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Vacuum Insulation Panel Association
2018 General Assembly
Thursday, 27 September 2018, 14:00 to 15:30 CET
Imperial Riding School Renaissance Hotel, Vienna, Austria (meeting room: Kleine Reitschule)

Participants:
Gregor Erbenich, Porextherm, VIPA International President
Vladimir Pogač, Turvac, VIPA International Treasurer
Yoash Carmi, Avery Dennison Hanita, VIPA International Vice-President
Regular Members:
Sebastian Baars, Vaku-Isotherm
Roland Caps, va-Q-tec
Geert Houvenaghel, Microtherm
Gary Chalkley, Camvac
Tom Heckard, CSafe
Uroš Cotelj, Knauf Insulation
Marko Meglic, Knauf Insulation
Hans-Frieder Eberhardt, Porextherm
Michel Chauvois, Rexor
Pascal Rousset, Rexor
Estelle Perrin, Rexor
Justin Davies, Kingspan Insulation
Stefaan Van Hoed, Recticel/Turvac
Associate Members:
Jens Eg Rahbek, Rockwool
Academia Members:
Jiri Zach, Brno University
Christoph Sprengard, FIW
Stefan Krause, ISE (Institut für Strukturleichtbau und Energieeffizienz)
Steffen Scholz, ISE (Institut für Strukturleichtbau und Energieeffizienz)

Raquel Ponte Costa, VIPA International Executive Director
Gabriella Kemendi, VIPA International Policy Officer

Apologies:
Miaotian Sun, Qingdao Kerui New Environmental Materials
Yanqing Zhou, Hongda Suzhou V.I.P. New Material
Richard Burnley, Kingspan Insulation
Tony Scott, Kingspan Insulation
Se-Won Yook, AIMT
Christoph Tontrup, Evonik Industries
Jun-Tae Kim, Kongju National University
Zhai Chuanwei, Qingdao Kerui New Environmental Materials
Zhang Tao, Qingdao Kerui New Environmental Materials

Minutes

1. Welcome and introductions

Raquel Ponte Costa welcomed all members to the fourth General Assembly of VIPA International. She emphasized her satisfaction with the first conference with external speakers, which took place in the morning, and thanked the members that contributed to the event in finding speakers, especially Geert Houvenaghel, Sebastian Baars and Uroš Cotelj. The participants list was circulated for signature to all people in the meeting. 12 regular members were present in the meeting together with 1 associate member and 3 academia members.

1.1 Antitrust compliance statement

Raquel Ponte Costa reminded members of the antitrust compliance statement of the association and the competition law principles that need to be respected during the meeting.

1.2 Approval of the agenda

All members in the meeting approved the agenda circulated by the office.

1.3 Approval of the minutes of the 2017 General Assembly in Paris, France

The minutes of the 2017 General Assembly in Paris were approved by all participants.

2. VIPA International Annual Report of Activities (September 2017-September 2018)

2.1 Overview of what was accomplished in the previous year

Gabriella Kemendi presented the Annual Report of Activities of VIPA International sent with the meeting documents. The report will be published on VIPA Intl's website and will be used in membership outreach activities. Members were invited to share the report internally within their company and also with their network of contacts.
Gabriella went through the slides and reported to the members the latest activities about the USP market report, the technical studies and the awareness raising activities (see meeting slides for more details). About the USP market report, Raquel explained that the office contacted a number of companies, both members and non-members, asking for their participation at the study and outside Europe, willingness to participate at the study was very low. For this reason the study is in stand-by and the board still needs to decide about next steps: cancel the project or reduce scope to Europe only.

2.2 Outlook for 2018 and beyond

Gabriella explained that the board would have a meeting tomorrow morning to review what was accomplished this year and discuss the work plan for 2019. She highlighted the great satisfaction with the first conference with external speakers and mentioned the board will discuss in detail what to do next. A brief exchange of opinions took place about this first conference and how VIPA Intl should continue working in this direction in the future.
In addition, Gabriela mentioned that the study on prefabricated buildings and VIPs will be completed by the end of 2018. The Technical WG already reviewed the preliminary report.

