
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International

Executive Committee Conf Call

Wednesday, 8 January 2020, 15:00 to 16:00 CET



Governance statement

VIPA International antitrust compliance statement (distributed with meeting docs)

Procedure

- At all times refrain from discussing any company' sensitive information – see VIPA International antitrust compliance statement

You must:

- Judge in the first place
- Behave accordingly
- Avoid discussion of topics, such as those identified in the guidelines, which could create even an appearance of wrongdoing

In case still some issue are raised:

- Secretariat intervene if any questions or doubts
- If necessary, legal counsel can be asked to provide advice

Agenda

1. Welcome

- 1.1** Governance rules
- 1.2** Approval of the agenda
- 1.3** Approval minutes previous call (29 April) and review of actions

2. Kellen fees and services for 2020

3. Preparations board meeting 29 Jan

- 3.1** Finances
- 3.2** Membership fees for small size companies (eg. Thermal Visions)
- 3.3** GSH agreement
- 3.4** 2020 Activities
- 3.5** IVIS 2021
- 3.6** Location 2020 General Assembly

4. AoB

2. Kellen fees and services

Kellen Services 2020		
1. Operations & day-to-day management	Total Hours	Fees EUR
General operations		
Managing membership inquiries		
Managing database of contacts (members & non-members)		
Sending fee invoices via post and following-up unpaid fees		
Subtotal	218	30.185
2. Finances Kellen Atlanta	Total Hours	Fees EUR
Subtotal		2.000
3. Communications	Total Hours	Fees EUR
Managing website		
6 press releases (5h per PR)		
2 case studies (3h per CS)		
2 Newsletters internal & external (15h per edition)		
Managing LinkedIn presence		
Annual Report of Activities		
1 Animated video		
Liaison with Brunel Uni on IVIS 2021		
Subtotal	198	26.645
4. Support to meetings and conference calls	Total Hours	Fees EUR
Board (3 meetings, 2 conf calls, 20h per meeting, 10h per call)		
Executive Committee (2 conf calls, 5h per call)		
General Assembly (1, 20h)		
Digital COM Working Group (2 conf calls 10h per call)		
Technical Working Group (1 conf call, 10 h per call)		
Subtotal	262	36.580
Grand Total	678	95.410

- 1 additional face-to-face board meeting
- More time for liaison with members and external contacts, sending invoices via post
- Less WG calls but more communication deliverables
- 2 days (16 hours) for IVIS 2021 liaison

2. Kellen fees and services

Kellen Services 2019		
1. General management	Total Hours	Fees EUR
<i>Subtotal</i>	145	19.525
2. Finances Kellen Atlanta	Total Hours	Fees EUR
<i>Subtotal</i>		2.000
3. Communications	Total Hours	Fees EUR
Concrete outputs to be decided		
<i>Subtotal</i>	128	18.760
4. Support to meetings and conference calls	Total Hours	Fees EUR
Board (2 meetings, 2 conf calls, 20h per meeting, 10h per call)		
Executive Committee (2 conf calls, 5h per call)		
General Assembly (1, 20h)		
Digital COM & PA Working Group (3 conf calls 10h per call)		
Technical Working Group (2 conf calls 5h per call, 1 meeting 15h)		
Attendance of IVIS (only Raquel, 24h)		
<i>Subtotal</i>	270	38.110
Grand Total	543	78.395

Kellen fees 2014-2020

Years	Kellen fees €
2020	95,410
2019	84,482
2018	81,122
2017	75,980
2016	94,535
2015	83,723
2014	59,077

3. Preps Board meeting 29 January

VIPA International 2020 Draft Budget	
ITEM	€
Income	
Membership fees full members (14): 10,000 €	140.000
Membership fees associate members (1): 5,000 €	5.000
Membership fees academia (6): 750 €	4.500
Membership fees association members (0): 500 €	-
TOTAL INCOME	149.500
Expenditure	
Kellen fees	95.410
GSH agreement annual fee	18.000
Communications (video, paid advert, design)	10.000
Avery Dennison Hanita Study (90% of total amount 12,500€)	11.250
Out of pocket costs (meetings/conf calls & travel expenses)	10.000
Governance (tax return, publication annual report, bank fees, etc)	1.500
Participation at CEN	525
Legal advice	2.500
TOTAL EXPENDITURE	149.185
RESULT	315
Reserve (funds not used in previous years)	23.000
Expected end result	23.315

