VIPA International Global Office
142 Avenue Jules Bordet, Brussels 1140
Phone: +32 2 761 1681 Fax: + 32 2 761 16 99
Mail: VIPA-international@kelleneurope.com
Web: www.vipa-international.org

Vacuum Insulation Panel Association
Executive Committee Conference Call
Tuesday 3 February 2015, 15:00 to 16:00 CET

Participants:
Roland Caps, va-Q-Tec
Oved Shapira, Hanita
Vladimir Pogač, Turna
Raquel Ponte Costa, VIPA Secretariat
Francesco Gattiglio, VIPA Secretariat

Minutes

1. Welcome

1.1 Governance rules
Raquel Ponte Costa opened the conference call by welcoming all participants. The participants were reminded of the anti-trust rules that have to be adhered to.

1.2 Approval of the agenda
The agenda was approved by all participants in the call.

1.3 Approval of the minutes of previous call (16 January) and review of action items
The minutes were approved with no changes. Raquel Ponte Costa reported that all actions were completed.

2. Outcomes of 22 January Board Meeting
The minutes of the Board meeting were circulated among Executive Committee members for review. Raquel Ponte Costa reviewed the actions arising from the 22 January Board Meeting.

Raquel Ponte Costa reported that additional photos have been uploaded on the website. The website has now at least one photo for every type of application. She said that the website is now ready to be published. Members agreed it should be published as soon as possible.

Action:
- Raquel Ponte Costa to publish the website.

Oved Shapira had two calls with the US lobbying company Greenberg to discuss their proposal for services. Oved provided them with marketing material and information on the industry and the association for them to better prepare the proposal. Participants agreed to share the draft website with Greenberg to provide an overview of the industry.

Action:
- Secretariat to send the link to the website to Greenberg.

Oved Shapira asked what the Secretariat is planning to do to analyze the national legislation on insulation in key EU countries (France, Germany, UK). Raquel Ponte Costa reminded that Kellen Europe does not have the capabilities to research legislation at national level since we do not have offices in other countries in Europe. As a result, Raquel reminded that during the 22 January meeting of the Board it was decided to ask national insulation organizations to provide information on national legislation. Members should provide information on the national insulation organizations that should be contacted. Participants remarked the need to have professionally-written documents and analysis of the legislative landscape of the selected countries, and these could come from national insulation organizations or external consultancies. Participants agreed that the Executive Committee will evaluate the situation in a month time and if the collected information will be insufficient external consultancies could be hired.

Action:

- Secretariat to contact national insulation organizations suggested by members to have information on national legislation on insulation.
- Executive Committee members to evaluate the situation in one-month time and possibly look for other sources of information as consultancies or tech institutes.

Raquel Ponte Costa reported on the membership outreach.
The Chinese company Siltherm confirmed its intention to join VIPA, but it has not submitted the application form and has not replied to emails recently.
The US company Owens Corning informed the Secretariat that it will not renew VIPA membership in 2015 because for the moment the activities carried out by VIPA are not relevant for Owens Corning. Owens Corning will attend IVIS in China, which will be an occasion to be in contact again and hopefully renew the membership.
Variotec asked information on VIPA and the membership application documents. Variotec is likely to join VIPA in the coming weeks.
Professor Phalguni Mukhopadhyaya of the University of Victoria (Canada) requested a waiver to join VIPA in 2015 proposing to act as VIPA representative in tech and standardization bodies in Canada in exchange for the payment of EUR 500. Participants discussed this request and remarked that Professor Phalguni is a known Professor in the VIP industry. Canada has a very good legislation for VIPs. Participants agreed that it would be important to have him in the association, but he should provide concrete value to VIPA, helping VIPA to increase its membership or advocating for VIPs in the legislative process in Canada.

Decision:
Professor Phalguni should submit a proposal with concrete actions to be accepted as associate member of VIPA for free.

3. **Finance**

3.1 Kellen Europe fees for 2015

Raquel Ponte Costa presented the Kellen Europe budget for 2015 as agreed at the Board meeting of 22 January. Raquel Ponte Costa proposed to keep Kellen Europe fees at EUR 83,723, but the fees will be reduced to EUR 73,723 if less than 2 new full members will join VIPA in 2015. Participants agreed to set for the moment Kellen Europe fees at EUR 73,723 and raise them to EUR 83,723 if at least 2 new full members will join VIPA in 2015. Participants agreed that sharing the risk between Kellen and VIPA is a correct way of proceeding.

Decision:
Executive Committee members suggested setting Kellen Europe fees for 2015 to EUR 73,723. This amount will be raised to EUR 83,723 if at least 2 new full members will join VIPA in 2015.

3.2 Budget 2015

VIPA has now 12 full members and 2 associate members, which results in an income of EUR 121,500. To add to this, EUR 21.923 was carried over from 2014. The total budget for 2015 is for the moment EUR 143k. The cost of the services provided by the US company Greenberg is still unknown. Once Greenberg will make its proposal, VIPA Secretariat will organize a Board conference call to discuss Greenberg proposal and formally approve the Kellen fees for 2015.

Decision:
Participants decided to keep EUR 23k aside before taking decisions on activities for 2015. The decision will be taken when Greenberg will communicate its proposal for services.

Action:

- Secretariat to circulate the updated 2015 budget with the suggested Kellen Europe fees to the Board.
- Secretariat to organize a Board conference call once Greenberg will communicates its proposal for services to approve Kellen fees and activities for 2015.

4. AoB & date of next conference call

Participants discussed the outcomes of the doodle circulated by the Secretariat to decide a date for the Board meeting to be held in May in Brussels. Participants also discussed on the possibility to organise a dinner in Brussels the day before the meeting.

Decision:

The Board meeting will be held in Brussels at Kellen Europe offices on 7th May from 9:30 to 17:00. A dinner could be organised on 6th May according to members´ availability.

No other item was discussed. The conference call finished at 16:00 CET.