

Exec Meeting Minutes

14th Sept 2023, 0900 (CEST), Radisson Blu Hotel, Prague.

Participants

Mark Neal
John Morton
Ozan Devlen
Simone Wilson
Chiara Sozzi On Line
Mike Eason On Line
Wolfgang Bommers Treasurer

1. Apologies for absence: Jane Abi Aad

2. Welcome New exec Members.

MN welcomed Mike Eason and Jane Abi Aad to the Exec team.

3. Review of Minutes of the last Meeting 14th March 2023

The previous minutes from the 14th March 2023 were accepted.

4. Year End Accounts 2022

MN presented the cash position and year end forecast based on the balances as of the end of August. WB supplied a spreadsheet showing that there were still €55k membership payments outstanding. MN to continue to follow up. The total bank balance across the three accounts amounted to €294k with expected costs in the last quarter to be €100k and additional revenue of €69k. Anticipated end of year cash position would be approx. €260k.

OD suggested that with such high reserves we should seek to move the balances into higher interest accounts. Action MN to investigate the opportunities.

The draft Budget for 2024 was deferred to the next Exec meeting in December and the date was moved to the 18/19th December, location, Munich city centre. SW/ME to look at a suitable “sustainable” venue with a group activity which would reduce/offset our carbon footprint. See Point 8.

5. Proposals for 2024 AGM

MN presented a spreadsheet showing three possible hotel proposals. MN/SW/JM had managed to view all three locations the day before and overall preferred the Hilton Hotel Old Town (note: there are two Hiltons in a similar area)

based on location and facilities. The meeting room costs were comparable to the Radisson Blu. The bedroom costs were higher though and we agreed to line up a less expensive hotel option. The dates were agreed as 23/24/25th April. MN to confirm with the Hilton Hotel old town.

We ate at the U Fleku restaurant in Prague the previous evening. This venue had been recommended by Temac (ESA Member) as a possibility for the AGM dinner. The food quality was poor but the venue itself was suitable. MN would investigate dining on board either a tram or boat and ask the Hilton if they could recommend somewhere suitable.

6. Bergamo Review.

MN presented an overview of the Bergamo event which was aimed at increasing membership in the ESA Elastomeric & Polymeric seals division. Carco and VED had joined after the event bringing €10.4k in revenue which covered the €3.6k costs, €800 of which was the Exec meeting held at the same time.

Future considerations;

- a) Without the personal e mail addresses of potential attendees then it is difficult to hold a successful event.
- b) There was a high concentration of manufacturers in this part of Europe. There are few other regions that have such a concentration of sealing device manufacturers.
- c) The content of the agenda on this occasion has a subject matter of considerable interest (PFAS)

It was agreed that MN would draft a script for CS which would be used by CS to call the attendees. The aim of the phone call is to gain feedback on the event, introduce the 2025 AGM which would be held in Bergamo and provide an update on PFAS.

7. PFAS Restriction Proposal

MN confirmed that the final SEA had been received from Ricardo. There was a meeting of the PFAS working group the following day and it was hoped that the document could be circulated the following week. The document would be loaded onto the ECHA platform wk comm 18th Sept.

8. MN/RV Summary of Activities.

MN/RV had submitted a summary of activities prior to the exec meeting. MN's objectives were reviewed and aside of some date targets missed MN felt that he was largely on track.

MN would:

- a) Investigate possible Invoicing platforms to professionalise our invoicing process. This would be presented at the next Exec meeting.

- b) Generate a list of potential subjects which could form the basis of MN's objectives in 2024. These were to be supplied before the next Exec meeting.
- c) Work with Actuado and generate a communications plan for 2024 and present at the next Exec meeting.

We agreed that F2F meetings were important but we need to mitigate our carbon footprint. OD presented a carbon offset option which Turkish Airlines use. We agreed that cost wise it was relatively inexpensive and could be used a method to balance out our carbon impact but that it was better to eliminate it or reduce it first by practical methods taking individual ownership.

A lengthy discussion concluded that we would aim to be carbon neutral as possible on any future meetings and that we would re-institute the divisional meeting face to face in September next year. All delegates would be asked to look at reducing or eliminating their carbon footprint if they wanted to attend.

Further actions:

- a) OD would produce a guide to be circulated to all members which provides suggestions on how to reduce their carbon footprint.
- b) Each Exec member would individually calculate their carbon footprint for attending the December Munich Exec meeting and present what measures they had taken to eliminate/reduce their carbon footprint.
- c) We would all present 5 ideas on how the ESA could reduce/mitigate its carbon footprint. Collectively we will rate the ideas with a view to implementing them in 2024.
- d) We would communicate via Linked In the development of this sustainability goal and roll it out in 2024.
- e) ME/SW would investigate potential ideas for an activity which contributes to reducing our impact or benefits the local environment.

9. Future Dates & Meetings

18/19 Dec 2023, Munich	Exec Meeting
12/13 March 2024, TBA	Exec Meeting
23/24/25 April 2024, Prague	AGM 2024
18/19 Sept 2024	Exec and Divisional Meeting
TBA 2025, Bergamo	AGM 2025

10. A.O.B.

OD pointed out that the ESA website needed updating to reflect the new Exec team and roles.

11. Date & Time of next Meeting.

18/19/th December 2023, Munich.

M. Neal
18th Sept 2023