

**EXECUTIVE COMMITTEE MEETING
FUELS & PETROCHEMICALS DIVISION
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS**

Millennium Hotel
Cincinnati Ohio
Sunday 30 October 2005, 1:30 to 4:30 PM EST

MINUTES OF MEETING
(Reported by Secretary, Colin P. Bowen)

Attendees:

Executive Committee:	Mary Poole	Chair
	Rick Mallison	2 nd Vice Chair
	Gavin Towler	CTOC Liaison
	Ralph Pike	Director (2 nd Year)
	Colin Bowen	Secretary

**Guest Attendees
(Part –time):**

Dale Keairns	AIChE Board Member
Tibi Leib	Meeting Program Chair, Spring 06
Christine Grady	AIChE Staff
Cathy Diana	AIChE Staff
Tom Marrero	University of Missouri (Vice Chair Area 16d)

**Teleconference
Participants:**

Mike Oballa	Treasurer
Dennis Griffith	Past Chair
Harry West	1 st Vice Chair
Steve Coleman	Director (2 nd Year)
Dennis O'Brien	Director (1 st Year)

Meeting was commenced 1:35 PM by Chair, Marty Poole.

1.0 Minutes of previous meeting (Atlanta, 10 Apr 2005)
Minutes were approved.

2.0 Treasurer's Report

Treasurer Mike Oballa provided verbal listing of key treasury items; written version is attached. Data refers to status as of Sept 2005. Related information items listed below:

- FAPD cash reserve (~\$36K) was transferred to AIChE Dec 2004

- Current checking and savings accounts are still located at Fluor Credit Union, Houston.
(location arranged by previous treasurer, James Turner, Fluor employee)
- In order to transfer funds from our AICHe cash reserve to our checking/savings account James will forward relevant expenditure receipts to Mike in order that he can submit this evidence to AICHe and request transfer.
- Policy was to maintain up to \$5K in our checking/savings account; current funds are virtually zero.
- Mike is also to obtain valid blank checks from James.
- Decision re.possible relocation of checking/savings account to be deferred till election of successor treasurer, Spring 2006.
- Mike will issue an updated clause in the Officer Manual (Section 111.7) defining the relevant treasurer procedures which apply following the recent Sarbane-Oxley AICHe re-organization of FAPD funds and reserves. (To be submitted prior to Spring 2006 for key officer review and subsequent committee approval).
- Further details of FAPD funds and expenses are presented in the attached Treasurer's Report.

Report was approved.

Proposed 2006 budget \$16K (2005 was \$16.7K)
To be reviewed /approved in Spring 2006 meeting.

3.0 AICHe Web Project Update

- AICHe staff members Christine Grady and Cathy Diana presented update summary.
- Project began this year and is planned to be concluded Mid-2006.
- AICHe IT group have brought in assistance from various specialist companies. Key element is Ektron license, search engine and hit analyses.
- Anticipated project cost \$270K, plus further \$70K next year.
- Various related divisions, companies, etc. have provided support subscriptions (~\$100K, more expected)
- Example of new AICHe web-page was shown. It also contains five micro-sites for various key divisions (eg CCPS, SPD, IFS)
- FAPD will be an integral (not-separate) site
- Phase 2 of project will allow member profile information to be logged-in; access to that data only by other qualified members.
- Restricted division data also to be accessed by qualified division members only. FAPD restricted data to be allocated an account no., user name and password for qualified officers.
- When complete AICHe IT group will organize related officer management training.
- Website to be maintained by outside specialist company on fee basis.

- AIChE will assist with transferring FAPD website from Missouri University server (courtesy Galen Suppes).

FAPD related costs/donations:

\$2K donation to AIChE new website project approved.

Undefined website migration support cost to Missouri University to be defined/discussed at Spring 2006 meeting.

Website hosting services fee \$1099 (3 years) or \$499 (1 year).

4.0 CTOC (Chemical Engineering Technology Operating Council)

Gavin Towler, FAPD CTOC liaison member, outlined the key items which had been cited in that earlier committee meeting:

- AIChE 2005 achieved positive cash flow although net assets did decline somewhat (subsequent Annual Report Meeting, 31 Oct, claimed positive results on both items)
- State Professional Engineer (SPE) qualifications under review. The American Civil Engineering Institute has elevated their PE requirement to MSc and higher qualifiers (i.e BSc alone does not qualify). AIChE and other institutes are attempting to rescind this rule.
- AIChE membership reduced 5% in 2005, predicted decrease 3% in 2006. New AIChE president John Chen addressed this challenge seriously at Annual Report Meeting and has arranged the following:
 - 1) Officer Sub-Committee to address institute relevancy to prospective members and students
 - 2) Officer Sub-Committee to investigate mechanism for international expansion of AIChE membership.
 - 3) Develop professional incentives to address current energy-related business issues.
- CTOC have agreed Gavin's proposals to provide student membership incentive at \$1; also to encourage local chapters to strengthen attendance by providing support assistance. FAPD to discuss above topic at Spring 2006 meeting.
- The South Texas Chapter intends to hold an energy technology showcase event in Sep 2006. FAPD should contribute.
- AIChE CTOC is developing "Technology Industry Portfolio" to promote its success. This will consist of the following components:

Technology Development

Technology Users

Technology Trackers

Technology Professionals

- A key suggestion/challenge is organize greater retiree-student contacts to ensure maximum technology value retention. (Tom Marrero proposal)

- At the next Spring meeting CTOC intends to provide definitions and suggestions for related issues to the AIChE Government Relations Committee. (Dale Keairns information).

