



# Minutes

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

*February 20<sup>th</sup>, 2008*

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## **ISA NORCAL BOARD MEETING**

**Time: 6:00 pm**

### **Attendees:**

John Daly – President  
Andrew Fortunka – Membership Chair  
Glen Garfein – Web Master  
Wendy Hatlelid - Treasurer  
Jason Hurley – Communications Chair  
Jonathan Fischer – CSUM Student Section Liaison  
Troy Leverton  
Terry Molloy – Newsletter  
Brad Rupert – Delegate / Golf Chair  
Dan Bosque  
Bill Deutschlander

### **Apologies:**

Jeremy Pollet  
Robbie Jackson – Education Chair/Vice President

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- 1. Call to order at 6:00pm**
- 2. Acceptance of the Minutes from the Previous Meeting**
- 3. Educational Program**
  - a. Valve course. BR will reschedule this course to run at a later date. The venue will likely change to be either Caltrol or the Shell Refinery. **Action BR**
  - b. Course material review – it was reiterated that we as a section must assist our Education Chair in a review of all training course materials that we have available to ensure it is current and relevant. Several members of the board offered to help in this task but a plan is needed that will ensure everyone involved understands their part in the procedure. Several suggestions were made: meet and review courses, review off-line first and then meet to discuss, break out course materials into specific subject matter and appoint a lead person to review and develop as necessary that specific material. It was thought that picking five courses from the list of courses we have available and starting with them could work. JD will

contact RJ and start the process. TM will contact Pat Gouhin at National to obtain the CAP materials **Action TM/JD**

- c. CSE review class – TM will finalize the list of topics that he put together for a recent transmitter article and will circulate as part of the review of materials process. Any pertinent materials from other courses should be included as necessary. **Action TM**
- d. Further to MP's comments at the last meeting regarding in week, on-site courses, BR suggested that it might be possible to get sales engineers from local vendors to run these classes as they have a more flexible schedule than typical end-users. To be discussed further at a later date.

#### 4. Treasurers Report

- a. The treasurer reported that the section currently has the following balances in the bank:

Current Account	\$13900
Savings Account	\$125000
PayPal Account	\$8500
- b. Annual Taxes have been filed.
- c. Backup – GG will be loading the necessary software on the section computer to allow regular backup of data to an internet backup provider. **Action GG**
- d. A motion to accept the Treasurers report was proposed by BD and seconded by AF. The board voted unanimously for acceptance.

#### 5. Newsletter

- a. The transition of the editing of the newsletter is continuing, with JP taking the lead. JH proposed that JP take over the entire task of layout and production in the coming year while he remained a proof reading resource and continued to write his monthly column. TM has the goal of making the June issue the last one he has direct responsibility for and will work with JP to ensure that he can indeed take over as editor and make sure the transition is completed. **Action TM/JP**
- b. JH once again requested that all board members write at least one article per year for inclusion in the transmitter. Everyone present agreed to provide at least one piece. JH urged them to write now as surplus material can be put in the "bank" and published at a later date. **Action ALL**
- c. TL offered his congratulations to TM for the look and feel of the new format, which in his opinion is easier to handle and read.

#### 6. Membership Chair

- a. It was reported that the section currently has 632 active members and 48 in active grace. There were a total of 9 new members in the past month.
- b. An analysis of section membership data showed some interesting facts that could help the board establish the needs of the section in the future:

Average Age	55 years
Education BS and higher	>60%
# of PE's	165

# of CAP's 10  
# of CCST's 63

- c. BR suggested contacting 2-3 members per month and getting "what it means to me being in ISA" quotes and statements. AF agreed to look into doing this. **Action AF**
- d. BR also suggested putting a section membership roster on the website – names and companies only – GG agreed this could be done but inquired how the listing would be maintained. For further discussion.

## 7. Student Sections

- a. JF has received promotional materials from national and has set a date of Thursday, March 13<sup>th</sup> for the informational and recruiting BBQ at CMA. Time is 5:30pm and all board members are encouraged to attend.
- b. The expected cost will be in the range of \$300 and the board has already agreed to underwrite the event. BR proposed a motion that the section make an allocation of \$400 to cover the event costs, seconded by BD. The motion passed with unanimous approval.
- c. DB has still not had any response from the SF State Faculty advisor. He will continue to try to make contact. **Action JD**

## 8. Baseball Committee

- a. The Baseball committee has booked a place at the A's vs. Angels game on June 7<sup>th</sup>. At the moment, we have an allocation of 100 tickets at the field level. Ticket price for all attendees will be set at \$27 each. The game is a fireworks game – it has a firework display afterwards and starts at 6:05pm. The ISA event will begin at 2:00pm with a tailgate party sponsored by several local vendors. **Action BR**

## 9. Other Business

- a. Nominations – BR will handle the contact of all new members. AF to send BR full list of new members. BR also requested the full list of Section Positions so that he could look for potential new leaders in the new members. **Action AF**
- b. The DLC will be held in San Diego on 28/29/30<sup>th</sup> March. BR, TM, BD and JD are potential attendees. Any others interested should let JD know. **Action ALL**

## 10. Date Of Next Meeting

Mar 26<sup>th</sup> – Swan Associates, Benicia

## 11. Meeting Adjourned