3. Membership report

3.1 Welcome to new members: AIMT, Vaku Isotherm, C-Safe, ISE, Brno University

Raquel reported 3 new regular members joined VIPA International during the course of the past year together with 2 academia members. Raquel invited the representatives of the new members in the room to give a short introduction about the company/institution they represent.

3.2 Membership resignations (BSH, Evonik) and exclusions (NUAA)

Raquel informed members that two companies sent their resignation: Evonik as a regular member and the BHG Group as an associate member. The resignation of the BSH Group was effective on 1 January 2018 and the resignation of Evonik will be effective as of 1 January 2019.

About the academia member NUAA (Nanjing University of Aeronautics and Astronautics), Raquel explained that they never paid the 2017 membership fees, despite the multiple contacts done by the office. As a result and in line with article 3 section 5 of the bylaws, the board proposes to terminate the membership of NUAA. The membership of NUAA was terminated by the board early 2018 but has to be formally accepted by the General Assembly.

Resolution 1: to approve the exclusion of NUAA (Nanjing University of Aeronautics and Astronautics) from the membership of VIPA International.
Vote on resolution 1: All members present in the meeting approved Resolution 1. There were no abstentions and no objections.

4. Report from the Treasurer

4.1 Approval annual accounts 2017

On behalf of the Treasurer of the association, Raquel Ponte Costa presented the annual account of 2017. In 2017, VIPA International finished the year with a loss of 963 euros. This loss was compensated by the reserve of the association. At the end of the year, VIPA's reserves were down to 27,923 EUR. VIPA gained two new members who joined in the last months of 2017, increasing the membership to 14 manufacturing companies. One of the academia members - NUAA - did not pay the 2017 membership fees.

On the side of the expenses, the board approved an increase of the Kellen fees due to the extra work done throughout the year. The final installments of the two on-going studies were paid to Avery Dennison Hanita and FIW. The 7,000 euros budgeted for out-of-pocket expenses (conference calls, travelling, meeting room rentals, etc) were not all consumed because the General Assembly of VIPA Intl took place at the same venue of IVIS at no cost for the association. The remaining expenses were consumed as foreseen.

Resolution 2: to approve the 2017 annual accounts.
Vote on resolution 2: All members present in the meeting approved Resolution 2. There were no abstentions and no objections.

4.2 Approval 2018 budget and 2018 membership fees

Raquel Ponte Costa presented the budget for 2018 which was approved by the Board of Directors early 2018. On the income side, VIPA Intl gained two new regular members (Vaku Isotherm & C-Safe) but lost one associate member (BHS). The board decided to keep the same membership fees as the previous year. Expected membership revenue is of 156,000 euros for 2018. The objective set this year was to use some of the funds left in reserve. On 1 January 2018, the reserves of VIPA were of 27,923 euros.
On the side of the expenses, one technical study was approved (10,000 euros). The board approved the fee of USP (33,000 euros) to deliver a market report on VIPs. A budget of 10,000 euros was set aside to organise a conference with invited speakers in Vienna, one day after the Global Insulation Conference. The budget for the out-of-pocket expenses was also increased to accommodate the face-to-face meetings in Vienna, Austria.

Resolution 3: to approve the 2018 budget and membership fees.
Vote on resolution 3: All members present in the meeting approved Resolution 3. There were no abstentions and no objections.

4.3 Status 2018 finances

Raquel explained that some member companies have not yet paid the 2018 fee invoices, which is very worrying. Raquel urged the companies that are still in default of payment to proceed with the invoice as soon as possible. On the side of the expenses, the board decided to leave in stand-by the USP study. The first installment, which corresponded to the phase 1 of the project, was already paid (3,300 euros). The costs of the Vienna conference will go slightly over 12,000 euros. The remaining expenditure is being managed as expected.

