



Intervention & Coiled Tubing Association

ICoTA Board of Directors Meeting

Tuesday, 18 July 2023 @ 9:30am CST

GoToMeeting Virtual (instructions below)

Meeting Minutes

1) Determination of Quorum & Call to Order (L. Mezzano)

Minutes will be redistributed for approval. Quorum is present.

2) 2024 SPE/ICoTA Well Intervention Conference (Lucy Blount / Matt Billingham)

- a) The call for abstracts is open with a deadline of September 12.
- b) Have four independent sub-committees to address feedback from the 2023 conference:
 - i) Program subcommittee: look at how we want to display our technical program at the conference in 2024 (digital, paper, brochure, screens, etc.)
 - ii) Tech Bites subcommittee: evaluate the opportunity of offering Tech Bites sessions throughout the conference and how it could be implemented.
 - iii) Session Chair & Technical Requirements subcommittee: evaluate the various roles and responsibilities of the session chairs, the timing of abstract and full paper draft deadlines, and how we help our authors produce the best technical products for the conference.
 - iv) Operator Showcase & Roundtable subcommittee: coordinate how we design and execute the Operator Showcase and identify/confirm quality operator panelists for the Operator Roundtable.
- c) Keynote - Nor Abshir (Head of Interventions, Petronas) has accepted the invitation to be the Keynote speaker.

Note: Suggestions requested regarding operators willing to work the showcase as well as the plenary breakfast. We are aiming for November to confirm the rosters. Nor Abshir has volunteered for the breakfast.

3) Chapter Reports*

a) European – Steve Moir for Bronson Larkins

- i) Membership is at 405, 12 Champions and 10 Patrons
- ii) Chapter is financially healthy
- iii) Stavanger event had 205 delegates. Very active subchapter.
- iv) Lunch & Learns are still well attended
- v) Golf event well attended with additional events planned for the year. £8,000 donation was made to charity.
- vi) Annual dinner – sold out, very successful event
- vii) YP initiative – still going well.
- viii) Social media – Mearns & Gill working to increase LinkedIn followers.

- ix) Honorary Lifetime Memberships: Steve Moir & Alastair Buchanan
- x) Bronson Larkins is the current Senior Chair, Alan Turner is stepping down as Treasurer, Michael Taggart is no longer secretary

Note: Lucas: there are many things the EU chapter engage in that the other chapters should do (Operator involvement, YP's, Annual Dinner)

b) Canadian – Scott Sherman

- i) 170 members, financials are good
- ii) Webinar, AGM held in March
- iii) Tech quorum: Extended Reach Technologies. Had 2 virtual presentations and 1 in person. We are using a new venue (Petroleum Club) due to increased pricing. Fees are significantly lower than hotels.
- iv) Sporting Clays Tournament was held in June. It was very well attended. We may add a 2nd event in the fall (different venue).
- v) Annual Roundtable will be held in November. May consider a hybrid option if need be. Considering offering free virtual option for Eastern Canada.
- vi) Continuing to push for an Eastern Canadian sub-chapter with mixers and other events.
- vii) Golf September – registration is open

Note: Lucas: Webinars and virtual events should be global.

c) USA – Brandon Henderson

- i) Clays Tournament held in May. Event sold out with great sponsorships and positive feedback.
- ii) Lunch & Learn events: always looking for more Operator involvement. Looking at a few presenters from Oxy for the remaining events for 2023.
- iii) Golf Tournament will be held in October. Kick-off meeting will be held in August. Have had a lot of buzz regarding the sponsorships and Hole-in-one competition. Should be a great event.
- iv) AGM will happen in September. Josh Ivie will take over at this time. Our speaker will be David Bat of Kimberlite (Intervention Services Review)
- v) CTU report – the report will be updated in August and has been received very well so far. It is currently in the members only section on the ICoTA global website. The older report will be made public on the website with the most recent in the members only section.
- vi) The US Chapter would like to host an annual dinner similar to the European Chapter event. Steve Moir offered assistance and support.

Note: Other chapters should work on a regional count for a more global report.

d) **Latin America – Lucas Mezzano for Miguel Di Vincenzo**

Working on the Argentina workshop event, most likely be held in September.

e) **MENA – Lucas Mezzano for Chris Kuijken**

Organizing workshop with SPE. Will be in Abu Dhabi and is scheduled for May 2024.

4) **Treasurers Report (Paul Carragher)**

SPE/ICoTA conference financials included.

5) **Executive Board / Bylaw Review (L. Mezzano)**

As per the last meeting discussion and proposed bylaw changes by the committee, the proposed amendment regarding the past Senior Chair position to be formalized by a 2/3 vote from the Board would read:

Section 6.3 (a) – Past Chair position

The immediate past Sr Chair will also serve as Director of the Executive Board for a period of one year following his/her completion in office. Beyond his/her one-year post completion of office, he/she may elect to stand down. Beyond his/her two-year post completion of office, he/she will be invited to stand down as a Director of the Executive Board.

While he/she is no longer an officer of the Board, he/she in addition to his/her roles and responsibilities as committee member has the responsibility for ensuring consistency is maintained, including effective handovers take place and support of the incoming officials is provided. As Director of the Executive Board, he/she remains bound by the duties that are associated with that appointment. The Past Chair does not need to maintain the current Director Member position and director dues would not be applicable.

