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VACUUM INSULATION PANEL
VIPA
GLOBAL ASSOCIATION

Vacuum Insulation Panel Association
2019 General Assembly
Wednesday, 18 September 2019, 16:30 to 18:00
Kyoto Research Park, Science Center Club on 2F, East Block, Bldg #1

Participants:
Gregor Erbenich, Porextherm, VIPA International President
Gary Chalkley, Camvac, VIPA International Treasurer
Sebastian Baars, Vaku-Isotherm, VIPA International Vice-President

Regular Members:
John Balaz, Panasonic,
Yoash Carmi, Avery Dennison Hanita
Sebastian Gralla, va-Q-tec
Janek Binzen, va-Q-tec
In Sook Yoo, va-Q-tec
Tom Heckard, CSafe
Uroš Cotelj, Knauf Insulation
Youngsung Jung, Knauf Insulation
Michel Chauvois, Rexor
Kojima Shinji, Panasonic
Tadej Sekavcnik, Turvac
Vladimir Pogač, Turvac
Tony Scott, Kingspan Insulation
Zhang Tao, Qingdao Kerui New Environmental Materials

Academia Members:
Christoph Sprengard, FIW
Fred Edmond Boafo, Kongju National University
Sang Myung Kim, Kongju National University

Raquel Ponte Costa, VIPA International Executive Director

Apologies:
Jens Eg Rahbek, Rockwool
Stefan Krause, ISE (Institut für Strukturleichtbau und Energieeffizienz)
Steffen Scholz, ISE (Institut für Strukturleichtbau und Energieeffizienz)
Tom Martens, Microtherm
Jun-Tae Kim, Kongju National University
Harjit Singh, Brunel University London
Jiri Zach, Brno University
Kaushik Biswas, Oak Ridge Laboratory

Minutes

1. Welcome and introductions

Raquel Ponte Costa welcomed all members to the fifth General Assembly of VIPA International. The participants list was circulated for signature to all people in the meeting. 11 regular members were present in the meeting together with 2 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 2018 General Assembly in Vienna, Austria

The minutes of the 2018 General Assembly in Vienna were approved by all participants.

2. VIPA International Annual Report of Activities (September 2018-September 2019)

2.1 Overview of what was accomplished in the previous year

Raquel Ponte Costa 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.
Raquel went through the slides (see meeting slides for more details) and reported to the members the latest activities about the technical studies, both the one completed as well as the one initiated; the communication strategy; the conference in Vienna and other awareness raising activities like the video on VIPs used in the appliances sector recently published.

2.2 Outlook for 2019 and beyond

Raquel reported that the board had a meeting during the morning and discussed new projects. It was decided to focus on reaching out to architects via targeted communication activities like participation at events and trade fairs, ads in magazines, etc. During this meeting, the Board also decided to cancel the plans for hosting a conference alongside the temperature and control logistics event in Düsseldorf in January 2020. After consideration, it was deemed very difficult to get speakers and attendees to the event since VIPs are a very well-known technology in this application.

3. Membership report

3.1 Welcome to new members: Panasonic, Oak Ridge National Laboratory, Brunel University

Raquel reported one new regular member (Panasonic) joined VIPA International during the course of the past year together with 2 academia members (Oak Ridge National Laboratory and Brunel University). Raquel invited the representatives of Panasonic to give a short introduction about the company/institution they represent. The representatives from Oak Ridge National Laboratory and Brunel University could not attend the GA but will attend the dinner afterwards.

3.2 Membership exclusions (AIMT, Qingdao Kerui New Environmental Materials Group, Hongda Suzhou V.I.P. New Material)

Raquel explained the Board proposes excluding three companies from the membership because of non-payment of the membership fee invoices. These companies were contacted multiple times and asked to pay the membership fee invoice but never done so.

Resolution 1: to approve the membership exclusion of AIMT, Qingdao Kerui New Environmental Materials Group, Hongda Suzhou V.I.P. New Material
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 2018

On behalf of the Treasurer of the association, Raquel Ponte Costa presented the annual account of 2018. In 2018, VIPA International finished the year with a loss of 11,028 euros. This loss was compensated by the reserve of the association. At the end of the year, VIPA's reserves were down to 16,895 euros. The loss is the result of three companies not paying the 2018 membership fee invoices, which resulted in less 30.000 euros in income for the association. In addition, there was one unforeseen expense, which was not accounted for at the beginning of the year, which was the invoice of the GSH of 6,099 euros for the review of the assessment criteria of the RAL VIP label. Still on the side of the expenses, the 33.000 euros set aside for the USP market report study were not entirely used because, after consideration, the Board decided not to go ahead with the study. The expenses of the first conference in Vienna amounted to 12.450 euros instead of the 10,000 euros initially foreseen.

Resolution 2: to approve the 2018 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 2019 budget and 2019 membership fees

Raquel Ponte Costa presented the budget for 2019, which was approved by the Board of Directors early 2019. On the income side, VIPA Intl has 12 regular members and 6 academia members. Communication activities are the focus of 2019 for VIPA International so a budget of 12,000 euros was allocated to it. The Board decided to spend 6,250 euros for participation at IVIS 2019 in Japan in September. The new study being carried out by Avery Dennison Hanita will have a cost of 1,250 euros for the association in 2019 (10% of the total amount).

In terms of membership fees, the Board proposes to continue with the same fees:

- Regular members: 10,000 euros
- Associate members: 5,000 euros
- Academia members: 500 euros
- Association members: 500 euros

Resolution 3: to approve the 2019 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 2019 finances

Raquel explained that on 31 August 2019, all membership fees of 2019 were already paid by the members and the expenses were going according to plan.

5. Elections

5.1 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 2017 and it is now ending:

- Gregor Erbenich, Porextherm
- Gary Chalkley, Camvac
- Tom Martens, Microtherm

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 second mandate started in 2017 from their responsibilities.
Vote on Resolution 5: All members present in the meeting approved Resolution 5. There were no abstentions and no objections.

5.2 Election of the new VIPA International Board Directors

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

- Gregor Erbenich, Porextherm
- Gary Chalkley, Camvac
- Tom Martens, Microtherm

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.

5.3 Replacement Vice-President

Raquel explained Sebastian Baars decided to step down from the Vice-President role. We therefore need a replacement for the remainder of the term of Sebastian Baars (another year until September 2020). John Balaz presented himself as a candidate to this position and this was accepted by all the other members.

- Candidates to Vice-President position: John Balaz, Panasonic

Resolution 7: To appoint John Balaz to the position of Vice-President
Vote on Resolution 7: All members present in the meeting approved Resolution 7. There were no abstentions and no objections.

6. Amendments to VIPA International Bylaws

Article 2 offices: change address to National Press Building, 529 14th Street NW, Suite 1280 Washington, DC 20045

Raquel explained the Association is registered in the USA, state of Delaware. The official address is the office of Kellen in Washington DC. Since this office 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 **National Press Building 529 14th Street NW, Suite 1280 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 8: To amend article 2 offices of the Bylaws with the new address in Washington DC
Vote on Resolution 8: All members present in the meeting approved Resolution 8. There were no abstentions and no objections.

7. VIPA International 2019 General Assembly

7.1 Date and place of the next General Assembly

Raquel explained that the date and location of the next GA will be announced via email but invited members to send suggestions. Raquel also invited members to attend IVIS. She reminded that VIPA Intl President will be the keynote speaker in the opening session.

8. Any other business

No other business was discussed.

The meeting finished at 17:30.

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