
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International Board Meeting

Wednesday, 29 January 2020

09:30 to 17:00 CET

Munich, Germany

1. Welcome

1.1 VIPA Antitrust Compliance 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

1.3 Approval of the agenda

1. Welcome

- 1.1 VIPA antitrust compliance statement
- 1.2 Introduction new team member: Maria Dinis
- 1.3 Approval of the agenda
- 1.4 Approval of the minutes of the conference call of 25 October 2019
- 1.5 Review of the action items of the previous meeting

2. Finances

- 2.1 VIPA Intl budget 2019 and 2020
- 2.2 Kellen 2020 services and fees
- 2.3 Different membership fee level for smaller companies (e.g. Thermal Visions?)
- 2.4 Amending cooperation agreement GSH-VIPA Intl: rules & fees

3. 2020 work plan of activities

- 3.1 Membership outreach to Associate members
- 3.2 Communication activities
- 3.3 Ideas for new R&D projects
- 3.4 Standardisation: CEN and ISO standard

1.3 Approval of the agenda

4. Any other business

4.1 Schedule and location of 2020 meetings

1.4 Approval of the minutes of the last conf call 25 Oct

Minutes Board Conference Call 25 October 2019 (received as an annex)

1.5 Review of the action items of the previous meeting 18 September

Actions pending from meeting Kyoto, 18 September:

- VIPA Intl office to get in touch with academia members, inform them of the increase in 2020 fees and mention that the board is available to hold meetings at the facilities of the academia members. In exchange they would be given time to present their research and capabilities and eventually to participate at the board meeting. **DONE**
- VIPA Intl office to send the 2020 membership fee invoices both via post and email. On the invoice sent via post, a letter should be included emphasising that membership fees are to be paid within 1 month. On the invoice sent via email, the corresponding board member should also be included in the mailing. **PENDING – INVOICES TO BE SENT IN FEBRUARY**
- VIPA Intl office to draft request for offer to be sent to marketing agencies. The goal is for them to help us in reaching out to architects in 2020. **PENDING**
- Members to discuss with their R&D specialists which topics could be researched by the association in 2020. **WAITING FOR FEEDBACK**

1.5 Review of the action items of the previous conference call 25 October

Actions pending from conference call 25 October:

Action 1:

All members to encourage membership to Kevothermal and Siltherm **DONE**

Action 2:

VIPA office to send official letter to Qingdao Kerui New Environmental Materials Group announcing cancellation of membership. **DONE**

Action 3:

VIPA Intl office to work on standard contract for future projects/studies with partners.
PENDING

Action 4:

VIPA Intl office to contact event organisers of the selected events to get more information on number of attendees, possibilities for speaking slots, cooperation possibilities and to ask for participants lists. **DONE**

1.4 Review of the action items of the previous conference call 25 October

Action 5:

VIPA Intl office to organise a conference call of the Digital Comms & PA WG to further discuss outreach plan. **DONE**

Action 6:

VIPA Intl office to send out questionnaire to list of Architects/Engineers associations and institutes. **DONE**

Action 7:

VIPA Intl office to check how to purchase lists of architects. **PENDING**

Action 8:

VIPA office to contact GSH to further discuss cooperation and organise face to face meeting with members and/or invite them to next Board Meeting in Munich. **DONE**

