
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International

Executive Committee Conf Call

Tuesday, 24 November 2020, 15:00 to 16:30 CET



Governance statement

VIPA International antitrust compliance statement (distributed with meeting docs)

Procedure

- At all times refrain from discussing any company' sensitive information – see VIPA International antitrust compliance statement

You must:

- Judge in the first place
- Behave accordingly
- Avoid discussion of topics, such as those identified in the guidelines, which could create even an appearance of wrongdoing

In case still some issue are raised:

- Secretariat intervene if any questions or doubts
- If necessary, legal counsel can be asked to provide advice

Agenda

1. Welcome

- 1.1** Governance rules
- 1.2** Approval of the agenda
- 1.3** Approval minutes previous call of 31 March and review of actions

2. Preparations next Board meeting & 2021 activities

- 2.1** Priorities for 2021
- 2.2** Kellen fees and services

3. AoB

2. Preparations next Board meeting & 2021

Membership:

Resignation of Knauf Insulation confirmed. No other resignations received to date

Expected situation on 1 Jan 2021:

- 12 Regular Members (10,000€)
- 1 Associate Member (5000€)
- 6 Academia Members (750€)

Finances:

- Positive surplus in 2020 due to savings from face-to-face meetings cancelled + reduced fees to GSH (roughly 14k).
- Expected reserves on 1 Jan 2021: 37k

2. Preparations next Board meeting & 2021

VIPA International Budget 2020 (EUR)		Q1	Q2	Q3	Q4	Total	%	Year-end
ITEM	Budget							
Income								
Membership fees full members (13): 10,000 EUR	130.000	10.000	100.000			110.000	85%	130.000
Membership fees associate members (1): 5,000 EUR	5.000		5.000			5.000	100%	5.000
Membership fees academia (6): 750 EUR	4.500	750	1.500			2.250	50%	4.500
Membership fees association members (0): 500 EUR								
TOTAL INCOME	139.500	10.750	106.500	-	-	117.250		139.500
Expenditure								
Kellen fees	92.930	23.232,50	23.232,50			46.465	50%	92.930
GSH agreement annual fee	18.000	0				0	0%	10.766
Communications (video, paid advert, design, website hosting)	5.000	400	4.172,29			4.572	91%	5.000
Avery Dennison Hanita Study (90% of total amount 12,500€)	11.250	0				0	0%	11.250
Out of pocket costs (meetings/conf calls & travel expenses)	9.800	274,86	1.539,93			1.815	19%	2.500
Governance (tax return, publication annual report, bank fees, etc)	1.495	107	75,00			182	12%	1.495
Participation at CEN	525	550				550	105%	550
Legal advice	500	0				0	0%	0
TOTAL EXPENDITURE	139.500	24.564	29.020	-	-	53.584		124.491
RESULT	-	- 13.814	77.480	-	-	63.666		15.009
Reserve (funds not used in previous years)	23.047	23.047	23.047			23.047		23.047
End result	23.047	9.233	100.527	-	-	86.713		38.056

2. Preparations next Board meeting & 2021

Priorities for next year?

Communications:

Ideas/Projects	Cost (Kellen excluded)
Continued focus on architects? Usual deliverables: press releases, LinkedIn page, newsletters, annual report	
More emphasis on cooling boxes/transport (in light of covid-19)?	
Video on cooling boxes/transport?	4,000€
Revamp logo and website?	15,000€
Other?	

2. Preparations next Board meeting & 2021

Priorities for next year?

IVIS 2021

Ideas/Projects	Cost (Kellen excluded)
Sponsorship fee	10,000€
Organising 1h30 session with invited speakers	
Travel and accomodation expenses of invited speakers	?
Promotion of VIPA Intl session during IVIS (paid adv, visual identity, etc)	?

Note: no volunteers for the Task Force looking at topics/speakers besides Sebastian Baars

2. Preparations next Board meeting & 2021

Priorities for next year?

Technical – R&D

Ideas/Projects	Cost (Kellen excluded)
Standardisation CEN & ISO	
Tool/App to calculate energy savings from VIPs in building applications FIW proposal includes three steps: • 1st: Assess the available material and run a first calculation • 2nd: Prepare study based on initial assessment • 3rd: development of the software tool by programming provider	23,000€ for phase 1 and 2
Inner pressure measurement device	?

2. Preparations next Board meeting & 2021

Priorities for next year?

Quality certification

Ideas/Projects	Cost (Kellen excluded)
Expand RAL VIP label internationally or set-up keymark for VIPs	?

2. Preparations next Board meeting & 2021

VIPA International Budget 2021 (EUR)	
ITEM	Budget
Income	
Membership fees full members (12): 10,000 EUR	117.500
Membership fees associate members (1): 5,000 EUR	5.000
Membership fees academia (6): 750 EUR	4.500
Membership fees association members (0): 500 EUR	
TOTAL INCOME	127.000
Expenditure	
Kellen fees	92.930
GSH agreement annual fee	-
Communications (video, paid advert, design, website hosting)	
R&D Activities	
Sponsorship IVIS 2021	10.000
Out of pocket costs (meetings/conf calls & travel expenses)	5.000
Governance (tax return, publication annual report, bank fees, etc)	1.495
Participation at CEN	550
Legal advice	500
TOTAL EXPENDITURE	110.475
RESULT	16.525
Reserve (funds not used in previous years)	37.000
End result	53.525

2021 Budget

- 15% operating budget to be kept in reserve (20k)
- Kellen fees still to be discussed
- Communications & R&D activities still to be discussed

2.2 Kellen fees and services for 2021

Kellen Services 2020		
1. Operations & day-to-day management	Total Hours	Fees EUR
General operations		
Managing membership inquiries		
Managing database of contacts (members & non-members)		
Sending fee invoices via post and following-up unpaid fees		
Subtotal	218	30.185
2. Finances Kellen Atlanta	Total Hours	Fees EUR
Subtotal		2.000
3. Communications	Total Hours	Fees EUR
Managing website		
6 press releases (5h per PR)		
2 case studies (3h per CS)		
2 Newsletters internal & external (15h per edition)		
Managing LinkedIn presence		
Annual Report of Activities		
1 Animated video		
Subtotal	182	24.165
4. Support to meetings and conference calls	Total Hours	Fees EUR
Board (3 meetings, 2 conf calls, 20h per meeting, 10h per call)		
Executive Committee (2 conf calls, 5h per call)		
General Assembly (1, 20h)		
Digital COM Working Group (2 conf calls 10h per call)		
Technical Working Group (1 conf call, 10 h per call)		
Subtotal	262	36.580
Grand Total	662	92.930

Hours not used due to cancellation of physical meetings (2 board + 1GA) were used for:

- Quality certification
- Discussion with GSH
- Discussion with Brunel on IVIS
- 1 additional Executive Committee & Technical WG calls

2.2 Kellen fees and services for 2021

Kellen 2021 Services:

Communications: Same level of 2020?

VIP quality certification: ?

IVIS session: ?

- Contacting speakers and briefing them; managing event Task Force; event promotion (logo, paid adv) attending IVIS (2 days)

Calls/meetings:

- Board 3 calls + 1 face-to-face meeting during IVIS
- Digital COM WG: 2 calls
- Executive Committee: 2 calls
- Technical WG: 2 calls

3. AoB

Any other business?

VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

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