

**Vacuum Insulation Panel Association
Executive Committee Conference Call
Thursday 25 November, 16:00 to 17:00 CET**

Participants:

Roland Caps, va-Q-Tec
Oved Shapira, Hanita
Vladimir Pogač, Turna
Raquel Ponte Costa, 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.

1.1 Approval of the minutes of previous call (13 November) and review of action items

The minutes were approved with no changes. Raquel Ponte Costa reported that all actions were completed with the exception of the following ones:

- Participants to review the list of contacts sent by Oved Shapira, choose the priority ones and inform the VIPA Secretariat about it.
- VIPA Secretariat to approach the selected contacts and see if they would be interested in joining the association.

Participants reviewed the list of Academic institutions sent by Oved and chose the following ones as priority:

- ZAE, Germany
- FIW, Germany
- NRC, Canada
- NUAA (Nanjing Univ.), China
- CSTB, France

Participants asked Raquel Ponte Costa to contact these institutes and discuss with them the possibility of joining the association as associate members. Raquel suggested contacting the institutes that could work on the studies the Technical WG wants to commission next year. Roland Caps explained that all the German institutes could deliver such studies. Oved Shapira asked to contact NUAA with urgency and see if they are interested in collaborating with the association.

Action:

Raquel Ponte Costa to get in touch with the selected academic institutions and see if they are interested in joining the association as associate members.

2. Membership outreach efforts

2.1 Companies contacted

Raquel Ponte Costa went through the excel list with the summary of companies contacted. Oved Shapira mentioned he contacted Panasonic and they will not join VIPA International for the time being. They should be kept informed about the progress of the association and should receive a report of the December meeting for instance.

Related to Panasonic and Japan, Oved Shapira informed participants that there is a new regulation in Japan being drafted at the moment. Japanese manufacturers are working on the insulation requirements of the different climate zones. Oved suggested discussing this topic during the Board meeting to see if VIPA International should influence the process as well.

2.2 Membership application forms received Companies:

Raquel Ponte Costa reported that Camvac and Microtherm have sent their membership application forms, which brings the number of members to 11 as of January 2015. Raquel highlighted that other companies have not yet sent their signed membership application form but they are very much interested in joining the association: Creek, The Vac Company, Porextherm, CSafe, and Kuraray Eval.

2.3 Associate members: academia

This topic was discussed under item 1.1. Members agreed to contact the selected list of academic institutions and see if they can join as associate members.

3. Finances

3.1 Status payment of membership fee invoices

Raquel Ponte Costa explained she has not yet received an update from the accountant. Some members have confirmed that they have paid the membership fee invoice so we should have received more payments in the meantime.

Raquel Ponte Costa made an estimate of the financial situation by the end of 2014. We will have less income than foreseen since Thermal Visions cancelled the membership (90,000 EUR instead of 100,000 ER). On the side of the expenses, all is going according to plan. The budget of 18,000 EUR allocated to studies will not be used in 2014. This means VIPA will most likely finish the year with around 7,900 EUR. This amount will be carried over to 2015.

4. Preparations for 4 December Board meeting

4.1 Agenda of the meeting

Raquel Ponte Costa went through a draft power point presentation she prepared for the meeting next week and mentioned the main points open for discussion during the meeting. Regarding the website, Raquel highlighted she needs input on the draft content she prepared for the new website. She organised a conference call with the Communications WG but only two members joined. Once this content is approved, then the website can be finalised.

Regarding the case studies, Raquel explained that only Kingspan has case studies available. The Communications WG approved one case study but it would be good if the second case study could be of another company and not Kingspan again.

4.2 Decision on studies to be financed by VIPA

Raquel Ponte Costa presented to the members the options suggested by the Technical WG. These options will be discussed in the Board meeting of 4 December.

4.3 Budget 2015

Raquel Ponte Costa mentioned that for now, we have an income of 110,000 EUR secured (11 members confirmed), but it is likely that the companies invited to join the 4 Dec meeting will also join the association in 2015 which means that we might have higher income in 2015. Members mentioned that in terms of budget everything is open and shall be discussed during the meeting next week.

4.4 2015 schedule of face-to-face meetings

Due to lack of time this item was not discussed in detail. Regarding IVIS, members agreed that Roland Caps should give a presentation at the event about VIPA International.

5. AoB

5.1 Date of next conference call

Due to lack of time this item was not discussed.

No other item was discussed. The conference call finished at 17:00 CET.