



# MINUTES

*The Northern California Section of the  
Instrumentation, Systems, and Automation Society*

**OCTOBER 6, 2005**

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**Meeting:**           **ISA NORCAL BOARD, Oct 6, 2005 MEETING**  
Time: 5:30 pm-8:15 pm

**Meeting Chair:**     Brad Rupert

**Meeting Attendees:**           :

1. Brad Rupert – President, Golf Chair, R&B Guide Chair
2. Deborah Johnson – Secretary
3. Terry Molloy – Treasurer & Past ISA District 11 VP
4. Glen Garfein – Web Master
5. Herb Roedel -- Program Chair
6. John Daly –
7. Robbie Jackson – Education Chair
8. Craig Johnson -- Guest

**Not Present:**

1. Jason Hurley – Membership Chair (excused)
2. Robert Webb – Alternate Delegate

**Vacant Positions:**

1. Vice President
2. Marketing Chair
3. Exhibit Chair
4. Honors & Awards
5. Historian
6. Student Section Liaison
7. Standards & Practices Liaison

**Distribution:**       ISA NORCAL Board

## ISA NORCAL MEETING AGENDA AND MINUTES OCTOBER 6, 2005

1. **Meeting Call to Order** Brad 5:45 pm
2. **Introduction of Members and Guests** Brad 5:50 pm
3. **Agenda Additions and/or Corrections** Brad 5:55 pm  
No corrections noted.
4. **ISA Norcal Monthly Events 2005/2006** Brad 6:00 pm

The monthly events are currently a "work in progress". The following events are planned.

Discussion follows:

### **September:**

Golf Tournament; Thursday, September 15<sup>th</sup>

The Golf Tournament was a success, although attendance was down. The following ideas and suggestions were discussed for next year's event:

- *A commitment from all scheduled to attend must be solidified by the end of June prior to the event in order to get an accurate count for meals and teams.*
- *The event might evoke more participation if it was planned by a committee including end-users.*
- *Encourage vendors to compete by sponsoring a hole, such as a "Casino hole", "Food hole", "Closest to the Pin", etc.*
- *Award a scholarship at the Tournament. The scholarship fund has about \$8,000 in it. Undergrads should apply and compete. The winner would be honored at the Tournament.*
- *Encourage a "sponsor" for the Tournament such as Baytec or Eickley.*
- *Consider different golf courses for next Tournament.*
- *Is there a better day of the week to hold the Tournament?*
- *Format of Tournament-shotgun golf vs. some other format.*
- *Promote the Tournament at the training sessions to get managers buy-in.*

### **October:**

½ Day Seminar: Engineering Applications for Microsoft EXCEL

*This seminar will be cancelled and rescheduled in February 2006.*

Sat. 10/15 (POC: Bob H.) - We need the name of the Teacher

*10/20-Steve Walton will be giving a talk on World-Wide Markets for Analytic Processes, the Future Market for Instrumentation. The talk is centered on where the instrumentation growth is, not just in terms of the Pharmaceutical industry, but what will the end-user have to deal with in 10 years.*

Note: Bob has contacted the person who will teach this class and the schedule appears good.

### **November:**

Marine Diesel Plant Power Simulation; Th. 11/17

(POC: Robbie Jackson)

### **January:**

Tinsley Optics Lab Tour; Thursday, January 20, 2006

(POC Brad R.)

### **February:**

Genentech Tour; Thursday, February 16, 2006

(POC: Jim Craib/Brad R.)

### **March:**

Stafford Lake Water Plant Tour; Thursday, March 16, 2006

Mike McMaster 415-892-1418 x8660 –

*There is a helpful write-up on this and the tour should be quite good.*

Monterrey Bay Aquarium Tour; Sat. 3/25

(POC: Joe Malther/Brad R.)

*The plan for this is coming along well.*

½ Day Seminar: On/Off / PID Control Loop Tuning and Analysis; Sat. 3/11 - (POC: Bob H.)

*Suggestion that Stephan G. could take responsibility for this instead of Bob H.*

### **April:**

Conoco-Phillips Tour; Th. 4/21

(POC: John Daly)

*Security issues are still an issue for this tour, and those are being addressed. The focus now is on strengthening the technical contents.*

Full Day Seminar: PLC Fundamentals

Sat. 4/15 - (POC: Bob H./Robbie J.)

### **May:**

Vendor Night/Technical Presentation; Th. 5/18

(POC: Brad R./Bob H.)

*Discussion was deferred to another meeting.*

### **June:**

16th ISA POWID/EPRI Controls & Instrumentation Conference: **Safety, Security, and Reliability**  
- **Cost** Effective Implementation Through Integrated Systems and Program Management – June  
4-9, 2006 - San Jose DoubleTree

### **ACTION ITEM: Discussion on charging fees for late Reservations**

Non-Food Events: The Board consensus was that if food was not supplied as part of the training, participants would not be charged additional fees and would be encouraged to attend.

Events Involving Food: Reservations would be taken up until the cut-off date for the final ordering of food. After that, an additional attendance fee would be charged.

### **MOTION MADE BY BRAD:**

**“Attendees requesting reservations after the cut off date for ordering food will be charged an additional, non-refundable, \$5.00 “Attendee Fee”. Attendees will be made aware that a meal will be provided if available.”**

**SECONDED**

**MOTION CARRIED**

### ***NORCAL Board Meetings***

Board meetings are scheduled on the 1<sup>st</sup> Thursday of each month. Location will be announced prior to the meeting. Meeting dates are as follows:

- November 3-*to be held at Clipper Controls in San Francisco*
- December 1-*tentively to be held at Terry Malloy's*
- January 5
- February 2
- March 2
- April 6
- May 4

## Additional Training Courses –

Fluid Flow; The Basics  
Fluid Flow – Beyond the Basics  
Control Valves  
Level Measurement  
Flow Measurement

## NorCal TECH 2007

Event Chair

Pick the Dates

Technical Session Tracks & Session Developers – Just some ideas!

- Wireless – Craig Johnson (committed)
- Energy Conservation / Efficiency –
- Process Instrumentation
- Smart Controllers

Training Sessions

- PLC
- Diesel Engine Simulator
- Boiler Simulator
- Control Valves

*Robbie will write something up for Brad's review and turn it into a power point presentation which will be reviewed by the Board.*

## 5. Financials

Terry 7:00pm

Transmitter Update

- *People are needed to write articles fro the transmitter*
- *Herb will ask for volunteers to write ½ page articles. He will take the lead to contact individuals.*
- *2 new ads have been added, and the revenue is a bit better this month.*

## 6. Brain Storming for new ideas for better participation

All 7:35pm

NorCAI ISA membership needs to be increased.

## ACTION ITEMS TO BE ADDRESSED AT THE NOVEMBER BOARD MEETING

- *A short survey needs to be developed for the membership to find out what is important to them. Focus should include training needs, reasons that would motivate them to attend or encourage their staff to attend, activities that are important, preferred structure for meetings/trainings and anything else that might help increase participation.*
- *Each Board member needs to come up with at least one question to pose to the membership and potential members.*
- *Questions should be e-mailed to Deborah ([deborah@clippercontrols.com](mailto:deborah@clippercontrols.com)). Deborah will compile the questions for review at the November Board meeting where an action plan will be developed to implement the survey.*
- *Each member needs to identify 5 Companies including key contacts to survey. These will be reviewed at the November Board meeting.*

## 7. Adjourn

Brad 8:15pm

**Next Meeting: November 3 (dinner and drinks provided)**

**Location: Clipper Controls**

**San Francisco, CA**

**Time: 5:30 pm**