

**Vacuum Insulation Panel Association
Executive Committee Conference Call
Friday 16 January 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 (25 November) and review of action items

The minutes were approved with no changes. Raquel Ponte Costa reported that all actions were completed.

2. Preparations VIPA International board meeting 22 January 2015 Munich

2.1 Agenda and attendance

Raquel Ponte Costa presented the agenda for the board meeting. Raquel Ponte Costa reported that Kingspan, Creek and Microtherm will not attend the board meeting. Porextherm sent the application form to join VIPA and will attend the Board meeting.

Ulrich Heinemann of ZAE Bayern is interested in joining VIPA and will attend the first part of the meeting as a guest.

Raquel Ponte Costa also informed that the Code of Conduct will be submitted for approval again, since Evonik requested a small change that will have to be formally approved by the Board.

2.2 Finances: 2014 income and expenses

Raquel Ponte Costa presented the 2014 accounts and informed that Creek requested to pay the fees for 2014 to be considered a founding member. This means that the income for 2014 will be of 100,000 EUR. Currently all companies have paid the membership invoices of 2014, apart from Creek since we only sent them the invoice early January. In terms of expenses, all invoices have been paid. There were no miscellaneous costs as budgeted at the beginning of the year. On the other hand, the out-of-pocket expenses were slightly higher than foreseen: we had budgeted 3,000 EUR; 2,698,42 EUR were already invoiced (covering Dec 2013 to August 2014) and another 1,300 EUR are expected to cover the remaining months of 2014. Raquel Ponte Costa explained that the final amount of out-of-pocket expenses for 2014 will be known early February once the Kellen accounts of December are closed. See presentation for additional details on 2014 accounts.

2.3 Membership outreach efforts

2.3.1 Companies

Raquel Ponte Costa went through the list of companies and prospect associate members contacted (see meeting presentation for details on outreach efforts). The company Porextherm just sent the membership application form which will be approved in Munich. She mentioned that Roland Caps will have a meeting with Variotec on 22 January during BAU. Raquel reported the company Siltherm confirmed that it would join but did not send the membership application form. Vladimir Pogač mentioned he has contacts with this company and offered to contact them again.

Action:

Vladimir Pogač to contact the Chinese company Siltherm to follow-up on their intention to join VIPA International.

2.3.2 Academia

Raquel Ponte Costa reported that in general there are difficulties for research institutes to join, due to limited financial resources, lack of time or reluctance to join a business oriented association (see presentation for details on outreach efforts). The membership of NUAA will be formally approved in Munich. Still related to associate members, Raquel reported that NUAA suggested organising a joint NUAA-VIPA workshop in China on best practises of VIPs in buildings. Members suggested considering this possibility in 2016. In 2015 we will already have one event in China, so 2016 is more realistic.

2.4 Communications activities for 2015

Raquel Ponte Costa mentioned that the website could not be released yet due to lack of photos. She organised a conference call with the Communications WG to discuss 2015 communications activities (see presentation for details). These will be submitted to the Board in Munich for approval. Raquel reminded that Kingspan does not support marketing activities of associations targeting customers directly and requested to re-discuss the decision to undertake a communications campaign to increase the visibility to VIPs among the professionals' community in Germany. The issue will be discussed by the Board.

On the other items up for discussion during the Board meeting, Raquel mentioned for instance that while discussing and deciding on activities for 2015, the Board should include objectives on transport and packaging, since so far VIPA has not covered these issues.

Additional details on the stakeholders and legislative mappings will also be presented, while Roland Caps will present updates on the study on ageing process and standardization.

2.5 Sponsorship offers:

Raquel Ponte Costa presented three sponsorship offers to be discussed by the Board; see presentation for details.

2.5.1 IVIS, Sept, China: 8,000 US\$

Participants agreed that IVIS is a valuable opportunity for VIPA. The Board should discuss additional costs of VIPA participation (brochures, documents, banners); the sponsorship package includes also the broadcasting of a TV advert, but making the video could be costly and should be discussed by the Board.

2.5.2 IEA Task 65 dinner, Feb, Munich: 3,000 EUR

The possibility of financing a dinner of IEA Task 65 was also discussed. VIPA members are already part of VIPA, so they could find redundant to also finance the dinner, but it is up for discussion during the Board meeting.

2.5.3 International Building Physics Conference June, Turin IT

The possible participation and financing of the Turin conference, possibly in coordination with the Turin meeting of IEA Task 65, should also be discussed by the Board.

2.6 US lobbying company presenting about labelling system in the US

Raquel Ponte Costa reported that the US lobbying company Greenberg will make a presentation at the Board meeting on the labelling system in the US and the possibility for VIPA to finance a lobbying campaign in the US on this issue.

2.7 Kellen Europe fees for 2015**2.8 Budget 2015**

Raquel Ponte Costa presented the budget for 2015 and an estimate of Kellen fees and hours for 2015 (see presentation for details). Participants in the meeting found the budget realistic, but remarked that it should be fully discussed by the Board, above all for the 2015 activities. Participants also remarked that more funds should be allocated for research studies.

2.9 Calendar of meetings for 2015

Participants agreed that the Board should already schedule meetings for 2015. US and Chinese companies are asking to have more meetings outside Europe and to rotate continents for Board meetings. This is up for discussion.

3. AoB & date of next conference call

No other item was discussed. The conference call finished at 16:20 CET.