2. Finances

2.1 2019 Annual Accounts

VIPA International Budget 2019 (EUR)		Q1	Q2	Q3	Q4	Total	%
ITEM	Budget						
Income							
Membership fees full members (12): 10,000 EUR	120.000	10.000	90.000	20.000	0	120.000	100%
Membership fees associate members (1): 5,000 EUR	5.000	0	0	5.000	0	5.000	100%
Membership fees academia (6): 500 EUR	3.000	0	1.500	1.500	0	3.000	100%
Membership fees association members (0): 500 EUR	-	0	0	0	0	0	
TOTAL INCOME	128.000	10.000	91.500	26.500	-	128.000	
Expenditure							
Kellen fees	78.395	19.598,75	19.598,75	19.598,75	22.263,75	81.060	103%
GSH agreement annual fee	18.516	0	0,00	16.268,50	0,00	16.269	88%
Communications (website support, design, video, etc)	12.000	102	3.433,00	0,00	1.063,87	4.599	38%
Website annual hosting fee (Alias)	400	400	0,00	0,00	0,00	400	100%
IVIS 2019 Sponsorship	6.250	0	0,00	5.479,00	0,00	5.479	88%
Avery Dennison Hanita Study (10% of total amount 12,500€)	1.250	0	0,00	1.250,00	0,00	1.250	100%
Out of pocket costs (meetings/conf calls & travel expenses)	8.000	1.343,19	1.514,62	1.868,04	3.619,14	8.345	104%
Bank fees	200		162,00	95,88	0,00	258	129%
Participation at CEN	525	0	525,00	0,00	0,00	525	100%
Legal advice	2.464	0	0,00	0,00	0,00	0	0%
Duesseldorf Conference	-	0	0,00	302,00	3.070,00	3.372	
TOTAL EXPENDITURE	128.000	21.444	25.233	44.560	30.017	121.556	
RESULT	-	11.444	66.267	18.060	30.017	6.444	
Reserve (funds not used in previous years)	16.895	16.895	16.895	16.895	16.895	16.895	
Expected end result	16.895	5.451	83.162	1.165	13.122	23.339	

More details in annexes:

- Creek did not pay outstanding invoices (2018 + 2019: 16,500€)
- Communications budget: not all used
- Düsseldorf conference did not take place

Final accounts to be ready in Feb – still missing last invoices

2.1 VIPA Intl Budget 2020

VIPA International 2020 Draft Budget	
ITEM	€
Income	
Membership fees full members (13): 10,000 €	130.000
Membership fees associate members (1): 5,000 €	5.000
Membership fees academia (6): 750 €	4.500
Membership fees association members (0): 500 €	-
TOTAL INCOME	139.500
Expenditure	
Kellen fees	92.930
GSH agreement annual fee	18.000
Avery Dennison Hanita Study (90% of total amount 12,500€)	11.250
Communications (video, paid advert, design, website hosting)	5.000
Out of pocket costs (meetings/conf calls & travel expenses)	9.800
Governance (tax return, publication annual report, bank fees, etc)	1.495
Participation at CEN	525
Legal advice	500
TOTAL EXPENDITURE	139.500
RESULT	-
Reserve (funds not used in previous years)	23.000
Expected end result	23.000

Income:

- Income of new member (Kevothermal) included
- Siltherm said it will join in 2020 but has not sent the application form

Expenses:

- Kellen fees increased
- GSH fees increased
- 2nd installment Technical Study

Reserves:

Funds not used previous years.
 Reserves should be 15% operating budget so 22k

2.2 Kellen 2020 services & fees

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

Kellen fees discussed and approved by the Executive Committee:

- More time for liaison with members and answering to requests
- More communications deliverables (LinkedIn)
- Less WG meetings
- One additional board meeting

2.3 Different membership fee level for smaller companies



VIPA Intl membership fees are the same for all VIP producers/suppliers: 10,000€

- Fee is too expensive for small companies (eg. Thermal Visions)
- Different fee level for small size companies?
 - How to define small size company (revenue, volume of sales of VIP business)?
 - Risk that current members would ask to switch to cheaper fee
- How many companies could be invited to join with the cheaper fee? Limited universe, perhaps 3-4 companies

Next steps:

Recommendation of the Executive Committee NOT to create different levels of fees

2.4 Amending GSH agreement with VIPA: rules & fees



Amendment to co-operation agreement signed in 2016

- VIPA Intl members can chose to join the GSH and VIPA Intl pays their fee (2500€ instead of 2900€)
- Creek did not officially resign from VIPA Intl nor from GSH so normally we would have to pay for their 2019 GSH fee (GSH was flexible and did not charge us for this)
- Enclosed amendment to agreement: membership cancellations to GSH need to be notified 3 months in advance so by 31 September
 - Amendment still puts VIPA Intl at risk because Asian companies usually do not send any notice – **suggestions to improve this?**

2.4 Amending GSH agreement with VIPA: rules & fees



GSH informed of increase of fees, taking effect 2020 (15,5%):

