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**Vacuum Insulation Panel Association
Executive Committee Conference Call
Wednesday, 8 January 2020, 15:00 to 16:00 CET**

Participants:

Gregor Erbenich, Porextherm, President
John Balazs, Panasonic, Vice-President
Raquel Ponte Costa, VIPA International Office

Apologies:

Gary Chalkley, Camvac, Treasurer

MINUTES

1. Welcome

1.1 Governance rules

Raquel Ponte Costa welcomed participants to the call and reminded them of the competition law principles that need to be respected during the call.

1.2 Approval of the agenda

The agenda was approved with no changes.

1.3 Approval of the minutes last call 29 April 2019 and review of actions

Raquel explained the last call took place a while ago and at that time John Balazs was not yet the Vice-President. The minutes were approved with no changes. The only action of the call, which was about the meetings in Kyoto, was completed.

2. Kellen fees and services for 2020

Raquel presented the Kellen offer of services and fees for 2020 and asked members for questions. She mentioned Kellen remains flexible should the Executive Committee wishes to swap hours from one item to another item. The main differences between 2019 and 2020 fees are on the time allocated for being the main point of contact of the Association which increased as well as the communication deliverables. To ensure the fees would not be too high the number of meetings and conference calls of Working Group was reduced. Raquel included time for 3 face-to-face board meetings in line with what was discussed before.

Members asked Kellen to drop the hours allocated for working on IVIS 2021 related items. This brought the final budget down to 92,930€. Members felt that this amount was easier to justify to the other board members. At this stage it is not clear what the associations wants to do about IVIS 2021 so participants preferred not to include hours for this in 2020.

Decision:

Executive Committee approved the Kellen fees and services for 2020 for an amount of 92,930€.

3. Preparations for next Board meeting:

3.1 Finances

Participants in the call reviewed the 2020 budget and made some changes in the amounts allocated – see final version enclosed. On the income side, members preferred to remove the fees of Siltherm since the membership is not yet confirmed. On the expenses side, the communications budget was set at 5,000€ which will cover one video (2,000€), paid advertisement and other design and website costs. The out of pocket expenses were set at 9,800€ to cover the costs of the General Assembly. The legal advice budget was reduced to 500€ since not

major issues are foreseen for 2020. The estimated final result would be 0 and the reserve level would remain at 23,000€.

3.2 Membership fees for small size companies (eg. Thermal Visions)

Members discussed this and were of the opinion that having a discounted fee for the first year of membership would be a better deal than creating a separate level of fees. The number of companies that could be invited to join under this reduced fee category would not be too considerable (around 4). In addition, some of our current members might ask to switch to this reduced fee which would have a negative effect on VIPA's finances.

Raquel explained that some associations base the membership fees on the turnover of the companies. This would require the office to collect the data and then perform a separate calculation for each company. It also requires that there is a good level of trust and that all members provide reliable figures.

Following discussion, participants present in the meeting felt that it was better to continue with the current level of fees and categories. Raquel explained it was still useful to discuss this possibility and she will report on these discussion at the next board meeting.

Still on membership, one participant suggested looking at list of prospect members for associate membership. Raquel mentioned the Bosch group used to be a member a few years ago and explained that no specific outreach was done to get new associate members to join VIPA Intl.

Action:

Raquel to prepare list of prospect associate members and to add it to the agenda of the board meeting in Munich.

3.3 GSH agreement

Raquel pointed out that this topic will be in the agenda of the next meeting in Munich. Two GSH's representatives will attend the meeting to present the GSH and explain the increase in fees. Raquel mentioned that at the moment the number of companies benefiting from the GSH arrangement is not that high and some of these members (Microtherm and va-Q-tec) have mentioned they are also reconsidering the value of the RAL label internally. On the other hand Vaku-Isotherm is very keen on continuing with this arrangement. They would not be able to pay for the GSH fee and the VIPA fee at the same time.

One participant highlighted that the current arrangement makes VIPA a collecting agency for the GSH which puts the Association in a risky position. In addition, the GSH fee (18,000€) it is a considerable part of the budget which is benefiting just one part of the members. Raquel highlighted she doesn't understand the increase in the fees which is rather considerable for VIPA Intl, 2,000€. The explanations provided by the GSH were very vague. One participant mentioned they lost some members the past years. The same member confirmed the value of the label in the German market.

3.4 2020 activities

Raquel proposed to focus on the following in 2020:

- Focus on communications
 - Increased online presence: more LinkedIn posts, videos, news and website content, paid advertisement
- Completion of latest technical study by summer
- Collaboration with IVIS 2021
 - Define type of participation at next board meeting?
- Prepare for increased 2021 activities
 - Conference with invited speakers?

Members agreed with these suggestions. With the limited budget for 2020 there is not much in addition that can be done.

3.5 IVIS 2021

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Raquel explained this will be on the agenda of the Board meeting in Munich. We need to define our level of participation at the next IVIS. Will we just sponsor like in previous years or will we be in charge of a session. Professor Harjit mentioned in Japan that he is open for collaboration and wanted to organise a meeting at the Brunel University to review this.

Members agreed this needs to be defined by the board. We should limit exchanges to the minimum needed to avoid additional time spent by Kellen on this topic.

3.6 Location of 2020 General Assembly

Raquel asked for ideas of where to hold the GA in 2020. The GA in Barcelona organised in 2016 costed roughly 7,000€ which would be too high for the 2020 budget of VIPA. Raquel mentioned that in other associations, it is common that companies host the meetings. We only need a meeting room with up to 25 people. The dinner can be paid by each person instead of being paid by the Association. These suggestions would reduce the cost of the event and make available more funds for more added-value activities.

Raquel promised to ask colleagues who organise a lot of events for a list of cities which are more reasonable in price. Usually Poland is rather cheap as well Spain and Hungary. Raquel will prepare this info for the board meeting in Munich.

Action:

Office to prepare list of cities which are reasonable in cost for the 2020 GA of the Association.

4. AoB

No other item was discussed.

The conference call ended at 16:10.