5. Amendments to VIPA International Bylaws

5.1 Article 2 offices: change address to 188a Avenue de Tervueren, 1150 Brussels, Belgium.

Raquel explained that since the Kellen office in Brussels changed location over the summer, the bylaws of the association also need to be updated with the new address. The second paragraph of Article 2 will be amended the following way:

> *The US office of the Association is located in Washington DC, USA at 750 National Press Building, 529 14th Street, NW, Washington, DC 20045 and the Global Office of the Association is located in Brussels, Belgium at* ***Avenue de Tervueren 188A, Postbox 4, 1150 Brussels, Belgium****. The address of the US office and the Global Office may be changed from time to time by the General Assembly.*

Resolution 4: to approve the amendments to Article 2 of the VIPA International Bylaws as stated above.
Vote on resolution 4: All members present in the meeting approved Resolution 4. There were no abstentions and no objections.

6. Elections

6.1 Discharge of the Board of Directors whose mandate is coming to an end

The second mandate of some members of the Board of Director started in 2016 and it is now coming to an end:

- Roland Caps, va-Q-tec
- Vladimir Pogač, Turvac
- Yoash Carmi, Avery Dennison Hanita
- Michel Chauvois, Rexor
- Uroš Cotelj, Knauf Insulation
- Richard Burnley, Kingspan
- Zhai Chuanwei, Qingdao Kerui New Environmental Materials

Raquel Ponte Costa asked participants to discharge these members from their role and responsibilities as Board members.

Resolution 5: To relieve the members of the Board of Directors whose mandate started in 2016 from their responsibilities.
Vote on Resolution 5: All members present in the meeting approved Resolution 5. There were no abstentions and no objections.

6.2 Election of the new VIPA International Board Directors

The following candidates volunteered for a third term as Board members:

- Roland Caps, va-Q-tec
- Vladimir Pogač, Turvac
- Yoash Carmi, Avery Dennison Hanita
- Michel Chauvois, Rexor
- Uroš Cotelj, Knauf Insulation
- Richard Burnley, Kingspan
- Zhai Chuanwei, Qingdao Kerui New Environmental Materials

Resolution 6: To appoint the members of the Board of Directors whose mandate started in 2015 for a third mandate.
Vote on Resolution 6: All members present in the meeting approved Resolution 6. There were no abstentions and no objections.

6.3 Election of President, Treasurer and Vice-President

Raquel explained there are three candidates for the executive committee positions: President, Treasurer and Vice-President

- Candidates to President position: Gregor Erbenich, Porextherm
- Candidates to Vice-President position: Sebastian Baars, Vaku Isotherm
- Candidates to Treasurer position: Geert Houvenaghel, Microtherm

Resolution 7: To appoint the above-mentioned candidates to the positions of President, Treasurer and Vice-President
Vote on Resolution 7: All members present in the meeting approved Resolution 7. There were no abstentions and no objections.

7. Preliminary report Creek Qingdao Kerui study: An integrated study on the integration of VIPs in ultra-low energy consumption concrete prefabricated buildings

Raquel explained that unfortunately the Creek Qingdao Kerui representatives could not be present at the meeting to give this presentation. They participated via conference call to the meeting of the Technical Working Group the day before and presented the preliminary report. The Technical Working Group made a set of requests which Creek Qingdao Kerui will now respond to, before submitting the final report.

8. VIPA International 2019 General Assembly

8.1 Date and place of the next General Assembly

Raquel explained that IVIS 2019 is taking place in Kyoto, Japan, from 19 to 20 September 2019 and suggested organising the VIPA Intl General Assembly one day before the start of IVIS on 18 September. Some participants in the meeting mentioned they would not be present but the vast majority confirmed intention of flying to Kyoto to attend IVIS.

9. Any other business

No other business was discussed. The meeting finished at 15:30.

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