgmann who may be willing.

2. Minutes of the 3rd Sept 2015 Special Exec Meeting

Three issues arose from the previous minutes:

MN was to circulate the contact list of CEO's for everyone to review and edit/add.

The evening before each Exec meeting the Exec team would discuss MN's objectives. If the timing of the meeting didn't coincide with the end of each quarter then JM would discuss direct with the team.

MW was to look at whether or not the VDMA would "share" their report.

Minutes approved.

3. 2015 Provisional Accounts

MN and UOH met with Burike and Hezler the German accountants and we had a set of provisional accounts for 2015 (Dec year end, attached). A review of the expenses/revenue and cash position took place.

Item 11 looked to be incorrect (€568.03) from an earlier version of the accounts. This was possibly the cause of the carry over figure being an incorrect total (€68,437) UOH was also to obtain a breakdown of the costs in Item 11 as they were higher than the previous year. We had some higher revenue as a result of chasing some old invoices, positive exchange rate variances and higher than expected VAT reimbursement. Expenditure was also higher though resulting in an overspend of €12k. The cash position was expected to be approx. €148k, down from €182k the previous year. This was not thought to be an issue.

MN was to circulate the nature of the work done by Data Dynamics.

4. Budget 2016

After reviewing the participation by members in 2015, the resulting revenue figures (€260k pre early settlement discount) were incorporated into the 2016 budget. Costs were reviewed and a final budget position was calculated (attached)

It was also agreed that as the “10% of ESA revenue for Divisional projects” had not been utilised then the Packing division training booklet costs (€10k) could be funded centrally by the ESA. We would have a more structured approach to gaining new Members. MN would maintain a central file. Each Exec member would provide potential company and contact details and arrange to make contact with the relevant individuals.

5. AGM 2016

The venue for the 2016 AGM would be the Atlantic Hotel, Essen and the restaurant would be at the Zollverein Kokerei Café.

MN to send to WB the dinner costing proposal for review and WB is to cancel the Marriott AGM as a venue.

OD suggested that we could hold an AGM in Turkey.

6. Corporate Social Responsibility

DM presented an outline proposal for introducing a CSR programme. Members would be visited overtime and the ESA would be aim to ensure that they were operating in a way which was in keeping with the ESA's values. The discussion widened into perhaps introducing a more rigorous acceptance process. The current criteria for acceptance into the ESA relies heavily on answers given to the application form and no check is ever made on the statements provided. Largely speaking any organisation with facilities in Europe could be accepted into the ESA provided they paid the fees. It was finally decided that this could form part of the CEO dinner presentation at the next AGM. What is the minimum requirement expected of an ESA member and how do we enforce and monitor.

MN is also to look at other trade associations and their membership requirements.

7. Environmental Goods Agreement.

DM outlined the progress made on the EGA. The USA were now not supporting one of the packing HS codes but progress generally on the EGA was positive. The December discussions regarding ratifying the final first wave of product approvals had been delayed to the early part of 2016. DM was going to circulate his notes.

8. Potable Water Project.

DM had made good progress with the project and received help from a number of members. It was still early days but as suspected the testing methods, costs and longevity of approval varied across different testing authorities. DM was to solicit the help of the Smith's Group in isolating the correct Working Group within the EU.

9. FSA Update.

MN reported on the FSA Fall meeting. Whilst it was important to maintain relationships with the FSA there was limited benefit to the ESA. It was quite noticeable that there was a lack of projects which linked the members. Most projects as such were paper orientated, centred around publications and training.

10. Questionnaire

We had only 31 replies to the questionnaire so far and MN wanted to obtain 80 if possible. The responses to the questionnaire would provide the foundation for understanding what members valued the most and would enable us to create a Value Proposition and long term strategy.

MN was to make a concerted effort in the new year to obtain more replies.

11. News Letter Review

MN presented the last report on NL5 and the year to date position. In the year we had managed to output 5 news letters (NL6 due out before the end of the Year) and developed the website in such a way that all the news and events were now held there. We also had a database of contacts which requires further work but was proving to be beneficial.

12. IVS 2017 and Valve World 2016/FSA

We had allocated a small budget for attending Valve World in Nov 2016 but costs were still not fully understood. MN would gather the information. DES had been given approval to submit a paper for both IVS and Valve World.

13 A.O.B

14. Date and Venue of the next Ex Comm.
16th March 2016 Putzbrunn

MN 22/12/15