

ESA Executive Committee

Minutes of Meeting held on 13th October 2016

Held at W.L. Gore's & Associates premises, Munich.

Those Present.

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|--------------------------|-----------------------|
| Mark Neal | ESA |
| Wolfgang Bommers | Burgmann Packings |
| Ralph Vogel | Burgmann Packings |
| John Morton | John Crane |
| Mark Horton | Flexitallic Ltd |
| Sandy Van Den Broeck | Donit |
| Simone Wilson | IDT |
| Ulf Oscar Homann | ESA |
| David Edwin-Scott (part) | ESA |
| David Mitchell (part) | ESA |
| John Kerwin (part) | ESA |
| Darshan Parekh | Pilot Gaskets - Guest |

1. Apologies

Alberto Rocca
Ozan Devlen

2. Previous Minutes

There was insufficient time to review the minutes from the 16th March 2016. A review will take place on 14th Dec Exec meeting.

3. Divisional Reports and Funding

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|----------------------|---|--|
| John Kerwin | – Elastomeric & Polymeric Seals. Plan presented. Funding required | €1500 |
| Sandy Van Den Broeck | - Flange Gasket Div. Plan presented. Funding Required (raised from members) | €20,000 |
| Ralph Vogel | – Packing Division Plan presented. Funding Required. The majority from ESA central funds (Tuneful Invoice still to come for 2016 €12,000) | €11,500 |
| John Morton | – Mechanical Seals Division. Plan presented. No funding requirement. | |
| No one present | - Expansion Joints. No funding requirement? | |
| Mark Neal | – Marketing. Plan presented. Funding Requirement: | €20,000 Virtua PR, €5000 9xB, misc €5000 |

Issues arising:

MN/DES to discuss ESA manning and stand at Valve World.

It was suggested by JK that Blackburn University (or a University with a media centre) would probably be quite enthusiastic about adding a voice over for the packing training videos. JK to send the contact details to DES. Such a link to a University could also be highlighted on the Careers area of the web site.

MN to circulate the template used by JK to all divisional chairmen for updating. MN will complete the one for Marketing and post the Plans on the web site.

4. Proposed new Member Fees and Structure

A review of the Statutes was undertaken with regard to the Membership Structure, specifically points 4.3, 4.4, 4.5, 4.6 and associated fees. A number of alterations were suggested, These need to be agreed by the

Members at the AGM. At the AGM we would also indicate a possible increase in membership. This would allow flexibility at the end of the year if increases or changes in members fees were required. The Associate Member Fee is to be the same as a full Membership fee and shown in the Statutes. New Members will not have to pay an administrative Joining fee (currently €1500). Scientific Membership will be open to institutes **and organisations** with specific knowledge or expertise... "and organisations" is to be added to enable small companies to join who can contribute to the ESA without having to pay the full membership fee.

MN to gain German legal approval after consulting the AGM in May 2017.

Separate but related issue.

WB agreed to contact Garlock GmbH and JM knew 2 other possible mechanical seals manufacturers. JM to make contact.

5. Presentation about the Indian Sealing Association – Darshan Parekh

Darshan Parekh from Pilot Gaskets presented an overview of the asbestos situation in India and outlined his idea for an Indian Sealing Association. The ESA Exec was supportive and agreed to contact all Members who had operations in India and ask them to attend a first meeting with DP.

DP to draft a proposed letter.

The ESA would produce a position paper on Asbestos and it's use in Europe. Action DM

6. Strategy Discussion – Formalise

The Strategy document needed to be finalised into a working document.

MN/JM agreed to create a working document for the next Exec meeting in December. MH to help with a suitable template.

A summary of the ESA strategy would be published on the web site together with the plans of the divisions. Action MN.

7. Finance Review

The financial position of the ESA was being affected by the exchange rate change and higher activity levels. This had resulted in a reduction in central funds and the trend was for a continued fall.

MN/UOH would analyse expenditure to date Vs Budget. A review would take place in December.

8. Fee Structure 2017

There was to be no change in the membership fee structure in 2017 but a change in early settlement discount was to be implemented. Early settlement discount would be reduced from 13% to 5% but payment could be made up to the end of March. Failure to pay by the end of April would mean leaving the ESA

9. Legislation and Standards Director Update

David gave a very thorough update on activities. The updates are available on the News Letter/web site.

Some actions arising.

MN to attend the EDW meeting 4th November

Change the IPPC title on the web site to IED 2010

BPMA Arrange to visit. MN/JM/DM

Code of Conduct – Need to complete MN/DM

DM to produce a summary of activity for the web site in the new format being used by the divisional Chairmen. MN to provide the JK template.

Could we incorporate a rolling banner on the Web site covering certain highlights of News/Events. MN to investigate.

Position Papers for IED, Potable Water Project and Asbestos to be written by DM

10. AGM 2016/17

JM to send contact details for the proposed guest speaker to MN.

MN to write to Barry Kirkman re Valve World article and invite to the AGM in 2017

11. A.O.B

Prokom Kompensator

MN to write to ME and the expansion joints division and ask if they want PK as a return member. Their contribution was poor as minuted in the EJ Divisional meeting at the AGM. If the EJ division approve then PK will be asked to pay 6 months of 2016 and the full 2017 in advance.

12. Dates and Venue of next Executive Committee Meetings

The following dates were agreed.

14th December 2016 Executive Committee meeting, Smith's Group Brussels

Subsequently changed to 14th December, IDT Essen.

23rd March 2017 Location TBC

16th-18th May 2017 AGM, Barcelona (TBC)

12th Oct 2017 Special Executive Meeting

Subsequently changed to 18th/19th October 2017

18th Divisional meetings/19th Special Exec meeting.

13th Dec 2017

MN 28/10/16