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
23 November 2015, 09:00 to 10:00 CET

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

Agenda

1. Welcome
1.1 Governance rules
Raquel Ponte Costa welcomed all participants and mentioned the antitrust compliance statement of VIPA.

1.2 Approval of the agenda
The agenda was approved with no modifications.

1.3 Approval minutes previous conference call 27 April and review of action items
Participants in the meeting approved the minutes. There were no relevant actions remaining from the minutes of the previous conference call.

Members discussed the situation in Brussels and the fact that the city will continue under the highest security alert until Monday 30 November which is just 2 days before the Board meeting. Participants were of the opinion that the meeting location should not be changed but agreed to ask all the Board members if they feel comfortable coming to Brussels or if they prefer to change the venue to Antwerp or Ghent. Raquel referred that Microtherm has offices in Flanders so perhaps they could host us. In case the majority of the Board members feels more comfortable being outside Brussels, Raquel mentioned that the secretariat would look for accommodation and meeting room options.

Action:
Raquel Ponte Costa to ask all Board members if they prefer to change the meeting location to other cities in Belgium.

2. VIPA International finances
2.1 Status of income and expenses
Raquel went through the current financial situation of the association (see budget update in annexes). Members had no questions on the numbers presented. They highlighted though that the purpose of the association is not to finish with such an important surplus (64,000 EUR) and discussed the need to come-up with ideas to invest VIPA funds in added-value activities for the members.
Oved Shapira gave as example public affairs activities at national level as discussed in the past in the biggest countries like Germany, France and UK, but also outside Europe in China and in Japan.

3. Kellen Europe proposal of services and fees for 2016
Members had no questions on the services and fees presented by Raquel. They suggested changing slide 8 and to show Kellen fees as a percentage of VIPA income but without the carry-over from the previous financial period. Oved mentioned he would prefer to see more time invested in added-value activities rather than meetings. He realized however that the meetings are necessary to get the input from the members on the added-value activities like public affairs and communications.

4. VIPA International 2016 Work Plan and Budget
Participants in the meeting had no comments on the Work Plan for 2016. With regards to the budget, participants preferred not to include any costs for IVIS 2017 because at this stage we still haven't agreed with

the CSTB the roles, responsibilities, sharing of financial risks and benefits. Raquel alerted that in terms of communications, we will probably need to create the website and event logo in 2016 and that's why she had put 20.000 EUR for that in the budget.
Roland mentioned that the Technical WG still needs to decide what to do with in 2016. The draft budget includes an amount of 50,000 EUR:

- 7.500 EUR for the completion of the compressive strength measurement that has already been commissioned to FIW. The total amount of the study is 15,000 EUR but 7,500 EUR will be paid in 2015
- 20,000 EUR which was already agreed with FIW for the study on the ageing process
- 22,500 EUR for other studies that the Technical WG still needs to decide

Roland mentioned the budget for the Technical WG looked reasonable for 2016.

Questions were also raised on the 10,000 EUR set for legal advice. Raquel explained that this amount is there just in case it is needed, mostly because of the review of the Bylaws but also because of the quality certification scheme which needs to be checked from a competition law point of view.
Other than that, members agreed with the budget proposed. During the Board meeting members need to come up with ideas on how to use the 57,000 EUR that are left.

With regards to the membership fees, members were of the opinion that they should be kept at the same level for 2016, but in case the association finishes 2016 with again a substantial surplus, then fees for 2017 should be reduced. Roland Caps highlighted though that because of IVIS 2017 it is wise to have some funds in reserve just in case something goes wrong with the event.

5. Other topics for discussion on 2 December

On the quality certification scheme, members welcomed the new proposal of the GSH which is a good basis for discussion. Oved and Roland pointed out that the certification scheme needs to include all technologies. Currently fiber glass is not included so we need to ensure it is added in, especially because of our Chinese members. The key is to ensure the criteria are broad enough not to limit participation from companies. We will also need to agree on an acceptable range of performances.
Roland mentioned he would still like to see the FIW proposal. FIW has a very good reputation in Europe.
Raquel alerted that this will impact on the membership criteria of VIPA and also on the membership fees.

6. AoB

No other item was discussed. The conference call finished at 10:10.