Vote: all in favor, motion to approve the proposed changes to the bylaws as written.

6) **AOB**

a) **China Chapter Update**

Lei Gao stepped down due to the US indictment and until a more diverse board could be installed, the China Chapter was suspended. There has been no response to the several letters / emails sent in 2021, until recently. Frank Tan (secretary ICoTA China, not a board member, employed by Jason) reached out regarding their annual conference (September) and asked that the chapter be reinstated. We, again, stressed the requirement for a more diversified board and passed along contacts that were interested in serving on the new board. After several emails and a meeting with Frank, we received an email that included a new China Chapter board and the request of reinstatement. The new board members listed were: Jereh Group (Li Zhiyong), Sinopec (TBD) & Jason Energy (Xu Changfu).

Comments:

- i) Diversification of 'new' board is not being met. There is a need to determine what companies (Jason and Jason affiliated companies) should be allowed to lead vs be involved in the Chapter.
- ii) As a board, we should ask that Global Board companies be involved on the Chapter board level. If we can not find companies willing to work with the current chapter as it stands, we should review the current bylaws and reestablish a new China Chapter.
- iii) Annual conference – There have been countless complaints from competing companies about the lack of communication / involvement allowed in the conference (papers, exhibiting, etc). As a board, we need to be more involved in the conference specifics. Committees must be in place for the call for papers, exhibitors, sponsors, etc.

Motions – The board unanimously agrees that (1) Jason should not be allowed to sit on the Chapter board. (2) Probation will continue until Chapter requirements are met. If met, they will need to reapply for the China Chapter. Otherwise, a new chapter should be established from scratch. (3) The Executive Board will review the current bylaws and make recommendations moving forward.

Action: Lucas will reach out and let them know that the China Chapter is still on probation until certain requirements are met: (1) a more diverse board with at least 5 members; one of which should be an international company, (2) members should not be from the same geographical area, (3) AGM's must be held with minutes (including attendee information) and election of a full board. (4) Transparency is required.

The Executive Board needs to review the current chapter bylaws regarding the chapter resubmitting an application, logo usage while on probation, assisting with diverse board members, etc.

Regarding board members, we need clarification on the relationship between Jason and Jerreh.

b) **Russia Chapter Update**

With no changes in sanctions, the Russian chapter status remains unchanged until further notice.

c) **Malaysia Chapter Inquiry – Matt Billingham**

Matt Billingham met with many Operators in the region (Exxon, HESS, Petronas, etc) with very positive results in regard to starting a Malaysian chapter. Per the local rules and regulations regarding chapter setup, there must be at least 10 Malaysians on the board in order to get registered, setup with financials, etc. This should not be an issue as there are many individuals

interested and excited to get the chapter established. They are eager to start holding monthly luncheons, an annual conference as well as branch out with sub-chapters in the future. Any event details will be forwarded when received.

Once established, we can revisit the geographical regions for this chapter as well as future chapters / sub-chapters.

Action: Allison has secured the [icota-malaysia \(.com\)](https://icota-malaysia.com) and .org) domain names and will coordinate with Mearns & Gill once Chapter is established.

7) **ICoTA Website**

There seems to be a bug in the ICoTA website when moving from one page to another where a message pops up stating 'You are now leaving the ICoTA.com website'.

Action: Allison will reach out to Mearns & Gill to rectify.

- 8) With no other business, the meeting is adjourned. The next meeting will be held September 12th followed by November 16th in Aberdeen (or virtual).

Director Board Members	
Altus Intervention - Stuart Murchie (EB)	Non-Executive - Ken Newman (EB)
Baker Hughes - Tim Ramsey	Non-Executive - Hampton Fowler
BiSN – Paul Carragher (Treasurer, EB)	Non-Executive - Alan Turner (EB)
Chapter: Canada - Scott Sherman	Non-Executive - Andrew Patterson
Chapter: Europe – Mark Oatey	Non-Executive – David Larimore
Chapter: LatAm - Miguel Di Vincenzo	NOV CTES - Ed Smalley
Chapter: MENA - Chris Kuijken	NOV Texas Oil Tools - Steve Deshotels
Chapter: USA – Brandon Henderson	Oceaneering International - Alex Crabtree (EB)
Cudd Energy Services - Chris Schneider (Jr. Chair, EB)	Premier Coil Solutions - Brett Witte
Equinor AS - Alastair Buchanan	Schlumberger - Pierre Ramondenc
Expro – Sascha Trummer	Schlumberger Wireline - Matt Billingham
FET – Alan Zamorano	Spooltech, Inc. - Clint Derrick
FET - Global Tubing - John Smith	Supreme Services - Zeke Peak
Halliburton WL – Luis Bustillo	Tenaris Coiled Tubes - Lucas Mezzano (Sr Chair, EB)
IPI – Gordon Mackenzie	Weatherford - Bob Murphy
Welltec – Nolan Sperle	

*EB – Executive Board

Chapter Delegates: Executive Board of Directors	
Canadian Chapter – Arun Joseph	MENA Chapter - TBD
USA Chapter – Joel Johns	LatAm Chapter - TBD
European Chapter – Steve Moir	
2024 WI Conference Program Chairs	
BP – Lucy Blount, Sr. Chair	SLB – Matt Billingham, Jr. Chair