VIPA International Global Office
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VACUUM INSULATION PANEL
VIPA
GLOBAL ASSOCIATION

Vacuum Insulation Panel Association Board Meeting
Friday, 25 October 2019, 14:30 to 16:30 Brussels time

Participants:
Gregor Erbenich, Porextherm, VIPA International President
John Balazs, Panasonic, VIPA International Vice-President
Gary Chalkley, Camvac, VIPA International Treasurer
Tony Scott, Kingspan
Thomas Heckard, C-Safe
Michel Chauvois, Rexor
Tadej Sekavčnik, Turvac
Sebastian Gralla, va-Q-tec
Raquel Ponte Costa, VIPA International Executive Director
Inge Neetens, VIPA International Communications Manager

Apologies:
Yoash Carmi, Avery Dennison Hanita
Uroš Cotelj, Knauf Insulation
Pascal Rousset, Rexor
Sebastian Baars, Vaku Isotherm
Roland Caps, va-Q-tec
Ralph Mannion, Kingspan
Vladimir Pogač, Turvac
Janek Binzen, va-Q-tec
Tom Martens, Microtherm

SUMMARY OF DECISIONS & ACTIONS

Decision 1:
Board members decided to cancel the membership of Qingdao Kerui New Environmental Materials Group.

Decision 2:
Participants in the conference call approved the additional fees of Kellen for 2019 of 5,735€.

Decision 3:
Participants in the conference call decided to secure speaking slots instead of going for an exhibition stand at the events targeting architects. Decision was made to focus on: Batimat, UK Construction Week, BAU and the AIA European Conferences.
Outreach plan will be further discussed in a Digital Comms & PA WG conference call to be organised beginning of December.

Action 1:
All members to encourage membership to Kevothermal and Siltherm.

Action 2
VIPA office to send official letter to Qingdao Kerui New Environmental Materials Group announcing cancellation of membership.

Action 3:
VIPA Intl office to work on standard contract for future projects/studies with partners.

Action 4:
VIPA Intl office to contact event organisers of the selected events to get more information on number of attendees, possibilities for speaking slots, cooperation possibilities and to ask for participants lists.

Action 5:
VIPA Intl office to organise a conference call of the Digital Comms & PA WG to further discuss outreach plan.

Action 6:
VIPA Intl office to send out questionnaire to list of Architects/Engineers associations and institutes.

Action 7:
VIPA Intl office to check how to purchase lists of architects.

Action 8:
VIPA office to contact GSH to further discuss cooperation and organise face to face meeting with members and/or invite them to next Board Meeting in Munich.

Minutes

1 Welcome

1.1 VIPA International antitrust compliance statement

Raquel Ponte Costa welcomed members to the conference call and reminded them to comply with the antitrust compliance statement of the association.

1.2 Approval of the agenda

The agenda was approved with no additions.

1.3 Approval of the minutes of the meeting of 18 September 2019 in Kyoto

The minutes were approved with no modifications.

1.4 Review of the action items of the previous meeting

Raquel went through the actions (see meeting presentation).

2 Finances

2.1 VIPA Intl budget 2019 and 2020

Raquel informed the members that she had very positive talks with Kevothermal and Siltherm and they are very likely to become members on 1 Jan 2020. She encouraged members to speak with these two companies and to promote the VIPA Intl membership to them. Raquel went through the numbers and reported Creek still has not paid the outstanding invoices of 2018 and 2019, despite what they promised when they attended the board meeting in Kyoto. One member asked what is foreseen in the bylaws in case of non-payment of membership fees. Raquel confirmed that after 1 month, a reminder is sent, after 3 months the membership is "frozen" and the membership rights are stopped. If after this period the fees are still not paid, the board can decide to cancel themembership Members also asked what could be done and Raquel explained that we could ask a lawyer in China to follow-up with Creek but the cost of legal action will be more expensive than the amount of the outstanding invoices.

The members asked Raquel to send an official letter to Creek confirming them that their membership is cancelled. This cancellation has of course a negative impact on the budget and will have to be taken into account when determining the 2020 budget.

About 2019 accounts, Raquel mentioned she estimates the association to finish with a positive surplus of 4,700€. At this stage the only expenses that are missing confirmation are the out of pocket of Kellen which are basically the costs of the meetings in Kyoto which are not yet available on Kellen's accounting system.

With regards to 2020, we will start the year with a reserve level of 32,600€. In terms of income, Raquel did not account for the possible membership of Kevothermal and Siltherm yet. In terms of expenditure the amounts discussed in Kyoto are no longer valid since we have less funds (because of outstanding fees of Creek). Raquel suggested re-discussing the budget once we have agreed on 2020 activities.

Decision:

Board members decided to cancel the membership of Qingdao Kerui New Environmental Materials Group.

Actions:

- All members to encourage membership to Kevothermal and Siltherm.
- VIPA office to send official letter to Qingdao Kerui New Environmental Materials Group announcing cancellation of membership.

