

# ISA Minutes

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## Meeting: Division Leaders' Planning Workshop

Date: Sunday, 3 June 2001  
Location: President's Summer Meeting, The Westin Calgary  
Chairman: Bob Hubby and Dutch Keen  
Minutes By: Kelly L. Bishop  
Distribution: Department VP's, VP-Elects, Division Director, Director-Elects, Department Facilitators, and appropriate Staff

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### ATTENDEES:

D. Merriman	D. Keen	L. Wells	Staff present:
E. Critzer	P. Evans	J. Garrity	K.L. Bishop
G. McFarland	J. Provenzano	B. Carlberg	J. Converse
H. Elliott	R. Iyer	J. Clemons	C. Clayton
P. Gruhn	B. Farmer	B. Hubby	E. Ladd
R. Blais	E. Icyan	R. Hicks	A. Cogley

### MINUTES

#### 1. Call to Order

The meeting was called to order by B. Hubby at 8:00 am

#### 2. Review and Approval of Agenda

It was moved (Gruhn), seconded (Clemons) to accept the agenda with the move of the Outside Organizational Relationship item.

#### 3. Approval of Minutes

It was moved (Wells), and seconded (Provenzano) to accept the minutes of the previous meeting as distributed.

#### 4. 2001 Summer Newsletters

See attached documents (Points to include in your Director's message, Helpful Tips to include in your Newsletters and Newsletter Content Calendar).

#### 5. Symposia Planning

See attached presentation by Ron Hicks.

#### 6. International Student Competition

Laura Crumpler thanked all the Divisions for their support. She does need about 10-12 Division folks to help out with the Student Bowl. She also needs more questions for the bowl. There is a call for questions available on all Division websites and it has been published in some spring newsletters. Please let Laura know if you are available to help.

#### 7. Technical Programs

See attached presentation from Ed Ladd.

**8. Introduction of ISA's New Associate Executive Director and future of Divisions**

See attached presentation from Allen Cogley.

**9. Department Action Item Status Report**

It was suggested to change the word Expired to Lapsed on the status report under item # 2001-5.  
See attached report.

**10. 2002 Division Budgets & Business Plans**

Everybody present has turned in their 2002 Division budgets and business plan.

**11. ISA 2001 A&T/I&S Division Awards Luncheon**

Bob Hubby encouraged all the Divisions to reserve a table at the Joint A&T/I&S Division Awards Luncheon at ISA 2001. To reserve a table for your Division, contact Kelly L. Bishop, Divisions Coordinator at [kbishop@isa.org](mailto:kbishop@isa.org). Registration information is posted on each Division web site and is listed on the ISA 2001 registration form. In addition, there will be an advertisement for the luncheon in all Summer newsletters.

**12. Online Division Leader Resources**

There has been a new addition to the Division Leaders Resource page online. The BI-monthly Division Leaders' Brief is now available online on the Leaders Resource Page.

The Divisions were encouraged to use the resource page of ISA Online. See attached document titled, "Online Division Leader Resources" for a complete listing of resources.

**13. Outside Organizational Relationships**

The group was asked to look over the information on Outside Organizational Relationships and be prepared to discuss it at the Joint A&T/I&S Department Meeting.

**Next Meeting/Adjournment**

The next meeting of the A&T/I&S Division Leaders Workshop will be during the President's Winter Meeting in Jacksonville, Florida, 2002.

There being no further business, the meeting was adjourned.

## **APPENDICES REQUEST FORM**

*Please send me the check-marked appendices to the Minutes of the 3 June 2001 Division Leaders' Planning Workshop. Indicate preference:  paper or  email attachment (Power Point 97 attachments or Word 97)*

**RETURN TO:**

Kelly L. Bishop  
ISA, P.O. Box 12277, Research Triangle Park, NC 27709  
FAX 919/549-8288  
Email: [kbishop@isa.org](mailto:kbishop@isa.org)

- A: Summer Newsletters 2001 – Points to include in your Director's message
- B: Helpful Tips for your Summer Newsletters

- C: ISA Symposia Planning PowerPoint Presentation – by Ron Hicks
- D: Technical Programs PowerPoint Presentation –by Ed Ladd and Allen Cogley
- E: Department Action Item Status Report
- F: Online Division Leader Resources