



Minutes

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

February 8th, 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
Fred Burmann - Guest

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

No progress

Sacramento event

It was decided that as many board members as possible would attend the meeting. We will car pool up to cut down on cost. A screen and projector is required. BR has the projector and can borrow a screen. **Action JD**

Mar courses at CMA dates

The courses are coming along well with applicants for the PLC Basics exceeding spaces. A second course will be run in March to accommodate the additional students. Some concern was expressed that the courses etc. were not yet published on the website and that the PayPal links were not in place. JD will contact GG to get an update on status and make sure all required information is in his hands

Action JD

April membership dinner speaker/venue

A speaker has not yet been lined up. The board unanimously agreed that the event should go ahead and that a speaker could be found. BR will get in touch with Peter King to see if he will speak or can provide a suitable suggestion. JD will follow up with Adele Ward of OSIsoft to see if she has managed to come up with a potential speaker

Action JD

CLCPE membership situation

The details of the CLCPE situation are still largely unknown. John Prince, the District 11 representative has expressed a desire to hand over the job to someone else on the basis that he is unable to make many of the meetings due to time and finances. The board should try to find a suitable candidate, preferably in the Sacramento area as this is where most of the meetings are held. In discussion, there were no possible names put forward. As of now, it is still unclear what the situation is and how we should proceed.

Action JD

5. Fred Burmann

Fred Burmann presented the initiatives being taken at Los Medanos College to provide technical training for instrumentation technicians. He explained that in a joint effort between local business and the college, new training course(s) were being prepared and would be run at LMC to provide much needed training for new and existing instrument staff with the hope that this would fill the gap that is seen in the number of competent staff available. He hopes that the section can help as the CCST program is an excellent fit with the proposed program at LMC. The board committed to assist with providing support for CCST certification preparation and examination as needed. Some discussion ensued regarding CAP certification too and this is also a possibility. Fred will report back as things are put into place and as we understand the section's role in the program.

6. Golf chair report

- a. BR reported that everything is on track for the event in August. BD reported that he would sit on the beer subcommittee and JD offered to assist by driving a beer/refreshment cart around the event on the day.

7. Exhibit chair report

- a. BD reported that he has filled all the session slots for the meeting they have been published in the transmitter (or are about to be!).

- b. The target number of booths is 12, with 8 already spoken for. JD noted that if there were more than 12 groups wanting tables, they could be accommodated. Attendee lists will be provided to all tabletop exhibitors without telephone or email details as before. The question of power came up. This was supplied before as a simple 15A 115V extension outlet per table to power displays only – not power consuming equipment – and it is anticipated that this would be available again. A section table is needed and will be staffed to answer questions on the event and the section as needed. Membership packages will need to be available. BR suggested that the ISA DVD be shown at the event. It may be useful to simultaneously show it at the beginning of all of one block of sessions so that all attendees can see it. It should also be shown on the section tabletop. **Action BD/JD?**
- c. The event must be heavily promoted starting in March and throughout April. JD offered to produce an HTML emailer for the purpose. The email will be first shown to board members for comments and edits before being released to the membership list. **Action JD**

8. Education chair report

- a. RJ is looking into the CIMM certification and the possibility of putting on a review course of similar ilk to the CCST review course. **Action RJ**

9. Other Business

In preparation for the NorCal TECH event, JD suggested that the section purchase logo shirts and name tags for the section leaders so that they are instantly recognizable. Black shirts with ISA NorCal logo was further suggested during discussion. BR offered to get pricing etc. **Action BR**

10. Date And Time Of Next Meeting

March 8th, 2007, 5:30pm at ACS in Richmond.

11. Meeting Adjourned