- Normal GSH fee: 2900€ -> increase to 3,350€ as of 2020
- Negotiated fee for VIPA Intl members: 2,500€ up to 5 members and 2,250€ for 6+ members

Offer for VIPA Intl:

Up to 5 members:

- 2.500€ to be increased to 2.887,50€ if 15,5% applied but proposal to increase it to **2.800€**

6 and more members:

- 2.250€ to be increased to 2.598,75€ if 15,5% applied but proposal to keep it at **2.500€**

2.4 Amending GSH agreement with VIPA: rules & fees

Impact on VIPA Intl finances: 2020 budget

**based on current number of VIPA Intl members that are members of the GSH*

VIPA Intl Members	2019 fees €	2020 fees €
<i>Manufacturers (members)</i>		
1. Porextherm	2.500	2.800
2. Microtherm	2.500	2.800
3. va-Q-tec	2.500	2.800
4. Knauf Insulation	2.500	2.800
5. Turvac	2.500	2.800
6. Vaku Isotherm	2.250	2.500
<i>Suppliers (guest members)</i>		
1. Avery Dennison Hanita	1.500	1.500
TOTAL	16.250	18.000

3. 2020 work plan of activities

VIPA Intl 2020 Activities: Membership outreach

Companies contacted in 2019:

- Chongqing Zaisheng Technology – says it receive info via Panasonic
- Kuraray – Naobi answered that he has not been able to convince management so membership will not happen
- Isoleika - not interested in joining
- Hutchinson - not interested in joining
- Amcor - not interested in joining
- The Vac Company - no response
- TA Instruments - no response
- Aerosafe Global (previous American Aerogel) - no response
- Changzhou Sanyou Dior Insulation Materials - no response
- Fujian Super Tech Advanced Material - no response
- Cabot - no response
- Micolon – no response

VIPA Intl 2020 Activities: Membership outreach

Executive Committee's recommendation to target associate members

Companies approached in the past?

- Saint-Gobain: good discussion at IVIS 2017 but never lead to membership
- EDF: good discussion in 2017 but fee was considered too expensive. EDF wanted to join as academia member instead
- EMBALL'ISO: good discussion at IVIS 2017 but decided not to join cause of focus on building sector
- GE Appliances: contacts in 2017
- Liebherr Hausgeräte: contacts at IVIS 2017
- BSH Group: was an associate member in 2016-2017

Which companies to focus on in 2020?

VIPA Intl 2020 Activities: R&D Technical

Avery Dennison Hanita Study to be completed by the summer and presented at the next General Assembly:

- Effect of moisture content on the thermal conductivity of different types of fumed silica VIPs + behavior of different types of fiberglass desiccants:
 - Duration: July 2019 to June 2020
 - Cost: 12,500€
 - 80% upon completion of the final report
 - 10% upon completion of the final report evaluation

VIPA Intl 2020 Activities: R&D Technical

Ideas for other R&D projects to be initiated in 2021?

Ideas discussed by Technical Working Group:

- studies necessary for the next standard: eg sandwich panels
- short term version of the ageing test method – 6 months
- ageing test for high temperature applications (80°C) like boilers, water tanks, district heating applications

Input received from members for new projects:

- Evaluation of long term performance of VIP's in building applications

VIPA Intl 2020 Activities: Standardisation

CEN Standard

- HAS Consultant assessment process almost finalised -> new draft text to be voted
 - VIPA Intl to encourage members to vote for the approval of the standard
- Vote positive -> publication possible still in 2020

ISO Standard

?

4. Any other business

4.1 2020 Meetings

Schedule of other Board meetings in 2020?

- Next face-to-face: April
- Conf call: June
- Face-to-face: September together with GA
- Conf call: November

Date and location of General Assembly: September

- Hosted by a member company
- or
- Organised and paid by VIPA Intl
 - Reasonable cities in terms of price for events: Lisbon, Valencia, Seville, Budapest, Krakow

VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

Raquel Ponte Costa

Maria Dinis

Veerle Guns

VIPA-international@kellencompany.com

Phone: +32 2 761 1681

<http://vipa-international.org/>