

Exec Meeting Minutes

11.03.2022, 09.00 h (CEST), Sheraton Dusseldorf.

Participants

Mark Neal
John Morton On Line
Ozan Devlen
Mark Horton
Simone Wilson
Alberto Rocca On Line
Chiara Sozzi
Wolfgang Bommès

1. Apologies for absence: none.

2. Review of Minutes of the last Meeting 9th Dec 2021

The previous minutes from the 9th December 2021 were accepted.

3. Year End accounts 2021

No change in the accounts last presented in November 2021 except MN's laptop has been written down completely. WB to supply German & English versions of the final accounts.

4. Cash Situation and forecast for 2022

Position Feb end.

Nat West.	GBP	£36,018	€43,582
	Euro	€136,800	€159,021
Comm. Bank	Euro		€49,037
	Total		€251,640

Feb 2021 cash balance was €238k

Forecast revenue is anticipated to be slightly ahead of budget as we have 3 new members joining who were not budgeted for. Costs should be in line with budget. The future market instability as a result of the conflict in Russia could have an impact of the sales opportunities for Members.

5. 2022 AGM – Update

WB confirmed that Chiara Sozzi and John Morton were eligible for re-election by the members. Simone Wilson would continue to May 2023. The re-election of CS and JM would form part of the new proposal outlined in point 7 below.

Guest Speakers.

MN confirmed that Amanda Keatley from Less Plastics had been in contact and they had folded the charity in the pandemic.

- SW will contact Green Peace to see if they could provide a guest speaker at the AGM. SW would send a link to German Institute for Sustainability and Economics. MN to write to see if they would be a guest speaker.
- MN to write to Circular Plastics Alliance and invite a guest speaker.
- Elmar Bauer and Wolfgang Notter would be invited to attend.
- WB to interview EB during the GM as part of the ‘past’ feature of the GM. The Present and Future would be taken care of by MN/Div Chairmen and SW.
- MN to adjust the GM schedule to allow for the Past, Present and Future feature. Divisional recap to be condensed and FSA update to be reduced or dropped.
- OZ to provide costs for 100 ESA 30 Years Mugs.
- The schedule for the AGM was adjusted. See attached. The Flange Gasket meeting would be brought forward and held at Klinger’s premises. Transport would leave the Hotel at 1pm or attendees of that meeting can go directly from the airport.
- Meet and Greet will be brought forward to 18.30 and the invite will go out to only new members or members who have never been to an AGM. The Divisional Chairman and Exec team (if available) would all be present.
- SW and Jasna Suhadolc from Actuado Digital Marketing Agency to work towards a presentation on latest trends in digital marketing or Communication.
- Dinner: Members would need to walk or take a taxi, no transport is being provided.

6. Proposal for Exec Recruitment Process

MN presented a proposal to provide transparency to the selection process for the Exec team. See attached presentation. A Succession table displaying current Exec positions and re-election timeframes, application forms and overview of current team would be created and held on the members area. This is to be implemented and circulated to the Members before the AGM. If members apply for any of the Exec positions, then a vote would take place at the General Meeting during the AGM.

- The Exec will create eligibility criteria beforehand.
- MN to produce a draft for the Exec team to comment on.
- SW to create a title for the “hot seat” on the Exec, draft introduction to new recruitment procedure, highlighting the purpose and aim of the change and outline the role. This would be a one-year term and be included in the Exec Opportunities Table.
- Later the divisional positions are to be added to the table with an overview and expectations of Chairpersons and Vice Chairs. It was proposed to set the term of the divisional positions at 3 years. The outgoing Chairman will search

for a new Vice chair before departing and be responsible for the onboarding of the new Chairman six months prior to handing over the responsibility.

7. **ESG Director Proposal**

A new Standards and Legislation director would be sought who would also have responsibility for environmental projects. We would set up a working group to look at environmental issues such as the Reduction in Plastics Initiative and see what appetite there is for future work in this area.

Funding of the S&L director would be on an hourly rate the same as Peter Bowden & David Edwin-Scott.

8. **Russian conflict and Impact on ESA**

MN to write to Unichemtik and explain the sensitive nature of the conflict and recommend that we suspend membership for the time being. A draft to be sent to the Exec team for comment.

9. **MRN Consulting fees, GBP vs Euro.**

WB highlighted a euro transaction lost in the accounts resulting from a difference at the time of conversion to GBP to pay MRN Services and being accounted for in the German accounts later in the year. MN to see if it is possible to paid in Euros.

M. Neal

11th March 2022