

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

Hyatt Regency Atlanta
219 Room, 2nd Floor
Sunday, April 10, 2005, 1:30 to 4:30 PM

MINUTES

Attendees:

Executive Committee: Dennis Griffith, Rick Mallinson, Colin Bowen, Syamal Poddar, Marty Poole, Mike Oballa, Steve Coleman, Harry West, Gavin Towler, Galen Suppes, Lynn Rice, Jeffrey Yen, Lori McDowell, Belma Demirel, Stephen McGovern, Godwin Igwe (new contact: Goddyigwe@aol.com , 302-234-4718).

Guests: Dennis O'Brien (incoming ex comm) ; Tibi Leib (MPC Orlando) (302-774-5152, tiberiu.m.lieb@usa.dupont.com); Rashmi Shah (EPC) (713-271-6008, RKshah1@yahoo.com); Stephanie Viola (AIChE) (212-591-7329, stepv@AIChE.org)

Past members: Robert Dye (also Webmaster), Stuart Shih, past everything

Executive Committee Absentees: Lori McDowell, Ralph Pike

Attachments (separate files): Attendance list; Treasurer's report to be issued later

Proceedings:

- 1.0 (Call to Order 1:39 PM) Review Agenda Dennis Griffith
- 2.0 Orlando Spring Meeting 2006 update Tibi Leib
Discussed tracks and deadlines for this meeting. Will send note out on this, May 1st for topicals, ptp open by July1.
- 3.0 Ethylene Producers' Committee Web Site Rashmi Shah
Showed and discussed EPC website for making all EPC info and papers accessible; possible model for F&PD; accounting aspects described. (www.ethyleneweb.com; and epc.omnibooksonline.com)
- 4.0 CTOC Council Liaison Report Gavin Towler
AIChE is now in the black in 2004, (first year since 1997), but still has debt. Obtained \$1mm line of credit. CEP publication now in the black, due to extended advertisements. Discussion of division best practices and related recommendations. Accounts now centralized.

F&PD may need to work on succession planning and awards. Discussion of award procedures for best paper and best poster. Look on AIChE website under divisions, at the end of list.

Tim Anderson will collect and focus AIChE energy activities across divisions. Membership problems discussed; Environmental division is decreasing at 3 times national rate, they are giving amnesty (one year free membership) for prior membership if prior members fill out a survey. Energy&Transport and Forest Products divisions situations discussed. Could follow Ethylene EPC pattern to improve performance. Energy division was asked to coordinate better, (they had sent representative to F&PD programming meeting that morning).

- 5.0 Membership Update Gavin Tower
AIChE has crisis with high membership loss rate. Lori and Gavin went to the Annual Meeting last fall, 74 new student members recruited; 28 first year members were recruited a year ago and 26 were still members the year after. Activities for young professionals were discussed. Many student members are unaware of the national and local organizations. Several misunderstood AIChE to be a student-only organization.
- 6.0 Appointment of Awards Committee Dennis Griffith
We need to formalize and expand procedure for awards committees. We will change the procedure for the chair at the Spring Meeting to ask for two or more additional committee members and will follow AIChE procedures. Past chair will organize awards committee. Next year's committee will consist of Dennis Griffith plus Dennis O'Brien, Steve Coleman and Syamal Poddar.
- 7.0 Minutes of 2004 Austin Meeting Richard Mallinson
Reading was waived and then accepted as sent out.
- 8.0 Treasurer's Report Mike Oballa
Budget is good, balance was about \$81k on 31 Dec 03, and \$88k on 31 Dec 04 ; net increase of about \$9k for entire division. EPC had \$50k income, \$37k expenses, net \$12k in 2004; F&PD income \$11k, expenses of \$1.6k, net is \$9k for 2004; balance is now \$32k. Numbers to be checked/confirmed prior to official issuing of the Treasurer's report. Transfer of funds to AIChE under the new rules has been completed

- 9.0 Election of Officers Jeffrey Yen
Syamal Poddal and Ralph Pike served with Jeffrey on the nomination and award committee. Winners were: 2nd Vice Chair: Rick Mallinson;
Secretary: Colin Bowen;
Directors: Dennis O'Brien, Xinjin Zhao, Isaac Rhaman.
- 10.0 Award winners: F&PD Award: Mike Dudokovic,
F&PD Distinguished Service Award: Stuart Shih.
Stuart thanked the committee.
- 11.0 Technical Program Committee Report Syamal Poddar
Discussion on meeting locations. Will convey negatives of Atlanta meeting to AIChE management. Will also express preference for Houston and then Texas Gulf Coast area, then San Diego, then Chicago areas. Need to employ rotating location cycle. Meeting coordinator positions were eliminated, chair will take up that duty. Discussed meeting 2D matrix based on the combination of topical conferences and tracks. Deadline 1 May for submission of topical themes for Spring 06 meeting. New meeting program software is being used starting now; a learning session was attended by a few; seemed to indicate it will be useful and flexible. Syamal retiring as Program Chair, Lori McDowell successor.
- 12.0 Newsletter Editor's Report Bob Dye
Size should be 1 or 2 11x17s (4 to 8 pages, not more). Deadlines were discussed (Submissions to be delivered 15May05, 1Sep05, 15Feb06. Issues to be mailed 15 days later). Bob was thanked for getting his first issue out and getting things organized. Complete executive committee and programming contact list will be maintained by division secretary.
- 13.0 Web Site Webmaster's Report Galen Suppes
No report, but there were several points raised about putting as much on the web as possible, e.g. old proceedings, flashpoints, educational and membership info, etc.
- 14.0 Long Range and Strategic Planning Marty Poole

Membership issues were discussed, need to create further values for the membership including website, web blogs, and other ways to put valuable info out to members. Improve membership from student ranks, build toolkit to help recruiting. Involve AIChE university alumni to recruit their student successors.

- 15.0 Old Business None
- 16.0 New Business
- 16.1 Program Workshop Travel Expenses Dennis Griffith
Motion made and approved supporting email decision for travel subsidy of \$500 for Syamal Poddar for this meeting.
- 16.2 Refining Overview CD-ROM Reproduction Dennis Griffith
Motion for the purchase and distribution of 500 more CDs for up to \$2000 was passed. Add gas processing portion if possible. Update Adobe version. Consider adding the Gavin/Lori student membership presentation.
- 16.3 Bank Account Signatures Resolution Mike Oballa
Motion to authorize Fluor Credit Union signature authority for Marty Poole and Mike Oballa (as required by credit union). Stuart Shih and Jeffrey Yen to be discontinued. F&PD can retain up to \$5k in the funds.
- 16.4 EPC Financial Independence
Colin Bowen reported that EPC will retain control of their funds and be financially independent from AIChE but still associated.
- 17.0 Adjournment 4:33PM.