- Income includes Kevothermal and Siltherm

Expenses:

- New budget line with costs of being incorporated in the US (previously part of out of pocket expenses)

3. Preps Board meeting 29 January

Membership fees for small-sized companies, ie, Thermal Vision

- How to define small size companies?
- How many companies could be approached?
- What would be a reasonable fee level?
- What are the risks of current members asking to change to this system?

3. Preps Board meeting 29 January

Amendment to co-operation agreement signed in 2016 with the GSH

VIPA Intl members can chose to join the GSH and VIPA Intl pays their fee (2500€ instead of 2900€)

Creek did not officially resign from VIPA Intl nor from GSH so normally we would have to pay for their 2019 GSH fee (GSH was flexible and did not charge us for this)

Amendment to agreement: membership cancellations to GSH need to be notified 3 months in advance so by 31 September

- Amendment still puts VIPA Intl at risk because Asian companies usually do not send any notice – **suggestions to improve this?**

3. Preps Board meeting 29 January

GSH informed of increase of fees, taking effect 2020 (15,5%):

Normal GSH fee: 2900€ -> increase to 3,350€ as of 2020

Negotiated fee for VIPA Intl members: 2,500€ up to 5 members and 2,250€ for 6+ members

Offer for VIPA Intl:

Up to 5 members:

2.500€ to be increased to 2.887,50€ if 15,5% applied but proposal to increase it to **2.800€**

6 and more members:

2.250€ to be increased to 2.598,75€ if 15,5% applied but proposal to keep it at **2.500€**

3. Preps Board meeting 29 January

Impact on VIPA Intl finances: 2020 budget

**based on current number of VIPA Intl members that are members of the GSH*

VIPA Intl Members	2019 fees €	2020 fees €
<i>Manufacturers (members)</i>		
1. Porextherm	2.500	2.800
2. Microtherm	2.500	2.800
3. va-Q-tec	2.500	2.800
4. Knauf Insulation	2.500	2.800
5. Turvac	2.500	2.800
6. Vaku Isotherm	2.250	2.500
<i>Suppliers (guest members)</i>		
1. Avery Dennison Hanita	1.500	1.500
TOTAL	16.250	18.000

3. Preps Board meeting 29 January

2020 Activities

- Focus on communications
 - Increased online presence: more LinkedIn posts, videos, news and website content, paid advertisement
- Completion of latest technical study by summer
- Collaboration with IVIS 2021
 - Which type of participation we want to have?
- Prepare for increased 2021 activities
 - Conference with invited speakers?

3. Preps Board meeting 29 January

IVIS 2021

- Collaboration with Brunel University:
 - Sponsorship as in previous years?
 - Managing one session: invite speakers?

3. Preps Board meeting 29 January

Location 2020 General Assembly

- Date: September-October
- Format: 1 day meeting:
 - 09:00 to 15:00: Board
 - 15:30 to 16:30: General Assembly
 - 17:00: social event (2 hours) followed by dinner
- In parallel to existing event?
- Hosted by a member company?

4. AoB

Any other business?

Membership Outreach - status

Companies contacted and feedback received:

- **Chongqing Zaisheng Technology** – says it receive info via Panasonic
- **Kuraray** – Naobi answered that he has not been able to convince management so membership will not happen
- **Isoleika** - not interested in joining
- **Hutchinson** - not interested in joining
- **The Vac Company** - no response
- **TA Instruments** - no response
- **Aerosafe Global (previous American Aerogel)** - no response
- **Changzhou Sanyou Dior Insulation Materials** - no response
- **Fujian Super Tech Advanced Material** - no response
- **Cabot** - no response

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