2.2 Kellen 2019 hours and fees

Raquel asked members for approval on an invoice of 5,735€ for additional Kellen fees for 2019. These hours were spent on different projects that were not foreseen in the initial Kellen budget like the Düsseldorf event (see slides for details) but also on activities that were foreseen but took much longer to achieve like the participation at the IVIS in Japan and the liaison with the event organisers as well as the liaison with Avery Dennison Hanita on the contract (6 versions of the contract). Members approved

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the additional fees. Referring to the work done to organise a conference in Dusseldorf, that didn't concretise, one member suggested that in the future the Board should be more careful with planning so no unnecessary work has to be done. Referring to the additional time spent on the contract with Avery Dennison Hanita, one member suggested for the future to establish a standard contract (taking the Hanita contract as a basis) that every partner has to follow and that can be used for all future studies. This will avoid the additional work in going back & forth between parties.

Decision:
Participants in the conference call approved the additional fees of Kellen for 2019 of 5,735€.

Action:
VIPA Intl office to work on standard contract for future projects/studies with partners.

3 Preparation 2020 work plan of activities

3.1 Outreach to architects: objectives, platforms & budget

Inge presented the outreach plan and asked the members what would be the geographical scope of the outreach campaign. Looking at the events and given the limited 2020 budget the members decided to secure speaking slots instead of going for an exhibition stand. The members decided to focus on: Batimat, UK Construction Week, BAU and the AIA European Conferences. VIPA Intl office will contact the event organisers to get more information on attendance, cost and possibilities of providing a speaker/do a presentation on our technology. Because of lack of time and since the next board meeting is only on 30 January, members decided to continue discussing this further in the Digital Communication and PA Working Group. A Doodle will be sent out next week for a conference call beginning of December.

Decision:
Participants in the conference call decided to secure speaking slots instead of going for an exhibition stand at the events targeting architects. Decision was made to focus on: Batimat, UK Construction Week, BAU and the AIA European Conferences.
Outreach plan will be further discussed in a Digital Comms & PA WG conference call to be organised beginning of December.

Actions:
- VIPA Intl office to contact event organisers of the selected events to get more information on number of attendees, possibilities for speaking slots, cooperation possibilities and to ask for participants lists.

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- VIPA Intl office to organise a conference call of the Digital Comms & PA WG to further discuss outreach plan.

3.2 Painting Pixels (video agency) offer for video with real footage

Inge briefly presented the different possibilities for a video with real footage. No decision was taken, this will be part of the Outreach work plan that will be discussed in the Digital Communication and PA Working Group.

3.3 Proposal Kellen China – WeChat account

Inge briefly presented the proposal for setting up a VIPA Intl WeChat. Members highlighted that the cost is too high but agreed to take a decision at the next Board Meeting in Munich.

3.4 Questionnaire to building-related organisations

Inge confirmed that the questionnaire is ready to be distributed. Board members have received the questionnaire and the list with Architects associations and institutes that will be contacted. The mailing will be done week of 28 October. One member suggested purchasing attendance lists with event organisers so we can send them the questionnaire.

Action:

- VIPA Intl office to send out questionnaire to list of Architects/Engineers associations and institutes.
- VIPA Intl office to check how to purchase lists of architects.

3.5 Ideas for new R&D projects

Due to lack of time this item was not discussed.

3.6 Standardisation

Due to lack of time this item was not discussed.

4 Other items

4.1 Different membership fee level for smaller companies (e.g. Thermal Visions?)

Due to lack of time this item was not discussed and will be discussed at the next Board meeting in Munich.

4.2 Amending cooperation agreement GSH-VIPA Intl: rules & fees

Raquel explained she got in touch with GSH and they require a 6 month notice period for companies to resign from the GSH. Creek did not resign from the GSH on time. Raquel suggested to the GSH to agree on a procedure for such situation since this is not covered in the co-operation agreement signed in 2016. One member suggested to meet with GSH to be able to have a serious dialogue on cooperation. Another member asked why GSH membership can't be handled directly between members and GSH to avoid VIPA Intl being stuck in the middle. VIPA Intl membership has evolved since the cooperation agreement with GSH and not all members benefit from GSH membership and this will become a bigger problem as VIPA Intl will grow. One member suggested to continue the cooperation but have the GSH to invoice members directly. Other members do not agree because this would considerably increase membership fees and for some members the current fee is already in the upper limit. One member suggested to invite GSH to the next Board meeting on 29 January 2020 in Munich. Members agreed that quality is very important for the sector and they agree on the value of the GSH quality label which is necessary for the companies to prove that they deliver a high quality product.

Action:
VIPA office to contact GSH to further discuss cooperation and organise face to face meeting with members and/or invite them to next Board Meeting in Munich.

5. Any other Business

5.1 2020 meetings:

Raquel reminded that the next face-to-face Board meeting will take place on 29 January 2020 in Munich, Germany (FIW office). She asked the Board a planning for face to face Board meetings or Board conference calls in 2020. The Board agreed that face to face meetings are more efficient because there is more commitment for and it's better to take decisions. Planning for 2020 will be decided at the Board meeting in Munich and will be related to the plan of outreach and the events targeted in 2020.

No other topic was discussed.

The conference call finished at 17:15.

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