5.0 Spring 2006 Session – Programming

Tibi Lieb, Meeting Program Chair, provided the following related information:

Submission of session details behind schedule; will probably be extended from 14 Nov to 12 Dec.

- FAPD session and papers disappointingly non-submitted. Tibi and co-chair Peter Pujado (ex UOP) are seeking additional content.
- Overall meeting had planned 195 sessions (of which 75 will be contributed by the joint conference of the World Congress of Technology)
- Meeting will consist of ten basic topic tracks.
- LNG sessions probably reduced from 6 to 2 (but a related conference with Canada ChE was held Sep 05 Vancouver)
- Planned locations for future conferences:

Spring 06	-	Orlando (23-27 Apr)
Fall 06	-	San Francisco
Spring 07	-	Unconfirmed (Houston possible)
Fall 07	-	Salt Lake City
Spring 08	-	New Orleans
Fall 08	-	Philadelphia
Spring 09	-	Opreyland

Rick Mallison attended the recent Beijing conference between the China, Japan, USA institutes. Such meetings take place every 4 years. FAPD should seek greater involvement and should use meeting to solicit contributory material for our conferences.

6.0 Award Nominations

Nominating committee consists of Dennis Griffith (chair), Steve Coleman, Dennis O'Brien, Harry West. Dennis G. described current situation:

FDB Service Award – Bob Goodmark (Shell retiree)

Per our previous meeting we agreed to select the best Spring conference paper and best student Fall paper. Selection of student paper by university staff Rick and Galen. Awards for the best papers could be used for the student to attend the Spring meeting; the non-student award could be an orthodox plaque and Flashpoint announcement.

7.0 Officer Election

The nominating committee is also responsible for soliciting officer candidate nominees. Last Flashpoint requested candidates – none submitted so far.

New officers to be elected:

Treasurer
2nd Vice Chair
3 Directors

Ballot to be issued no later than Mid-Feb 06

8.0 Flashpoint

Editor Bob Dye described 2005/2006 issues. We acknowledged Bob's great contribution to FAPD; this was his 44th conference attendance!

Next copy target date – Mid-Feb 06.

Various potential topics for inclusion:

- Summaries of interesting technologies and R&D programs – Galen
- Membership incentives per CTOC – Gavin
- Nomination and award data – Dennis G.
- Other suggestions - please submit to Bob

Bob also described the Flashpoint production assistance items:

Formatting – Cathie Holly
Publication Printing – Kwik-Kopy

9.0 Other Business

9.1 Selecting Spring Meeting 2007 Program Chair (MPC)

- Lori McDowell has offered to act as co-chair
- Senior representatives are to be approached by Dennis G. to propose candidates.

Suggested consultants:

Irv Wiehe
Steve Emerson
Ray Anthony
John Eckard

- Other FAPD members are also requested to assist Dennis G. and Joe Cramer to identify MPC
- Explained that MPC clerical administrative assistance budget is up to \$8K.

9.2 FAPD Committee should nominate “Fellows” to submit to AIChE board. Key criteria defined on the national website includes 25 years membership. We should request our own FAPD Fellows to recommend/assist. Key Fellow who could assist is Stuart Shih.

9.3 Current status of possible AIChE association with other institutes was advised. The proposed links with ACS and NPRA are essentially defunct. A possible link with ASME is under trial.

9.4 Status of the Ethylene Producers Committee (EPC) website was advised. Several recent corporate subscribers have recently joined. A free demonstration access link card is available for issue to this conference attendees.

Meeting was adjourned at 4PM.

Action Items – Based on meeting decisions.

- 1) Revise Officer Manual Section 111-7 (Treasurer Procedures) – Mike Oballa
- 2) Donate \$2K to AIChE website development fund – Mike Oballa to contact Christine Grady.
- 3) Website officer Galen Suppes to contact Christine Grady re. procedure for website transfer.
- 4) Technical program chair Lori McDowell and past chair Syamal Podder, to contact AIChE South Texas Chapter re. our involvement with Energy Technology Showcase (Sept 06).
- 5) Nominating Committee (Chair Dennis Griffith) to propose candidates for FAPD awards for selection at Spring 2006 meeting.
- 6) Nominating committee (Chair Dennis Griffith) to solicit candidates for upcoming election. Organization of election by Dennis; but Officers Manual should be revised to provide specific election responsibilities and organization data.
- 7) Solicit candidates for Spring 2007 Meeting Program Chair – Dennis Griffith to coordinate with suggested consultants and AIChE staff member Joe Cramer. Suggestions from other officers also welcome.
- 8) Coordinate method of qualifying further FAPD Fellows – Marty Poole, chair with Stuart Shih, ex-chair.

Attachments

- 1) Treasurer's Report
- 2) Officers Address Data