

ESA Executive Committee

Minutes of meeting 12/13th October 2021

Location: Hilton Hotel, Dusseldorf

1. Apologies for absence. None
John Morton joined online.
2. Review minutes last EXCOM Meeting 10th June 2021
The minutes from the 10th June were accepted.
3. Cash situation and forecast for the year end 2021
The total combined balance from the Nat West and Commerce Bank for 2021 in Euro's is anticipated to be €225k at the end of the year compared to €209k in 2020. WB confirmed that whilst showing a healthy positive position it is well within the scope of running a non-profit association. Please see the attached financial summary.
4. Finance
 - Budget First Draft
A draft 2022 budget based upon Membership fees remaining the same and allowing for a face to face AGM in May was created (see attached). This will be refined in the December Exec Meeting. WB would request Hezler & Kollegen to generate a position statement for November 2021 end. We included 4 News Letters for 2022, funds to cover the cost of one student in the DM Scholarship programme and we will split 10% of the 2021 revenue across the divisions for potential projects in 2022. MN to adjust the draft budget accordingly and circulate.
 - Membership Fees 2022
Membership fees would remain static for 2022 but the payment deadlines would be made clear on the invoice. The payment and late payment process would be documented as part of MN's 2022 Objectives. See below summary.
 - Clarify Late Payment Process
For January 2022 the Membership invoices would state two deadlines; Early Payment discount would be offered if payment was made before the end of March and the normal payment is expected by the end of April. MN to generate a draft proposal detailing the full payment process for New Members and existing once his Objectives are finalized.

5. AGM – 20th October 2021

An Agenda was generated withing the meeting. See attached. This would be circulated to all ESA members. In order to comply with our statutory requirements in Germany a survey of six questions will be sent to one contact in each member company. The questions were agreed and agendas, minutes, documents and invites would be issued during the week. The Divisional Chairmen or Ralf Vogel to present at the AGM work to date in 2020 and plans for 2022.

6. ESA Strategy Review

Each Exec member had to present 3 aspects of the ESA that they Value and one “Sparkle” idea that would add value to the ESA. Please see the attached summary document. Each member of the Exec is to look at how the “Sparkle” idea could be encompassed within the Strategy document for the December Exec meeting. See the Summary.

MN Objectives Discussion

MN had received the proposed new contract, objectives and bonus payment details. The Exec team requested that MN provide feedback before the end of October. MN to alter all address information on all media to incorporate the Registered German address of the ESA and a mailing address.

7. Young Persons Initiative David Mitchell

We discussed at length the concept of a Young Persons initiative and how this would link in with a scholarship programme to create a legacy for DM. It was agreed to confirm to Strathclyde University that we would take on one student for 2022/23 onwards (4 years) at a cost of £5k in total. We would also introduce a plan for a Young Persons Initiative to all ESA members at the online AGM in October. We will be looking for a team of people to manage the affairs of the Young Persons Initiative. The first Strathclyde student would be the starting point of the new initiative and it is hope we can expand on this across other European Universities. The working group would be tasked with evolving the programme in 2022.

The title preference for the Strathclyde scholarship would be the ESA David Mitchell Scholarship. The overall aim of the Initiative would be to attract New and Encourage existing young people/students.

8. Standards & Legislation

We agreed that we would utilize the services of the Smiths group to help with the Methane reduction and PFAS directives. Following a separate exercise with the Exec regarding ESA Strategy it was agreed that we could possibly create a “Green” ESG Director role (Environmental Social Governance) and any EU directives or ESA initiatives that involve protecting the environment would fall under this Directorship. This topic (along with other Strategy development issues) would be discussed at the December Exec Meeting.

9. Application to become a member procedure - Audit?

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Germany

The process of accepting a member on the basis of the current completed application form was discussed and we agreed that a more robust process was required. This would form part of MN's Objectives for 2022. This could involve a site visit and it would be consistent with all potential applicants.

10. A.O.B.

2022 would mark the 30th Anniversary of the ESA. OD presented a number of initiatives which would mark the occasion. See attached.

11. Date and venue of next meeting.

Amsterdam 8th Dec for evening dinner, 9th am for Exec Meeting.

Attached.

Financial Summary and Cash Projection for year end.

Draft Budget and include a figure for divisional projects.

AGM Agenda

AGM Survey

Summary of Sparkle Initiative. OZ & MN

M. Neal 18th Oct 2021

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