

## ESA Executive Committee

Minutes for meeting 10th June 2021 9.00am

Location: On Line

1. Apologies for absence.  
Chiara Sozzi – General Packing
2. Review minutes last EXCOM Meeting 10<sup>th</sup> March 2021  
The minutes from the 10<sup>th</sup> March were accepted.
3. Finance  
WB kindly provided an update on the membership payments made so far in the year (see attached presentation). There are five late payers. MN to send out reminders and chase payment. In total €31,500 is still outstanding.
  - 5 accounts had paid early but had not taken the early payment discount. This is to be offered back as an adjustment on the 2022 membership invoice.
  - 2 Accounts had paid less than they should. The difference will be added to their 2022 Membership Invoice.  
We discussed whether the membership invoice stated clearly enough when payment was expected. After some discussion we decided not to apply late payment charges but to state clearly that payment was expected by the end of April.

#### 4. Cash situation and cash forecast 2021

Commerzbank €21,358

NW Euro €151,367

NW GBP £118,179

TOTAL @1.16. €309,812

Members still to pay: 5 €31,500

Potential Cash position end of May including outstanding would be €341,312

Estimated Costs to the end of the year: €125,000

Year end Forecast balance €215,000 (assuming no AGM)

#### 5. 2021 AGM – Update

The general consensus was that it was unlikely that we would be able to hold the AGM in Vienna and that we would need to arrange for an online conference. OD said that he had some contacts who can schedule and create a virtual conference

and would send through details (done). As a group the Exec would look at the possibility of whether we could meet face to face for the Sept meeting and face to face for the AGM even if we could not arrange a full AGM.

We were under no contractual obligation from the Hotel so a decision would be made towards the end of July and MN would ask the hotel for dates in May 2022.

#### 6. ESA Strategy Review

MN had circulated the comments made by SW to the Exec previously and we reviewed these. (see attached).

Collectively we need to establish whether these Objectives are still relevant in the light of Covid and we agreed that we should engage members at the AGM in this process. This also ties in with MN Objectives. (see point 10).

Specific action were for MN to reach out to Actuado, with a view to creating an article about the ESA based on an interview with SW/MN and the maybe including the FSA. MN to talk to Mark Savage at the FSA.

We also need to look at how the Objectives are stated and communicated but no specific action necessary at this stage.

#### 7. David Mitchell

Despite MH and MN contacting University of Strathclyde they had not responded to e mails. In terms of creating a legacy SW suggested that we could work without their involvement and that it shouldn't be the starting point. This should tie in with the young persons initiative and ideas generated previously from the Blue Sky day. MN would circulate some suggestions as a starting point for the Exec to discuss.

#### 8. Gasket Database.

The gasket database was working well and gradually it was expanding. There was specific question from one of the members on whether it was possible for an existing member to register details of a material in a different brand name but the same product. This was rejected as it was decided that one of the original objectives of the ESA gasket database was to encourage membership and providing that the B brand satisfied the ESA Statutes then they should apply to be a member and if accepted then register their materials. It was agreed that the Flange gasket Division will reconsider the topic again in their next meeting.

#### 9. Artema

AR confirmed that Artema had manufacturing facilities and as such they qualified for membership. The extent and size of the manufacturing capability is not something we can engage in.

MN to confirm to Artema.

#### 10. MN Objectives

MN's objectives need to be in line with ESA Strategy and Objectives. MN also stated that if some of the Objectives were financially based then it would be helpful to align them to the ESA fiscal year. SW to arrange a meeting 18<sup>th</sup> June 08.30 CET with Exec (minus MN)

#### 11. A.O.B

None.

12. Date and Venue of next meeting. 8<sup>th</sup> September 9.00 am CET online.