



Minutes

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

January 18th, 2007

ISA NORCAL BOARD MEETING

Time: 6:00 pm

Attendees:

John Daly - President
Robbie Jackson – Vice President / Education Chair
Jason Hurley – Treasurer / Communications Chair
Andrew Fortunka – Membership Chair
Brad Rupert – Delegate / Golf Chair
Stephan Gaertner
Bill Deutschlander – Exhibit Chair
Charlie Middleton – Session Developer

Apologies:

Glen Garfein – Web Master
Bob Webb – Session Developer
Terry Molloy –Alternate Delegate
Craig Johnson – Session Developer

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1. Call to order at 6:00pm
 2. Agenda approval and additions
 3. Update of participants list
 4. Approval of the minutes from last meeting and review of actions

The minutes from the last meeting were approved.

Review of action items from last meeting:

Secretary position – ALL

No progress

Sacramento event – JD

Harvey Oxman has booked a speaker to give a presentation on Wireless Technology. Meeting will be held at Bakers Square in Sacramento on March 20th. JD to confirm restaurant booking and to write up an advertisement for the Transmitter.

Action JD

Flow panel moderator appointed - RJ/BR

The flow panel will be run at TECH 2007.

Mar courses at CMA dates - RJ

Date is set for 3rd March. Presenters yet to be firmed up. Control Valve course – Brad, Terry, Paul Mahoney(?) – will be run in a regular classroom.

PLC course – still needs presenters and material review. Mac from Sierra Foothills Integration – may be a presenter.

On the subject of presenters, RJ reported that he had spoken to Allen Bradley/Rockwell regarding the running of the PLC course. They are able to provide the course, but at a cost of approx. \$100 per person. It was agreed that this was out of the question, so the option was dropped.

The subject of honorarium for presenters was also raised. It was proposed that the honorarium be increased from current levels to \$200 per instructor per day, regardless of whether they worked alone or not. *Motion JH, Second AF, passed unanimously.*

JH requested that the sign up information be provided to him and TM immediately so it could be included in the transmitter. The course write ups/descriptions are believed to already be available, but as a precaution, RJ will write up a paragraph on the PLC course and send to JH. JH will also call TM and find out if he has the write ups from previous courses available. Course price is set at \$75. It is also important to get the course information and dates to GG for publication on the web.

RJ suggested that the Valve course be run in the Instrument Laboratory where there is already a valve setup. BR will go and take a look to see how it can work with the course.

Action RJ/JH/BR

April membership dinner speaker/venue - ALL

JD has called the Pyramid Ale House in Berkeley regarding this event. They have a fully equipped Board Room that will seat up to 60 people. During the week, the Board Room has a food and beverage minimum expenditure of \$500 plus a \$75 set up fee. The venue and desirability of an event was discussed and it was agreed to go ahead, even if the costs were not covered by the attendees. JD will go ahead and book the Board Room for one evening in April and arrange a speaker – possibly from OSI – to give a presentation on “data distribution and management in a process control environment”.

Action JD

CCST material collation and improvement - TM/ALL

RJ reported that the CCST course had been well received and should be considered a success. Many thanks to all those who presented. They did a fine job. It was noted that having two instructors rather than just one was much better and made the whole event more enjoyable.

BR reported that Fred Burman at DOW Pittsburgh wants to collaborate on the CCST exam with the view to running a similar course at Los Medanos College. They will be starting a technician training course there and the CCST program will mesh well with the college course. If there is a possibility of this going ahead, we should try to establish a college section there and bring the benefits of belonging to the ISA to the students. Fred

Burman should be invited to the next board meeting for further information. **Action JD**

CMA Web Room for running courses – RJ

Per RJ, the web room is not available for hire.

CLCPE membership situation

There was some discussion regarding supporting a representative to participate in the CLCPE meetings etc. John Prince from S. Cal. Is the ISA District 11 representative, but is not being supported in terms of travel expenses etc. The N. Cal board agreed in principle that we should support a representative, but only if we get some sort of report back from the activities of CLCPE by that representative. As of now, it is still unclear what the situation is and how we should proceed. **Action JD**

5. Treasurers report

- a. It is now becoming critical that JH and TM get together and officially hand over the Treasurers materials and documents. **Action JH/TM**

6. Golf chair report

- a. The golf course is booked for the next event.
- b. BR will form his committee and move forward with planning.

7. Exhibit chair report

- a. BD reported that he has filled all the session slots for the meeting and will be forwarding the schedule to TM for inclusion in the Transmitter. **Action BD**
- b. The evening reception was discussed, in particular the table top displays etc. Pricing is set at \$300 per table top, \$150 if the exhibitor puts on a session. All exhibitors are required to provide a door prize. JD and BD will put together an exhibit prospectus and start to circulate it, selling the spaces. BR raised the point that TM had discussed putting together a package deal for Transmitter advertisers that would include the table top event. JD/BD to check with TM. **Action BD/JD/TM?**
- c. Catering was quickly mentioned. It was decided to approach CMA again and have them provide the food service again as they had done such a good job last time. This will be arranged by the end of March once other items are complete and in place.

8. Scholarship chair report

- a. TM has been in touch with CMA and there should soon be some applications for the Hammaker and Galley Fund scholarships.

9. Membership chair report

- a. New members - 11
- b. Current Members - 643
- c. Active Grace – 41 (including some of our board members!)

10. Newsletter Editor's report

- a. JH reported that the transmitter is starved for articles and that there is plenty of white space to fill up this month. Several members of the board offered to supply material, so it looks as though the issue can be filled with useful material. JH stressed that this must continue for future issues.
- b. JH also stated that he is disturbed by the complacency of our membership. While many read the transmitter and enjoy its content, they do not seem to notice when it doesn't turn up at the beginning of the month.
- c. It is understood that TM is working on an advertiser incentive program. We hope to hear more on this at the next board meeting.

11. Honors and Awards

- a. Gordon Nickerson – Don Zee had suggested that as Gordon is retiring the section might want to honor his involvement in ISA. BR will follow up. **Action BR**
- b. Terry Molloy – it was universally recognized that Terry has contributed to the section for many, many years and in many capacities. To that end, it was proposed that the section apply for an award for him. SG has the necessary paperwork and will work with Terry to get the relevant details for the application. **Action SG**

12. Date And Time Of Next Meeting

February 1st, 2007, 5:30pm for 6:00pm at ACS in Richmond.

13. Meeting Adjourned