VIPA International - Vacuum Insulation Panel Association
Executive Committee Conference Call
Thursday 13 November, 16:00 to 17:00 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.

2. **Preparations for 4 December Board meeting**

Raquel Ponte Costa presented a provisional list of participants to the board meeting of 4 December 2014 and reported that 3 prospect members have confirmed their presence to the meeting (The Vac Company; Porextherm and Microtherm). Microtherm and Camvac (attended September meeting) have confirmed membership as of 1 January 2015 and the 2 other companies are very likely to join as well. Raquel highlighted she has been in contact with many other companies (see excel sheet in annexes) and she also invited them to the 4 December meeting so they might come as well (Kuraray Eval, Saint-Gobain Isover, CSafe). Raquel Ponte Costa asked members how the meeting should be organized given that both members and prospects will be present. Participants in the call mentioned that some items like finances should not discussed with prospect members. Participants agreed to open the morning session to prospects, shifting agenda items 3 (Roadmap for 1st year of activities of VIPA) and 4 (VIPA International Priorities for 2015) to the morning part. The afternoon session, to be focused on agenda item 2 (Next steps for setting up the association) should take place in the afternoon and only to VIPA members.

<u>**1 Action:**</u>
VIPA Secretariat to modify the agenda and send it to both prospects and VIPA members.

2.1 Code of conduct or code of ethics

Raquel Ponte Costa reported that during a call Microtherm raised some issues about competition law. A possible solution to this issue could be for VIPA to adopt a code of conduct. An example of code of conduct was shared among participants. Members agreed with the draft and agreed to present it for approval during 4 December's meeting.

<u>**2 Action:**</u>
VIPA Secretariat to include the approval of the code of conduct in the agenda of the board meeting.

3. **Membership outreach efforts**

3.1 Companies contacted

Questions were raised on the opportunity for VIPA to invite universities and research institutes to be part of the association. Participants agreed that their contribution could be useful and they should be invited to be part of the association. Oved Shapira explained that they could become

members in exchange of a study, instead of paying the membership fee. Raquel Ponte Costa reminded participants that a fourth membership category was included in the Bylaws for universities and research institutes (Associate membership), with a lower fee of EUR 3,000. VIPA Secretariat has not yet made any outreach to possible members in this category because it was decided to focus on the other three categories, especially on the manufacturer members.
Raquel Ponte Costa pointed out that special arrangements between VIPA and associate members should be agreed on a case-by-case basis to correctly evaluate the value of studies and the research facilities offered in exchange of the membership fee.
Oved Shapira shared with the members a detailed list of universities and research institutes in different parts of the world, prepared by Hanita. Oved asked the other participants in the meeting to select which contacts in the list should be considered priority. Afterwards, the VIPA secretariat can approach them for membership.

3 Action:

- 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.

Oved Shapira reported on the congress organized by NUAA and Hanita in China on Chinese building regulation. All major Chinese manufacturers attended the congress. There was a discussion on the content of the current building regulation in China, which is very unclear at the moment. Oved mentioned Professor Chen is willing to co-operate with VIPA to change the regulation and add missing parameters (e.g. thermal bridge levels). Oved mentioned that if we succeed in improving the current regulations in China, then the quality level will increase and the market for VIPs consequently will increase. Oved Shapira shared with participants the English translation of the Chinese building codes and suggested discussing this topic during the next board meeting.

Raquel Ponte Costa shared with the participants an excel sheet with the details of all the contacts made with prospect members. Raquel Ponte Costa reported she had a call with Tom Heckard from CSafe and he is very interested in joining the association and agrees with the direction taken so far. Tom Heckard mentioned he will try to join the meeting on 4 December.

Raquel Ponte Costa also reported that Owens Corning wants to pay this year the membership fee for 2015 and asked VIPA to receive the invoice for 2015 in November. Owens Corning will thus be a member of VIPA at least until the end of 2015. Oved Shapira shared with the participants a list of prospect members in the US, but highlighted that compared to China, the US market is not that big.

3.2 Membership application form

Raquel Ponte Costa shared with the participants an example of membership application form and reported that sometimes associations ask for references before accepting new members. This could be useful for VIPA since it is a global association and there might be companies asking to join that we are not aware of. Participants suggested to start using this application form already but to submit it for final approval to the Board on 4 December.

4 Action:

- VIPA Secretariat to include adoption of membership application form in the agenda of 4 December.

4. Finances

4.1 Status payment of membership fee invoices

Raquel Ponte Costa reported that according to the latest available report prepared by the accountant (31 October) only 2 companies have paid the membership fee (Hanita and Evonik). Nevertheless, there could have been other payments in the meantime.

4.2 Indicative budget for 2015

Raquel Ponte Costa reported that 2 companies already committed to join VIPA in 2015 (Microtherm and Camvac) and other 2 are very likely to join as well (Porextherm and The Vac Company), bringing the total number of members to 13, which means we will have a budget of EUR 130.000 next year. A larger share of the budget will be available in 2015 for activities and studies, since VIPA will not have any more to pay for the costs needed to start the association (i.e. website creation, logo, incorporation, etc.). The Board meeting of 4 December should decide how to use the 2015 budget.

Raquel Ponte Costa asked participants the approval of the Kellen invoice for services provided in 2014. Raquel explained that the procedure is to send the invoice to the Treasurer and only following written approval of the treasurer (email is enough), the invoice will be sent to the accountant for payment. The same goes to any invoices of service providers (for instance website service provider) of big amounts, like more than 5,000 EUR.

The Treasurer suggested setting up a system to approve the costs beforehand like for instance the out of pocket expenses. Raquel Ponte Costa pointed out that as of next year it will be possible to make an estimate taking 2014 as reference year for the out of pocket expenses, like costs of meetings (when Kellen's meeting rooms are not free), dinners, conference calls, travel and accommodation, etc. In any case, higher or extraordinary costs will always be discussed with the Treasurer beforehand. Participants approved the Kellen Europe invoice and the approval procedure explained by Raquel Ponte Costa.

5 Action:

- Treasurer to send via email the written approval of Kellen Europe's invoice.

5. Planning activities for 2015

5.1 Comments of Owens Corning

This topic was discussed under item 3.1.

5.2 Participation at IVIS in China September 2015

Participants discussed the opportunity of having a face-to-face board meeting in China in view of the IEA Task 65 meeting and the IVIS event in China in September 2015. Participants agreed to provisionally schedule a board meeting in China on Friday 18 September 2015, starting at 14:00.

5.3 Schedule of 2015 meetings

Since it's a global association and we have members located in different parts of the world participants discussed that the location of the general assembly should rotate between continents every year. In 2014 all meetings took place in Europe. In 2015 due to the IVIS in China, the general assembly will take place in China in September so in 2016 the general assembly should be in the US. This should be discussed in more detail during the 4 December board meeting.

5.4 Relationship with IEA Task 65

This item was not discussed in detail due to the lack of time. The only aspect discussed was that VIPA will have a face-to-face board meeting before IEA Task 65 in China, in September 2015.

6. AoB

6.1 Date of next conference call

Participants agreed to have another conference call on Monday 24th November (16:00) or Tuesday 25th November. The exact date will be decided after an e-mail exchange.

No other items were discussed. The conference call finished at 17:00.