



# Minutes

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

*April 5<sup>th</sup>, 2007*

---

## ISA NORCAL BOARD MEETING

Time: 6:00 pm

### Attendees:

John Daly - President  
Glen Garfein – Web Master  
Robbie Jackson – Vice President / Education Chair  
Jason Hurley – Treasurer / Communications Chair  
Andrew Fortunka – Membership Chair  
Brad Rupert – Delegate / Golf Chair  
Bill Deutschlander – Exhibit Chair  
Charlie Middleton – Session Developer  
Terry Molloy – Alternate Delegate

### Apologies:

Stephan Gaertner

- 
1. **Call to order at 6:00pm**
  2. **Agenda Establishment**
  3. **Update of participants list**
  4. **PayPal Account Status**
    - a. It was reported that the section has a fairly large sum of money in the PayPal account but because of the way the account is set up, there is a withdrawal limit of \$500 per month. The account needs to have a credit card or social security number associated with it to allow the full amount to be withdrawn at once. It was discussed and agreed that using a board members personal details for the account was not appropriate. It was agreed that the section would apply for and obtain a low limit credit card to allow the PayPal account to be properly liquidated after events. It may also be used when required for some event payments. Details to be obtained from the Bank of Marin **Action JH**
    - b. At present, emails are sent to the treasurer whenever a sign-up is made on the PayPal account. This may prove to be inconvenient as the emails

are sent to a list and are indiscriminate according to the event being signed up for, requiring more work by those reviewing the emails (typically the treasurer and event organizers). There is apparent solution to this situation – i.e. specific events can be sent to specific email addresses – so it was agreed to leave things as they are and to ensure the Webmaster is informed whenever classes are filled by the organizers. The situation will be reviewed later on.

## 5. Education chair report

- a. RJ reported that the April PLC class is now full. GG will disable signups on the website. **Action GG**
- b. RJ requested that instructors of courses be paid their presenters fees at the time of the course rather than later on by mail. This was agreed.
- c. TM discussed the scholarship program and proposed that we work with CMA to ensure the Hammaker scholarship be granted next year. He and RJ will discuss further and identify the correct person at CMA to contact. **Action RJ/TM**
- d. The use of the Galley scholarship fund is still problematical because of the requirements for applicants. In light of the new efforts at Los Medanos College to start instrumentation technical programs, it was considered that there may be a possibility that applicants could be found there. BR to contact Fred Burmann at Dow and discuss how to implement the program there. **Action BR**

## 6. Exhibit chair report

- a. BD reported one or two issues with presenters cancelling, but alternatives were discussed and will be used.
- b. It was questioned whether the PLC class scheduled to run during the conference was available for sign-ups on the website. Apparently not, so GG will put it up ASAP. **Action GG**
- c. JD reported that he has received 5 vendor sign-ups for table top displays.
- d. AF requested that assistance be given for the section table at the evening reception. The board will mostly be in attendance and will ensure the table is manned throughout the event, taking turns as necessary. The ISA membership video will be shown continuously throughout the event.
- e. Biographies and session descriptions are being compiled and will be passed to GG for publication on the website.
- f. RJ will check on the booking for the classrooms and tent at CMA to ensure it is all arranged. **Action RJ**
- g. CEU's - RJ will check with CMA to find out how this is done. **Action RJ**
- h. BR will be MC for evening reception

## 7. Treasurers report

- a. JH reported the following account balances:
  - Checking - \$16500
  - Savings - \$20300
  - Certificates of Deposit - \$113000

Once NorCal TECH is over, the bank balances will be reviewed and cash apportioned to give most benefit to the section.

#### **8. Golf chair report**

- a. BR reported that everything is still on track for the event in August. He needs more teams to sign up.

#### **9. Other Business**

- a. BR will get Tee-shirts on order ASAP. The shirts will be issued to board members so that they can be recognized at events and will also be used as incentives and prizes at various section events. Action BR
- b. April 17th event at Pyramid Brewery in Berkeley. JD will not be able to attend due to business travel commitments. BR/BD will handle the event on the evening. JD will arrange menu etc. GG will send out emailer to membership. Action BR/BD/JD/GG
- c. Mass mailing software – GG requested that he be allowed to buy a new mass mailing software package to simplify the sending of email to the section. This was unanimously agreed to \$400 max. Action GG
- d. DLC – TM will be going to the upcoming DLC in Anaheim. He has managed to get a discussion on CAP vs. CSE/PE on the agenda for the DLC with the help of Kim Miller Dunn. He wants to discuss the relative merits of each, find common ground, and to establish a level of support and investment for the CSE/PE program from national. The concern is that our membership perceives the ISA is ignoring the CSE/PE program in favor of the CAP program because of the revenue stream the CAP generates as a unique entity. The board also approved paying for TM's hotel expenses while attending the meeting.
- e. CLCPE – we have received a request for funds to cover delegate expenses for the coming year. The Board is in agreement that the funding for this effort should be covered by the National organization and furthermore feels that they are derelict in their duty to their PE members by ignoring it. The board does feel that it is not acceptable for a delegate to have to fund their own expenses and agreed to make a contribution at the same level as last year. TM will raise this question once more at the DLC.

#### **10. Date And Time Of Next Meeting**

May 10<sup>th</sup>, 2007, 6:00pm. Venue to be announced.

#### **11. Meeting Adjourned**